

UNIFOR LOCAL 975 CONSTITUTION & BYLAWS

ARTICLE 1 CONSTITUTION

- 1.01 The uniform Local Constitution and Bylaws of the National Union shall remain the Constitution and Bylaws of Local 975 except as amended by the following amendments and any subsequent amendments thereto approved by the National President. Robert's Rules of Order shall be the parliamentary authority in all cases not governed by the Constitution and Bylaws.
- 1.02 The Convention shall be the supreme body of Local 975 having the power to amend this Constitution, formulate rules governing the conduct of the Local Union, establish policies of the Local Union and exercise any other powers necessary in respect to the administration of the Local Union.
- 1.03 Amendments to this Constitution shall require a two thirds (2/3) majority of votes cast by delegates at the convention. Such amendments shall be submitted to the Recording Secretary of the Union thirty (30) days prior to the Convention.
- 1.04 This Constitution recognizes the development of the former Local Unions and their jurisdictions.
- 1.05 This Constitution also recognizes the division of work and the addition of new Bargaining Units.

ARTICLE 2 OBJECT

- 2.02 To do all in its power to strengthen and promote the labour movement; to cooperate with the Unifor National Executive Board and Unifor National Representatives, and help promote the organization of workers into the Union.
- 2.03 Unifor 975 is fully committed to equity and inclusion. Women, Racialized and Aboriginal Workers, Lesbian, Gay, Bisexual and Transgendered Workers, Young Workers, Workers with Disabilities and other Equity seeking groups, will be represented in the structures of the union at all levels.

ARTICLE 3 975 EXECUTIVE BOARD

- 3.01 The Executive Board of this Local shall be known as the Unifor Local 975 Executive Board, or the 975 Executive Board, and shall consist of the following:
- The Chairperson of each Unit
 - Two (2) Members-at-Large, elected by each Unit

UNIFOR LOCAL 975 CONSTITUTION & BYLAWS

- New Units shall be allowed one (1) Executive Board Member at a rate of 1 (one) per one-hundred (100), up to a maximum of three (3), as per the guidelines above.
- 3.02** The term of office for all Executive Board positions shall be three (3) years and shall begin sixty (60) days prior to the Convention.
- 3.03** Unit Bylaws shall determine the process for election of these offices. Election of these board members shall be completed at least sixty (60) days, and no longer than one-hundred and twenty (120) days, prior to the Local 975 Convention.
- 3.04 975 Executive Board Meetings**
- A.** The 975 Executive Board shall meet quarterly, as a minimum, or as required. Special meetings may be called as required. A copy of the minutes of all 975 Executive Board meetings shall be made available to all 975 Executive Board members prior to the start of the next meeting.
 - B.** Decisions of this Board shall be made on the basis of a majority vote.
 - C.** A quorum for this Board shall be fifty per cent plus one (50% + 1) members.
- 3.05 975 Executive Board Elections**
- A.** The table officers of the 975 Executive Board shall be elected or appointed by consensus; from within the 975 Executive Board and in the event of a challenge, a secret ballot will be held. The 975 Executive Board shall consist of the following officers:
 - President
 - Vice President
 - Treasurer
 - Recording Secretary
 - Trustees (2)
 - A.** If more than two (2) candidates are nominated for any office the secret ballot process shall be repeated until one (1) candidate has a clear majority of votes.
 - B.** Two (2) Trustees shall be elected from the remaining 975 Executive Board members by secret ballot.
 - C.** In the event of a tie, the 975 Council shall conduct a secret ballot election to break it.
- 3.06 Duties of Officers**
- A. President**
 - It shall be the duty of the President to preside over all Local 975 Executive Board meetings, 975 Council meetings and the Local Convention; to preserve order and enforce the Constitution and Bylaws of the Union; to appoint, subject to the approval of the 975 Council, all special committees when election for same is not called for; to sign the minutes of the Recording Secretary after their approval by the 975 Executive Board;

UNIFOR LOCAL 975 CONSTITUTION & BYLAWS

to be ex officio member of all committees of the Local 975 Executive Board and to report on activities to the Local 975 Executive Board.

- The President shall be entitled to vote on questions of membership and other matters voted on by secret ballot; but as chairperson of a meeting, the President may cast only the deciding vote on other matters. The president may attend any approved Convention or function of behalf of the Local Union.

