

# **UNIFOR**

## **Bill Hickey Local**

### **603**

**BYLAWS IN PROGRESS OF  
BEING AMENDED AS OF  
JANUARY 2019**

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# **BYLAWS**

Approved by

National Office

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UNIFOR Bill Hickey

Local 603

## **BY-LAWS**

### **PREAMBLE**

For the successful accomplishment of the ends desired by this Local for the instruction, formation and guidance of its members and for the due regulations of the business connected therewith, this code of laws is hereby enacted.

### **NAME**

This organization shall be known as **Unifor Bill Hickey Local 603**, hereinafter called "the local"

### **AIMS AND OBJECTIVES**

**Section 1.** To band together as a lawful unit, whereby we can become and remain a potent force for the benefit of our members.

**Section 2.** To urge all of our members to cooperate in every way so that each shall see it as their duty to take an active part wherever possible in conducting the affairs of the Local.

#### **Section 3.**

- A. To improve wages, hours of work, safe working conditions of employment through collective bargaining.
- B. To promote Company and industry-wide bargaining.

- C. To organize persons engaged within the jurisdiction of the union and assist in the organization of all working people.
- D. To protect and aid our distressed and sick members.
- E. To aid and co-operate with other trade unions and other organizations whose purposes are in accordance with the purposes of this union, and affiliate with organizations which meet our goals and to participate in such organizations.
- F. To assist in advancing the social, economic and general welfare of all working people through political, educational, civic and other activities.
- G. To engage in political activities and secure beneficial legislation and obtain the defeat and repeal of harmful legislation.
- H. To strive for equality regardless of race, creed, colour, age, marital status, family status, ancestry, place of origin, ethnic origin, language, religious beliefs, gender, sexual orientation, disability, records of offense or political affiliation.
- I. To safeguard, protect and extend freedom, civil liberties, democracy and democratic trade unionism.
- J. To protect and strengthen this National Union and to keep it free from any and all corrupt and subversive influences.

## **ARTICLE 1**

### **THE LOCAL UNION**

**Section 1.** No less than seven (7) members shall constitute a quorum at a meeting of the Local, and shall be a sufficient number to hold the charter.

**Section 2.** No less than five (5) members shall constitute a quorum at any meeting of the Executive.

**Section 3.** No motion to dissolve this Local shall be in order while there are seven (7) willing to continue the same.

**Section 4.** The assets of this Local Union are the exclusive property of the Local Union.

**Section 5.**

- A. The membership is the highest authority of this Local Union and shall be empowered to take or direct any action not inconsistent with Constitution or By-Laws.
- B. Between membership meetings, the Executive Board shall be the highest authority of Unifor Bill Hickey Local 603 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, but the Executive Board may not take action affecting the vital interests of the Local Union without prior membership approval.
- C. 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.

**ARTICLE 2**

**MEMBERSHIP**

**Section 1.** A person employed within the jurisdiction of the Local must become a member of Unifor Bill Hickey Local 603.

- a) Upon approval of their application.
- b) Upon paying the initiation fee and taking the obligation of membership.

**Section 2.** Should an applicant, upon being admitted to this Local Union, be unable for an acceptable reason to appear at a designated meeting to take the Obligation of Membership, the President shall have the power to initiate that applicant with witnesses.

**Section 3.** No person otherwise eligible for membership in this Local shall be admitted to membership if that person has been fined, suspended or expelled by the National Union of the Local Union, until the person has complied with the terms of such fine, suspension or expulsion.

**Section 4.** At the close of initiation ceremonies, the Recording Secretary shall verify that the new member(s) have a copy of the constitution, bylaws and labour agreement, which they are expected to keep and read. If these documents are not available at the time of the initiation ceremony, the Recording Secretary will make them available to the new member as soon as possible.

