

# **Unifor Local 27C By-Laws**

## **Index**

<b>Page</b>	<b>Article</b>	<b>Name</b>
2	1	Name
2	2	Jurisdiction
2	3	Objective
2	4	Local Structure
3	5	Membership
3	6	Local Dues and Assessments
4	7	Governing Authority
4-5	8	Local Meetings
5	9	Local Delegates to National Convention and Councils
5-8	10	Local Committees
8-9	11	Order of Business
9-13	12	Local Officers, Stewards, and Their Duties
13	13	Conduct of Meetings, Other Local Business and Quorum
14-15	14	Nomination and Election of Local Executive Board
16	15	Voting
16	16	Strikes
16-17	17	Charges, Trials and Appeals
17	18	Amendments to Local By-Laws
17-18	19	Referendum of the Local
18	20	Fiscal Year, Audit and Expenses
18-19	21	Oath of Office
19-20		Review of Decisions
20-21		Adoption and Amendments



## **Article 1 – Name**

This Local shall be known as Unifor Local 27C.

## **Article 2 – Jurisdiction**

Jurisdiction of this Local shall be the jurisdiction assigned by the National Union and appearing on the face of the Local 27C Charter.

## **Article 3 – Objective**

The objective of Local 27C shall be to represent and serve the workers within its jurisdiction in accordance with the By-Laws and rules of the Local and the Union Constitution and policies.

The By-Laws of each Local Union shall include or be deemed to include a provision that one of the objectives of the By-Laws and the Local Union is the regulation of labour relations and collective bargaining between employers and employees.

## **Article 4 – Local Structure**

The structure of the Local shall consist of the following:

- 1) Membership, comprising the bargaining units of Bell Canada, Expertech Network Installations, BGIS O&M Solutions INC. , Transervice, IGI (International Group Incorporated) and others covered under the Union Constitution.
- 2) Local Executive
- 3) Executive Board
- 4) Chief Stewards
- 5) Stewards
- 6) Committees
- 7) Chapters



## **Article 5 - Membership**

### Section 1 – Eligibility

Any person eligible for membership in the Union, as defined in Article 5 of its Constitution, shall be eligible for membership in this Local.

## **Article 6 – Local Dues And Assessments**

### Section 1 – Dues

#### a) Local Dues

Each member shall pay dues to the Local in the amount of one half (1/2) of 1% (.005). Local dues may be changed according to the rules set out in these By-Laws.

#### b) National Dues

In addition to the Local Dues paid, each member shall pay dues to the National Union in the amount laid out in the National Constitution.

#### c) Voting

Each member of the Local shall pay Local Dues in the amount stated in Section 1 a). Any change to this amount shall be determined by a majority of those voting on the question by a secret ballot, to be held at a regular local meeting and one optional day at the Local Union Office. Local Dues may only be changed by the foregoing procedure.

### Section 2 – Local Special Assessments

The Local Union may level a special assessment, in case of an emergency, when income from dues and initiation fees are inadequate to finance necessary expenses of the Local. The Local may levy a special assessment in the same manner as provided for changing Local Dues.



## **Article 7 – Governing Authority**

### **Section 1 – Membership**

The affairs of this Local shall be governed by its membership in accordance with the Constitution and Policies of the Union in the following manner:

- (a) Through actions taken in a membership meeting or by referendum of the membership.
- (b) Through actions and decisions of the Executive Board between meetings.
- (c) Through actions and decisions of the Local Officers between meetings of the Executive Board.
- (d) The actions and decisions of the Executive Board and Officers of the Local between Local meetings may be overruled by the membership in a Local meeting or by referendum.

### **Section 2 – Executive and Executive Board**

- (a) The Local Executive Board shall consist of the Executive Officers and the Chief Steward (s), and a representative of the Retirees Chapter.
- (b) The Executive Officers shall consist of:

President

Vice President (s)

Secretary and Treasurer or Secretary/Treasurer

## **Article 8 – Local Meetings**

Regular meetings of this Local will be held on the first Tuesday of each month, excluding January, July, August and September. Special meetings will be called by a majority vote of the Local Executive, or by a petition signed by twenty (20) members. Upon the receipt of a proper petition, the Local Executive shall call a special meeting to be held within thirty (30) days.



The Local may authorize each Bargaining Unit to hold regular or special meetings, with proper notice, as may be required for them to transact such Unit matters as are of special concerns to the specific group.

Unit groups will not take any action which conflicts with either the Local Union or National Constitution. All actions not specifically authorized shall be subject to review and concurrence or non-concurrence by the Local.

## **Article 9 – Local Delegates To Conventions and/or Councils**

- (a) All delegates to Conventions and/or Councils shall be certified by the Secretary of the Local and must adhere to the By-Laws of each Council(s).
- (b) A delegate to Conventions and/or Councils must be a member in good standing.
- (c) The President of the Local shall be Head of the Delegation to all Conventions and/or Councils. All delegates shall be elected at a Local membership meeting.
- (d) It shall be the duty of the Secretary Treasurer of the Local to certify the Local delegates to the Union Convention to the Secretary of the Union, within the limits specified in Article 6 of the Union Constitution.