B. Vice President

- The Vice President shall assist the President, and shall act in the President's absence, resignation or death. If the Vice President is absent from a meeting the 975 Executive Board will elect a Chairperson pro tem prior to the commencement of the meeting. The Vice President shall perform other duties as assigned by the 975 Executive Board.

C. Treasurer

- The Treasurer shall oversee the issuance of receipts for all monies passing through the office; deposit monies or cheques received within five (5) working days of receipt; pay bills authorized by the Local Union; be responsible for keeping the Local Union in compliance with the Constitution by paying any obligations required there under; make financial reports of all financial transactions to the National Secretary Treasurer in accordance with procedures established by the National Secretary Treasurer and on forms provided by the National office; make reports at each regular 975 Executive Board and 975 Council meeting and at the Local 975 Convention on all receipts, expenditures and balances. The report will include amounts received and spent since the last report, listed by kind of income and expenditure, as well as the amounts remaining in the Local Union's funds.
- The Treasurer shall make all books and records available to the Local Union Trustees for examination.
- The Treasurer and Trustees are required to file quarterly Trustee Audits to the Unifor National Secretary-Treasurer, no later than 3 months following the end of a quarter (March 31, June 30, September 30 and December 31 of each year)
- The Treasurer is responsible for preparing the Local's 3-year budget, to be presented at the Local 975 Convention.

D. Recording Secretary

- The Recording Secretary shall keep a faithful record of meetings of the Local 975 Executive Board; conduct the correspondence of the Local Union unless otherwise directed; keep a file of all matters pertaining to the office available for inspection by the Local 975 Executive Board or Officers; and perform such duties as may be necessary for the proper administration of Local Union affairs subject to approval of the Local 975 Executive Board.

UNIFOR LOCAL 975 CONSTITUTION & BYLAWS

3.07 Duties of the 975 Executive Board

- A. The 975 Executive Board shall enforce the Constitution and Bylaws of Unifor and of Local 975 and generally carry out between Conventions the purpose, policies and programs of the Union. The 975 Executive Board shall be responsible for the day to day administration of the Union, subject to the authority of the 975 Council as specified in this Constitution. The vacancy, or absence, of an 975 Executive Board member may be filled by an alternate from the respective Unit.
- B. In the event of a vacancy occurring in a table officer position, elections shall take place at the next 975 Executive Board meeting.
- C. Between membership meetings, the 975 Executive Board shall be the highest authority of the Local Union and shall be empowered to act on behalf of the membership to the extent urgent business requires prompt and decisive action, subject to membership approval, but the 975 Executive Board may not take action affecting the vital interests of the Local Union without prior membership approval.

3.08 975 Executive Board Committees

- A. Negotiating Committee
 - The Negotiating Committee shall be the responsibility of each Unit and shall be covered by the Unit Bylaws. Each Negotiating Committee shall include that Unit's Chair.
- B. Grievance Committee
 - The Grievance Committee shall be the responsibility of each Unit and shall be covered by the Unit Bylaws. Each Grievance Committee shall include the Unit Chair.
- C. Financial Committee
 - There shall be a Financial Committee consisting of the Treasurer and the two (2) Trustees. The committee will audit all expenditures and make recommendations to the 975 Executive Board on matters of finance.

ARTICLE 4

975 COUNCIL

- 4.01 The 975 Council shall consist of the 975 Executive Board, who shall be non-voting members, and one (1) member from each Unit on the basis of 1 975 Council position per 100 members, per Unit. Units with less than 100 members shall be entitled to one (1) 975 Council position. These additional members shall be named 975 Council Members. These 975 Council Members shall be elected from the Triennial Convention. The unsuccessful candidates shall become 975 Council Alternates and will be ranked, respective to their Unit 975 Council election rankings.
- 4.02 New Units shall be allowed one (1) 975 Council Member.