### **Section 5. OBLIGATION OF NEW MEMBERS**

All eligible members, before being admitted to full membership, shall subscribe to the following obligation:

“I, (name of individual) pledge my honour to faithfully observe the Constitution and laws of this Union; to comply with all the rules and regulations for the government thereof; not to

divulge or make known any private proceedings of this Union; to faithfully perform all the duties assigned to me; that I will not wrong a member, or see him or her wronged, if in my power to prevent; to so conduct myself at all times as not to bring reproach upon my Union, and at all times to bear true and faithful allegiance to Unifor Bill Hickey Local 603.”

The President should respond with:

“On behalf of the National and Local, I welcome you as members of this union.”

The Local membership present to respond:

“Your pledge will be remembered.”

**Section 6.** 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.

**Section 7.** 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 cooperate with the National Board Members, the National Representatives and help promote organizational activities.

### **ARTICLE 3**

#### **ADMISSION, FEES, DUES AND ASSESSMENTS**

**Section 1.** The initiation fee for this Local shall be twenty (\$20.00) dollars.

The initiation fee and one month's dues shall be payable in advance.

**Section 2.** An applicant for membership having a transfer or withdrawal card from any organization affiliated with the A.F.L.-C.I.O., or the Canadian Labour Congress, shall be admitted to membership for the reduced Initiation Fee of Five (\$5.00) dollars. However, such transfer or withdrawal card must be presented to the Local within thirty (30) days of

application for membership in Unifor Bill Hickey Local 603.

**Section 3.** Any applicant for membership who has a transfer or withdrawal card from uniform shall be admitted to membership of Unifor Bill Hickey Local 603 without payment of a further Initiation Fee, provided such transfer or withdrawal card is handed in to Local Union within Thirty (30) days of application for membership in Unifor Bill Hickey Local 603.

**Section 4.** The Local Union receives from each member the equivalent monies as paid to Unifor.

**Section 5.** All dues and assessments shall be paid by check-off (payroll deduction). All assessments shall be charged against the members as regular dues and must be paid within the time specified to protect the members' standing and benefits. Such assessments must be paid before regular dues are accepted.

**Section 6.** Workers who are unable to work and are not receiving regular wages are exempt from any dues payment during the period of their inability to work.

**Section 7.** Absence from work due to vacation shall not exempt a member from the payment of dues.

**Section 8.** Leave of absence shall not exempt a member from the payment of Local dues.

## ARTICLE 4

### OFFICERS, DELEGATES AND ELECTIONS

#### Section 1.

a) The Executive Officers of this Local Union shall be; President, First Vice-President, Second Vice- President, Recording Secretary and Corresponding Secretary, Financial Secretary, Treasurer, Two Guards, Three elected Trustees and Five Directors.

b) In accordance with the dictates of Federal Law, the Local shall have a "Privacy Officer." This position will be for term of THREE (3) years, filled by an election of the membership at a 'gate' vote with all members of the Local having the opportunity to vote.

- this officer shall report to the President.
- the duties of the office are dictated by Federal Law.
- the Executive Committee shall be responsible to adjudicate any accusations against the Officer in the performance of his/her duties.
- all remedies under the Constitution of Unifor shall be applicable.

c) All officers, delegates, shop stewards, safety representatives and all other members that in a position of representing this Local, be it through election or appointment, shall resign immediately from any and all positions of responsibility within the Local if they are seeking a management position.

**Section 2.** A member shall only be able to stand for one executive office.

**Section 3.** All Executive Offices are to be filled annually for a one year term except the trustees position, which shall be for a three year term. It is incumbent upon trustees to adhere to the conditions regarding meeting attendance for this term of office as expressed in Section 12 following.

**Section 4.**

- a) The Local shall have five Wage Delegates plus an alternate (to fill a Delegates vacancy). The President of the Local Union shall be an automatic Wage Delegate only for the term that he/she is President. The remaining five positions shall be elected by the General Membership; the person getting the least votes will be the alternate.
- b) The wage delegates term of office will terminate January 1<sup>st</sup> of the year prior to the expiration date of the contract which they were involved in negotiating. IE. Contract expiration date is May 2008; normal December elections of calendar year 2006 would elect wage delegates that would assume office January 1 2007, negotiate the contract of 2008 to 200?. Wage delegates will be will be required to adhere to the conditions regarding meeting attendance for this term of office as expressed in Section 12 following.