## **Article 10 – Committees & Councils**

### **Section 1 – Local Committees**

- (a) The Local may have the following committees:
  - 1. Election Committee
  - 2. Trustee Committee
  - 3. Social Committee
  - 4. By-Laws Committee
  - 5. Grievance Committee



6. Pension Committee
7. Early and Safe Return to Work Committee
8. Membership Committee
9. Women's Committee
10. Retiree's Council

- (b) The Local may decide to consolidate committees or establish additional committees.
- (c) Members of all committees shall be appointed or removed by the Local Executive, subject to the right of the Local Membership, to overrule such appointments or removals.
- (d) Vacancies on committees shall be filled in the same manner as the original appointments.
- (e) A member of any Local Committee may be removed by a majority vote of the Local Executive. A Committee Member may also be removed by action of the Local in a Membership Meeting.

## Section 2 - Duties of the Committees & Councils

All Committees shall provide minutes of their meetings, to the Local Secretary in a timely manner.

### 1. Election Committee

The Election Committee shall conduct all nominations and elections and referendums of this Local.

### 2. Trustee Committee

The Trustee Committee shall:

- (a) Exercise general supervision over the property of the Local to ensure that proper procedures are instituted and exercised by the



Local Executive to provide for detailed, up-to-date recording and accounting of all transactions involving the funds and properties of the Local.

- (b) Audit the books of the Local quarterly and at the end of the fiscal year and make a report to the membership.

### 3. Social Committee

The Social Committee shall deal with all social activities of the Local.

### 4. By-Laws Committee

The By-Laws Committee shall look after Local By-Laws, amending as required by the Local.

### 5. Grievance Committee

The Grievance Committee shall consist of the Chief Steward (s) and the Executive Board. This Committee shall review and process grievances as needed to higher levels of management.

### 6. Pension Committee

The Pension Committee may be comprised of members in good standing and also retired members. They shall discuss Pension Information, with a view to better informing all our members regarding Pension options and/or changes to the Pension Plan/Act.

### 7. Early and Safe Return to Work Committee (ESRW)

The ESRW Committee:

- (a) Shall consist of any one (1) Executive Board Member or Designate and at least one (1) other Local Officer and at least one member at large.
- (b) Shall endeavour (in conjunction with the Company) to facilitate an early and safe return to work of our Members, from an injury or other absence.



#### 8. Membership Committee

The Membership Committee shall review Membership applicants as per Article 5 of the Union Constitution.

#### 9. Women's Committee

The Women's Committee may be form to represent interest and concerns of Women in this Local.

#### 10. Retiree's Council

The Retiree's Council represents the interest and concerns of the Retired Members.

### Section 3 – Health and Safety Committees

The Health and Safety Committees shall deal with all Health and Safety matters pertaining to members of the Local and report at all Membership Meetings.

The Health and Safety Committees are responsible to the Local Executive.

## **Article 11 – Order Of Business**

(a) The order of business at a Local Meeting shall be as follows:

- 1) Call to Order
- 2) Anti-Harassment Policy
- 3) Introduction of Officers and Guests
- 4) Reading and Action on Minutes of Previous Meeting
- 5) Treasures Report
- 6) Report of Officers, as required
- 7) Report of Committees, as required
- 8) New Business





## 9) Adjournment

- (b) The order of business may be suspended by a two thirds (2/3) vote of the members present.

## **Article 12 – Local Officers, Stewards, And Their Duties**

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

1. Two out of three consecutive membership meetings unless officially excused for caused by the Local Union Executive Board.
2. Two out of three consecutive meeting other than membership meetings expected of their respective office or position, unless officially excused for cause by the Local Union Executive Board.
3. Failure of any elected official to comply with the above attendance rules shall result in automatic removal from their respective office or position, or the balance of the term of office from which they were removed, except as a delegate to the Constitutional Convention.
4. Anyone removed from office, will not be allowed to run for office for Three (3) years from date of removal (Approved at local membership meeting).

All of the above to be approved at a local membership meeting.

### Section 1 – Local Officers

The Officers of the Local shall be:

- 1) Local President
- 2) Local Vice President (s)
- 3) Local Secretary and / or Secretary-Treasurer
- 4) Local Treasurer and / or Secretary-Treasurer
- 5) Local Chief Steward (s)



Section 2 – The Duties of Local Officers shall be as follows:

1. The Local President shall:

- (a) Be responsible for the conduct of all Local Business.
- (b) Preside at Local Membership and Local Executive Meetings.
- (c) Prosecute grievances and appeal them to higher levels of the Union when not satisfactorily settled.
- (d) Supervise all Local Committees (ex officio), save and except the Election Committee.
- (e) Approve all bills to be paid, and countersign all cheques drawn on the Local Treasury.
- (f) Be the official spokesman of the Local.
- (g) Perform whatever additional duties may be assigned by the Local or required by the Policies or Constitution of the Union.
- (h) Enforce the National Constitution, Local By-Laws and all Union rules and regulations.
- (i) Inform the Executive of the Local of all pertinent information related to the Bargaining Units contained in the Local.