UNIFOR LOCAL 975 CONSTITUTION & BYLAWS

4.03 Duties and Powers of the 975 Council

- A. The 975 Council shall meet at least twice a year in conjunction with 975 Executive Board Meetings and at any other time deemed necessary in the interests of the Union. Special meetings of the 975 Council may be called by the 975 Executive Board or by a majority of 975 Council members.
 - B. A copy of the minutes of all 975 Council meetings shall be forwarded to all Units as soon as possible after the meeting.
 - C. The decisions of the 975 Council shall be binding between Conventions.
 - D. In the event of a vacancy from a '975 Council Member at Large' position, 975 Council may, at the following 975 Council meeting, appoint the highest-ranking 975 Council Alternate from the respective Unit (as determined by their ranking in the 975 Council elections) as a 975 Council Member.
 - D. To oversee the policies and Constitution of the Local Union.
 - E. To make decisions on behalf of the Local Union between Conventions.
 - F. The quorum for a 975 Council meeting shall be fifty per cent plus one (50% + 1) members.
 - G. To approve major expenditures not already approved by the Convention.
 - H. To authorize, elect or appoint participants for conventions or conferences with the exception of the Local 975 Convention.
- 4:04 Only current, elected Stewards and Chief Stewards are eligible to run for a 975 Council position.

ARTICLE 5 CONVENTIONS

- 5.01 The Convention shall be held every three (3) years. Delegates for the Convention shall be selected from within each Unit on the basis of one (1) delegate per twenty (20) members.
- 5.02 975 Council members and current Unit 975 Executive Board Officers shall be automatic delegates to the Convention, in addition to the designated delegates.
- 5.03 All matters coming before Convention, except changes to this Constitution, shall be decided by a majority of the votes cast by delegates to the Convention.
- 5.04 All changes to the Constitution shall require two thirds (2/3) majority of votes cast by delegates to the Convention.

UNIFOR LOCAL 975 CONSTITUTION & BYLAWS

5.05 975 Special Convention

- A.** A 975 Special Convention may be called by the 975 Executive Board if deemed necessary.

ARTICLE 6

EXPENDITURES

- 6.01** The Local President, Treasurer, and two (2) other members of the 975 Executive Board shall be the signing officers for the Local. All accounts shall require two (2) of four (4) signatures for pre-authorized expenses.
- 6.02** Annual financial statements shall be completed by a qualified Public Accountant and presented to the Triennial Convention.
- 6.03** The Financial Committee shall seek input from each Unit of their financial requirements and prepare a budget which shall form the basis for the following three (3) years expenditures.
- 6.04** The budget shall be approved by the 975 Council and passed at the Triennial Convention.
- 6.05** Expenditure Authorization
- A.** Budgeted expenditures shall be approved by the 975 Executive Board.
- B.** Non-budgeted expenditures shall be approved by the 975 Council.
- C.** The signing officers can authorize budgeted expenditures to the amount of \$2,000 and non-budgeted expenditures up to \$500.

ARTICLE 7

COMMITTEES

- 7.01** The following committees may be formed within the Local or Unit: Education Committee, Social Committee, Stewards Committee, Bylaw Committee, Retiree Committee, Health & Safety Committee, Human Rights Committee, Women's Committee, Political Action Committee or any other committee deemed in accordance with the National Constitution.

ARTICLE 8

UNIT ORGANIZATION STRUCTURE

- 8.01** Each Unit shall have regular meetings to discuss and develop issues that directly effect them locally, as prescribed by Unit Bylaws.
- 8.02** Each Unit shall have an Executive Board consisting of a Chairperson, and other officers deemed appropriate by the Unit.

UNIFOR LOCAL 975 CONSTITUTION & BYLAWS

- 8.03** Each Unit shall develop Bylaws passed by the Unit membership that are consistent with the Local 975 Constitution, which must include language to:
- A.** Protect against members of the 975 Council having an unfair advantage to be elected to conferences or seminars by running for election twice (unless no other member chooses to run).
 - B.** Protect against members attending educational conferences or seminars twice in a row (unless no other member chooses to attend).
 - C.** Ensure measures are taken to have women represented on the Unit Executive Boards.
 - D.** All Local Union Officers will deliver all Local Union files, records, and papers and properties purchased to the Local Union office or his/her successor within 30 days.
- 8.04** Engaging in conduct or making statements detrimental to the legitimate interests of another member or the legitimate interests of Local 975 shall be considered a violation of the procedures and responsibilities established by the By Laws of Local 975.
- A.** Article 8.04 above shall be interpreted in conformity with principles enumerated in the Constitution of Unifor.
 - B.** A charge initiated under Article 8.04 above must be initiated within the time limit prescribed in Article 18, Section D of the Unifor Constitution and shall be processed and disposed of in conformity with Article 18 of the Unifor Constitution.

**THIS CONSTITUTION WAS ADOPTED AT CONVENTION
MARCH 23RD & 24TH, 2017**