**Section 5.** It is permissible for the President to attend as an automatic delegate all functions that under the Unifor Constitution do not require delegate election. Where the Constitution specifies that delegates must be elected, the President may

only attend as an observer or special delegate, unless otherwise elected.

**Section 6.** Nominations for President shall open at the September General Membership Meeting and close at the October General membership Meeting. Election for President shall be held before the November General Membership Meeting.

**Section 7.** Nominations for other Executive Officers and Wage Delegates shall open at the October General Membership Meeting and close at the November General Membership Meeting. Elections for other officers shall be held before the December General Membership Meeting.

**Section 8.** The Trustees shall be the election committee and shall be responsible for conducting all elections and referendum in accordance with these Bylaws and the Constitution.

**Section 9.** Elections shall be held at a place and time as prescribed by the Trustees.

**Section 10.** Results of any election shall be posted by the Trustees.

**Section 11.** A member must be in good standing at the time of the election in order to be eligible to cast a vote in the election.

**Section 12.** Each nominee for an Executive Office or for a Wage Delegate, must be a member in good standing in Unifor Bill Hickey Local 603 for twelve (12) consecutive months immediately prior to the elections.

**Section 13.** Signed notice of willingness to stand for Office must be presented to the Recording Secretary of the Local by any nominee who is unable to attend the final nomination meeting to

accept in person. Such written acceptance to be presented prior to or at the time of the meeting.

**Section 14.**

- a) Union Safety Representative- There will be a yearly election for the position of Union Safety Representative.
- b) Alternate Union Safety Representative- There will be a yearly election for the position of Alternate Union Safety Representative.

**Section 15.** No officer or delegate can be removed from office until all procedures of Charges, Trials and Appeals of the Constitution have been followed. Although in cases of “Clear proof of fraud and dishonesty” the National Executive Board is also able to remove a local officer.

**Section 16.** Each Department shall elect a Shop Steward and Safety Captain who must be a member in good standing. Where shift work is involved, each shift will elect its own Shop Steward and Safety Captain.

**Section 17.** Shop Steward and Safety Captain elections shall be held in November. It shall be the duty of the incumbent Shop Steward and Safety Captains to call Departmental or Shift meeting for the purpose of holding an election.

**Section 18.** Should a Department or Shift fail to elect a Shop Steward and/or Safety Captain, the Executive Board shall be empowered to appoint a Shop Steward and/or Safety Captain following the date on which the election was called.

**Section 19.** When the President’s Office or the First Vice-President’s Office is filled by a ‘tour worker’, the Local will work with the Company to

enable the member in these offices to move to a day-shift job for the term of their respective office, should they desire to do so. Notwithstanding, the Local will not make up wages lost as a result of opting to go to a day shift job.

## **ARTICLE 5**

### **DUTIES OF ELECTED OFFICIALS**

All member of this Local Union holding an elected position are required to attend:

1. Two out of three consecutive membership meetings unless officially excused for cause by the membership.
2. Two out of three consecutive meetings other than membership meeting expected of their respective office or position, unless officially excused for cause by the membership.
3. Failure of any elected official to comply with the above attendance rules shall result in automatic removal form their respective office or position, and they shall not be permitted to run for any elected office for the balance of the term of office from which they were removed, except as a delegate to the Constitution Convention.

#### **Section 1.**

- A. The President shall be ex officio member of all Local Union committees, except the Election Committee.
- B. Vacancies are to be promptly filled by election with the exception of President which can be

filled by the Vice-President for the balance of the term.

- C. The President shall enforce the Constitution, Bylaws and all union rules and regulations
- D. The President will chair the Fourth Step and the Wage Delegate Committee.

## **Section 2.**

- A. The First Vice-President shall be the acting President in the President's absence and/or in the event of a vacancy in the office of the President, shall act for the office of acting President until an election can be held. If a vacancy occurs in the President's office after September 1<sup>st</sup>, no election shall be held until the regularly scheduled elections prior to the November General Membership Meeting. Vacancies in other Executive positions may be appointed by the Executive Board with the approval of the General Membership Meeting.
- B. The First Vice-President shall assist the President in the performance of his/her duties
- C. The First Vice-President will be the chairperson of the Standing Committee.
- D. The First Vice-President in cooperation with the Chief Shop Steward shall oversee the duties of the shop stewards.
- E. The First Vice-President shall report on the activities of the Chief Shop Steward at each monthly Executive Meeting. The Chief Shop Steward's written, twice monthly report to the First Vice-President shall form part of this report.



### **Section 3.**

- A. The Second Vice-President shall be responsible for the functioning of all committees other than the Standing committee, and the Negotiating committee.
- B. The Second Vice-President shall be responsible to see that elections of Shop Stewards and Safety Captains are carried out in all departments in November.
- C. The Second Vice-President shall be responsible to recruit for the positions of Shop Steward and Safety Captain when a department does not have these offices filled in a timely manner.

### **Section 4.**

- A. The Recording and Corresponding Secretary of this Local Union shall keep correct minutes of all meetings of the Local Union and Executive Board.
- B. The Recording Secretary and Corresponding Secretary shall conduct all correspondence of the Local Union and receive and read all correspondence on file.
- C. The Recording Secretary and Corresponding Secretary shall have charge of the seal, which this person shall ensure is used only as authorized and shall attach same to all documents requiring authentication.

### **Section 5.**

- A. The Financial Secretary of the Local shall collect all monies paid to the Local including membership dues, fines and assessments

and deliver same to the Treasurer of the Local.

- B. The Financial Secretary shall keep true and accurate accounts of all his/her transactions as Financial Secretary, and shall report thereon to the Local and its Executive Board.
- C. The Financial Secretary shall keep a record of the names and addresses of all members of the Local and their status.

**Section 6.**

- A. The Treasurer shall receive all monies from the Financial Secretary and all other securities, funds and other valuables of the Local and shall deposit same in the name of the Local in such bank or banks, subject to the Executive Board and the Locals approval may direct.
- B. The Treasurer shall keep true and accurate accounts of all his/her transactions as Treasurer and shall make reports thereon to the Local and its Executive board.
- C. The Financial Secretary and Treasurer shall present an annual budget as part of his/her monthly report at the first Executive Meeting held in January of each year. It is the responsibility of the outgoing Financial Secretary and Treasurer to assist the incoming Officers in developing such a budget.
- D. The fiscal year of Unifor Bill Hickey Local 603 shall begin on January 1<sup>st</sup> and end on December 31<sup>st</sup>.

## **Section 7.**

- A. The Trustee shall examine and audit the books and records of the Local at least every three months and shall submit a written report on each audit to the Local and National Union.
- B. The Trustees shall have further powers and duties, as may be provided by the Local and its Bylaws.
- C. The Trustees shall be the election committee.

## **Section 8.**

- A. The Guards shall attend the General Membership Meetings of the Local, guard the door, see that all persons present are qualified to remain at the meetings and perform such other duties as usual to the office.
- B. The Directors shall attend Executive Meetings and General Membership Meetings whenever possible and may be used as appointees to fill temporary vacancies in Executive positions.

**Section 9.** Signing officers of the Local Union shall be President, First Vice-President, Recording Secretary, Financial Secretary and Treasurer.

**Section 10.** The Directors of #117 Holdings shall be the President, First Vice-President, Second Vice-President, Recording Secretary, Financial Secretary and Treasurer. An Annual General Meeting is required for #117 Holdings which shall take place on or about April each year to fulfill all the requirements of the Company Act.

## ARTICLE 6

### COMMITTEES

**Section 1.** The Local shall maintain the following Committees: Standing, Contracting Out, Job Evaluation, Apprenticeship, Safety, Health & Welfare, Employee and Family Assistance, Automation and Tech Change, Environment, Disputes & Resolutions and whatever committees the membership wish to setup.

**Section 2.** Each year the newly elected Executive Board of the Unifor Bill Hickey Local 603, shall, at their first meeting, review the make-up of all Committees of the Local and make recommendations at the next General Membership Meeting.

**Section 3.** Appointments to any Committees of the Local shall be subject to the approval of the members at the next General Membership Meeting. A majority vote at such a meeting may overrule any appointment.

**Section 4.** The Executive Board shall have the power to replace any member of a committee providing that it can be clearly established that the Committee member has failed to carry out the required duties incumbent on his/her position. The displaced committee member shall have the right of appeal at the next regular General Membership Meeting.

**Section 5.** All Committees shall through their Chairperson, give a report in writing of their activities over the previous month to the President, one week before the regular Executive meeting.

## ARTICLE 7

### MEETINGS

**Section 1.** The Local membership meeting is the highest authority of this Local.

All elected and appointed members of this Local are accountable to the membership.

**Section 2.** All persons attending any local meetings shall be:

- A. Members in good standing in the jurisdiction of the union
- B. Guests admitted with approval of meeting.

**Section 3.** General Membership meetings of Unifor Bill Hickey Local 603 shall be held monthly, on the Second Wednesday of each month starting at 7 pm. No less than seven members shall constitute a quorum at a General Membership meeting of this Local. The order of Business at the General Membership Meeting shall be:

Departed Brothers and Sisters

Initiation of New Members

Read Minutes of the last meeting

Read Correspondence

Committee reports

President's report

Rep's report

Draw

Labour Council report

Financial Report

Trustee's report

Chief Shop Steward's report

Treasurer's report

Executive recommendations

Old Business

New Business

Adjourn

**Section 4.** Executive Board meetings will be held monthly on the Monday preceding the General Membership Meeting, starting at 7 pm. No less than five (5) members shall constitute a quorum at an Executive Board meeting.

**Section 5.** Special meeting of Unifor Bill Hickey Local 603 may be called by:

- A. Majority vote of the members at a meeting of the Local
- B. By the Executive Board
- C. At the request of not less than 25 members in good standing signified to the President in writing with each name (printed), signature (of same) and payroll number clearly legible, stating the purpose for which the meeting is called.

**Section 6.** No Business shall be transacted at a special meeting other than that for which the special meeting was called.

**Section 7.** Special meetings of the Executive Board may be called:

- A. By the President
- B. By three members of the Executive Board

## **Section 8.**

- A. The Executive Board shall have authority to cancel one monthly General membership meeting per year (either July or August) by a majority vote of the Executive Board members in attendance at the June Executive Board meeting.
- B. The Executive Board shall have authority to alter meeting dates when there is conflict with holidays which fall on the same day as scheduled Executive or General Membership meetings. Any such changes will be announced at the General membership meeting prior to the month in which the day of the meeting will be rescheduled, and notice posted on Union notice boards at the mill.

## **ARTICLE 8**

### **CONDUCT OF MEMBERS**

**Section 1.** The President or Chairperson shall with the approval of the members at the meeting, have the power to suspend from a meeting or social session of the Local, any member or guest for unseemly conduct.

**Section 2.** Vulgarity, profanity or indecent conduct shall not be permitted at any meeting or social session. Every member shall be responsible to the Local for the conduct of guests admitted at their invitation.

## **ARTICLE 9**

### **PICKET DUTY**

**Section 1.** A member of this Local shall perform picket duty as requested by the Executive or its appointed committee authorized to establish picketing schedules for members. It is a violation of these bylaws to fail, without reasonable excuse, to perform picket duties as assigned.

**Section 2.** Members who fail to perform their assigned picket duty without reasonable excuse, will not be eligible for strike pay should it be available.

**Section 3.** No member of this Local union shall leave the area during any labour dispute if it will affect his/her picket duty, without first notifying the union. To do so without a bona-fide reason could result in loss of strike pay if applicable.

## **ARTICLE 10**

### **GRIEVANCES AND DISPUTES**

**Section 1.** For the specific purpose of speeding up complaints and adjustments, any member having a grievance must report in the first place to his/her shop steward, who shall, together with the member, place the matter before the Department Supervisor. Should the grievance be unresolved at the departmental level, it shall be referred to the Chief Shop Steward for such action as deemed necessary. All grievances referred to the Chief Shop Steward must be accompanied by the completed "Fact Sheet."

**Section 2.** All 3<sup>rd</sup> step meetings with the Company to discuss grievances must be sanctioned by the President and attended by at least three members of the Standing committee, one of whom will be an Executive Board member.



**Section 3.** Grievors will be kept informed of progress of the grievance which they have initiated. The Chief Shop Steward, the First Vice-President and President shall communicate with the initiator of a grievance when the grievance is received at their respective step in the grievance procedure. Email communication is acceptable.

**Section 4.** Within 30 days of receiving a notice of such a decision, the grievant, if wishing to appeal further, shall submit his/her appeal to the Recording Secretary in writing for consideration by the earliest possible membership meeting. The Unifor PROCEDURE POLICYON CONSTITUTIONAL MATTERS for appeals shall be followed.

**Section 5.** All decisions of this Local are subject to the appeals provision of the National constitution.

## **ARTICLE 11**

### **SHOP STEWARDS**

**Section 1.** Each department shall elect a Shop Steward, who must be a member in good standing. Where shift work is involved, each shift will elect its own Shop Steward.

**Section 2.** It shall be the duty of the Shop Steward to see that there is no breach of the Labour Agreement in his/her department, by either the employee or employer.

**Section 3.** The Shop Steward shall have a copy of the National Constitution, Local Union Bylaws, and Labour Agreement within easy reach at all times.

**Section 4.**

- A. The Shop Stewards shall approach every new employee on their shifts or their department, and shall identify themselves.
- B. The Shop Steward shall inform the new employee of the Union Shop clause in the Labour Agreement, and should ensure that the new member is properly signed-up and initiated into the Local when the necessary time has elapsed.

**Section 5.** The Local Executive shall be informed immediately, by the Shop Steward of any violation of the Union's Laws, Rules and Agreements.

**Section 6.** A Shop Steward may be recalled by the members he/she represents for failing to perform the duties of the office.

**Section 7.** When the annual Shop Stewards elections have been completed, the Stewards shall meet to elect a Chief Shop Steward. It shall be the function of the Chief Shop Steward to assist other Stewards when necessary, and to be responsible for the 2<sup>nd</sup> Step of the grievance procedure.

**Section 8.** The Chief Shop Steward shall keep the First Vice-President informed in writing twice monthly, as to the grievances which are being dealt with at the second step of the grievance procedure. This report shall include all grievances resolved at the second step.

## **ARTICLE 12**

### **SALARIES AND EXPENSES**

**Section 1.** The Local shall pay honorarium for four hours base rate per month to the President and the Recording Secretary.

## **Section 2.**

- A. The Local Union will reimburse members who are participating in authorized Union business for an equivalence of regularly mill scheduled hours pay equal to the amount of hours actually lost while participating in union business. This includes Premium time and Sunday letter if any of these fall on the members regular schedule shift.
- B. Vacation Pay, calculated at a rate that the Member would normally receive while at work at the mill, shall also be calculated into the equivalence for Lost Time Wages.
- C. Statutory Holiday Pay, if the member was normally scheduled to work a Statutory holiday, shall be paid in equivalence to the Current Labour Agreement. Included is time off in lieu, payable only when the time off is taken.
- D. If any Union Committee or other Union Business requires a Member to take time off work, the chairperson of that Committee or Union Business must obtain authorization beforehand from the President or the President's Designate of the Local Union to remove the Member from work if the Member is to expect reimbursement for Lost Time Wages and benefits.

## **Section 3.**

- A. If a member attended authorized Union Business out of town, it is not expected of that Member to report to work if touchdown at the Prince George Airport is less than eight hours prior to the start time of their following shift.

- B. If a Member attended authorized Union business in town, the following is expected:
  - 1. DAY WORKERS (7:00-5:00) if the Union business is in the first 5 hours of the shift, report to work for the last 5 hours and if the Union business is in the last 5 hours of the shift, the Member would report to work for the first 5 hours. If the nature of the Union business is of very short duration, it is expected of the member to report to work directly.
  - 2. TOUR WORKER (DAY SHIFT) uses the same guidelines as the DAY WORKER with 4 hours blocks.

#### **Section 4.**

- A. Airfare for Authorized Union business out of town shall be provided for by the Union where necessary.
- B.
  - i. In town ground transportation to and from airport will be equivalent to local shuttle bus costs.
  - ii. Upon arrival at destination, transportation costs to and from airport will be paid with receipts.
  - iii. Daily transportation at destination on authorized union business will be paid with receipts.
- D. Airfare Equivalence equal to RESTRICTED ADVANCE BOOKING will be given a Member who is sent on Authorized union business and who elects to provide their own transportation to and from the Union business. The Member choosing Airfare Equivalence shall waiver all

responsibility of the union for the transportation to and from the Union business. Should circumstances arise that the member who elected Airfare equivalence cannot provide their own transportation, the President may authorize other means of transportation if the President deems it necessary to have the Member present at the Union business. The Member will return the Airfare equivalence to the Union if it is not used for the designated purpose.

### **Section 5.**

- A. The Local union office will book all rooms.
- B. If the expected termination of a scheduled union business is reasonably early, the Member is expected to book out of room that morning. "Reasonable early" shall mean "Early enough to travel to the airport and be able to board a flight home that day."
- C. The Local union will not pay for the use of "pay TV" or a bar in rooms, or any other forms of entertainment.
- D. The Local union will reimburse members for one (1) personal phone call to a maximum time of one half (1/2) hour per day for a member to call home when on Authorized Union business out of town.
- E. The Local union will reimburse members for phone calls made to the Local union or National union office or its designated offices if made for Authorized Union business.
- F. Members will not be reimbursed for Local operator and Local phone calls when on authorized Union business out of town.

## **Section 6.**

- A. In town authorized Union business- the Union shall reimburse members to a maximum of Thirty (30) dollars per day for meals taken during normal meal times for Members on union business.
- B. Out of town authorized Union business- the Union shall reimburse members to a maximum of Ninety (90) dollars per day for meals. Reimbursement for parking will be made with receipts.
- C. Out of town authorized Union business- where there is no room taken, the local shall pay a sum of Forty (40) dollars to a member. Receipts are not required.

## **Section 7.**

- A. If a member is involved in out of town Union business that extends for a lengthy period of time and at the requirement of the Union business, it is reasonable that the Member be able home every two (2) weeks on average.
- B. The Local union shall provide Airfare or Airfare Equivalency to the member returning home as provided in Section 4.

**Section 8.** No Union officer or committee shall authorize the lending of the Locals Union monies and/or assets.

## **Section 9.**

- A. The hiring of Union Office staff shall be decided by the Executive of the Local union, and such decisions shall be from a quorum of the Executive. Full time hiring of Union office

staff shall be mandated by the membership of the Local union.

- B. Temporary or Casual help rate of pay shall be decided by a quorum of the Executive.
- C. When negotiating in Prince George: Bull Session and Main Wage, the Executive Committee shall be authorized to employ a secretary capable of taking and transcribing short hand minutes, or the equivalent of shorthand. If this option is exercised, the Recording Secretary would not attend.

### **ARTICLE 13**

#### **RETIREE GIFT BENEFIT**

**Section 1.** That we of Unifor Bill Hickey Local 603 will provide a gift and engraved plaque to each retiree who, upon their retirement, is a member in good standing as outlined under the Unifor National Constitution and bylaws of Unifor Bill Hickey Local 603

**Section 2.** Retirees shall receive a gift of \$500.00 dollars cash. The Local shall provide a commemorative plaque. The funds for these gifts will come from the General Fund, as required.

**Section 3.** Plaques to be presented to retirees at a time mutually agreed upon by the President of Unifor Bill Hickey Local 603 and Chairperson of the Health and Welfare committee and the Retiree.

## ARTICLE 14

### DEATH BENEFIT

#### Section 1. Death benefit gift fund

- A. Funds to be based on an assessment of the membership of \$12.50 per member based on the per capita of the local, e.g. 400 members x \$12.50= \$5000.00
- B. Members must be in good standing – a member in good standing is one who at time of his/her death is:
  - a) paid up with respect to all dues and assessments levied by the local.
  - b) actually in the employment of the company here Unifor Bill Hickey Local 603 is the certified bargaining agent.
- C. All members shall fill in and file with Financial Secretary, a form containing name and address of beneficiary. Members wishing to change their beneficiary shall contact the Financial Secretary and fill in a change of beneficiary form. Unifor Bill Hickey Local 603 shall not undertake the expense of locating the beneficiary.
- D. The Trustees elected by the membership of Unifor Bill Hickey Local 603 shall be responsible for the administration of these funds under the provisions set down herein.
- E. Upon the death of a member in good standing, the designated beneficiary named on the Union Death Benefit Certificate of the deceased member shall be paid the



appropriate amount as set forth is 'A'above. Failing the above, the beneficiary named on the Accidental Death and Dismemberment policy as per Standard Labour Agreement shall be paid.

- F. Pending location, proof of beneficiary and receipt of proof of death, Unifor Bill Hickey Local 603 shall retain ownership and control of all assessments. If location and receipt of proof of death is not received within six (6) months of date of death, all monies may be declared void by a vote of the membership as the Unifor Bill Hickey Local 603 General Membership meeting.
- G. No Debt Claims against the Estate shall be entertained or tolerated by Unifor bill Hickey Local 603 in respect to this assessment.
- H. Retired members who may work in the industry on a part time basis shall not be covered by the Death benefit gift fund.

## **ARTICLE 15**

### **GENERAL RULES**

**Section 1.** The constitution of Unifor is hereby made part of these bylaws. Where there is any doubt about any section or part of these bylaws or where such might appear to be in conflict with the constitution, then the Constitution must be followed. The Constitution of this Local union shall be the constitution of Unifor, and these Bylaws shall be in all respects subordinate to said Constitution and all applications and interpretations thereof.

**Section 2.** These Bylaws may be amended by a two-thirds vote at any meeting of the Local provided that a Notice Of Motion giving details of the amendment has been posted on the official notice board at least two weeks prior to the meeting at which it will be considered.

**Section 3.** No amendments of changes shall become effective until approved by the national President

**Section 4.** This Local union shall govern its meetings by Bourinot's Rules of Order and they shall prevail when these Bylaws or Constitutions fail to relate to the situation.

**Section 5.** No member shall be allowed to hold a meeting or conference with any Officials of the Company, dealing with Union business, unless authorized by the president or the President's Representative. In any case where a meeting is to be held with the Company Officials to discuss Union business, no less than two members of Unifor Bill Hickey Local 603 shall be present.

**Section 6.** Only the President or the President's representative, shall be authorized to give information to the news media concerning Union affairs affecting Unifor Bill Hickey Local 603

**Section 7.** All Local Union Officers, Committees, Stewards and other members handling funds or other property of the Local Union shall, at the completion of their duties, turn over all papers, documents, funds and/or Local Union property to the properly constituted Local Union Officers.

## **ARTICLE 16**

### **EDUCATION**

A. The Local shall endeavor to make training available to Shop Steward and Safety Representatives at the beginning of their tenure in January and February of each year.

B. Candidates wishing to apply to attend Harrison Winter School or other like educational training shall submit their request to the Recording Secretary. The Executive shall review all requests and shall determine the candidate's eligibility and present a list of eligible applicants to the membership for approval. Eligibility shall be based on the Locals educational needs.