2. The Local Vice-President:

There shall be as many Vice-Presidents as the Local Executive deems necessary.

The Local Vice-President shall:

- (a) Assist the President in the performance of his/her duties.
- (b) Perform whatever duties may be assigned by the Local, the Local Executive Board, or the Local President.
- (c) (First Vice-President) shall Act for the President in his/her absence and in the event of a vacancy in the office of President, shall succeed to the office of President for the unexpired term.



- (d) Inform the Executive of the Local of all pertinent information related to the Bargaining Units contained in the Local.

3. The Local Secretary shall:

- (a) Record and maintain the Minutes of all meetings in the Local.
- (b) Furnish the President of the Union and Vice-President of the region with copies of the By-Laws and Rules of the Local and copies of revisions as they may be made within thirty (30) days of approval by the membership for approval by the President's office.
- (c) Perform such other duties as may be assigned by the Local, the Local Executive Board, or the Local President.
- (d) Inform the Executive of the Local of all pertinent information related to the Bargaining Units contained in the Local.

4. The Local Treasurer shall:

- (a) Be custodian of all assets of the Local and cause to be kept all inventories of the property of the Local.
- (b) Report to each Membership Meeting on the financial status of the Local.
- (c) Prepare a draft budget, to be presented annually, to the Membership at the Local Meeting in the month of October. The final budget to be voted on no later than the December Meeting.
- (d) Cause the payment of all bills approved by the Local President or his/her designate. All cheques drawn on the Local treasury must be countersigned by the President and/or his/her designate.
- (e) Be bonded, as must any other person who handles Local funds or other property in accordance with the Union Constitution or any law.
- (f) Inform the Executive of the Local of all pertinent information related to the Bargaining Units contained in the Local.



## 5. The Chief Steward:

There shall be as many Chief Stewards as the Local Executive deems necessary.

The Chief Steward shall:

- (a) Familiarize all Stewards with the provisions of the appropriate Collective Agreement and thoroughly investigate all grievances.
- (b) Chair the bargaining unit Grievance Committee Meeting.
- (c) Be a member of the Local Executive.
- (d) Perform such other duties as may be assigned by the President or the Local Executive.
- (e) Inform the Executive of the Local of all pertinent information related to the Bargaining Units contained in the Local.

## Section 3 – Stewards and their Duties:

### Local Stewards:

There shall be as many Stewards as the Local Executive deems necessary.

The duties of the Local Steward shall be as follows:

- a) To become familiar with all provisions of their Bargaining Unit Collective Agreement and thoroughly investigate all grievance coming within their jurisdiction.
- b) To become completely familiar with the grievance procedure of their Bargaining Unit.
- c) To receive complaints and grievance from their members and make every effort to satisfactorily settle all grievances and complaints.
- d) To refer all grievances that have not been satisfactorily adjusted after the first step, to their Chief Steward, or to the President of the Local if the grievance arises in a location where there is no Chief Steward.



- e) To turn over all papers, documents, funds or other property at the conclusion of their term of office, to the Local or to their successor in the Office, and obtain receipt thereof.
- f) To keep members informed.
- g) To carry out such other duties as may be described from time to time by the Local.
- h) Inform the Executive of the Local of all pertinent information related to the Bargaining Units contained in the Local.
- i) To follow all policies and procedures of the Local.

### **Article 13 – Conduct Of Meetings, Other Local Business And Quorum**

- (a) Membership Meetings and any other business of this Local shall be conducted under these By-Laws and Rules of the Local, and in conformity with the Union Constitution. On questions where the Local By-Laws, the Local Rules, or the Union Constitution does not clearly apply, Bourinot's Rules of Order shall govern.
- (b) The number constituting a quorum for Local Monthly Meetings shall be twenty (20). However, if there is no quorum at the previous Regular Meeting, those in attendance at the next meeting, will constitute an automatic Quorum.
- (c) The number constituting a quorum for a Bargaining Unit Meeting shall be five (5), or 50% of that Bargaining Unit, whichever is less.
- (d) A majority of the Officers or majority of the members of a committee shall constitute a quorum for those bodies.



## **Article 14 – Nominations And Election Of Local Executive Board**

### Section 1 – Nominations

- (a) The Executive Officers shall be nominated from September 1<sup>st</sup> to September 30<sup>th</sup>.
- (b) The Chief Stewards shall be nominated, by the members of the Bargaining Unit which they represent, immediately following conclusion of elections of the Executive Officers.
- (c) The Stewards shall be nominated, by members of the Bargaining Unit which they represent.

### Section 2 – Elections

- (a) Elections of the Executive Officers shall be by secret ballot of the membership, in the month of October/November.
- (b) Elections of Chief Stewards shall be by members of their respective Bargaining Units, by secret ballot or by as determined by the Election Committee.
- (c) Elections of Stewards shall be by secret ballot by the group of members they represent, in the month of February. Where the members fail to elect a steward, or where a vacancy occurs, the President may appoint one, subject to the right of the Membership to overrule such appointment.

### Section 3 – Local Election Committee

- (a) Nominations and Elections shall be conducted under the supervision of the Election Committee. This committee shall have the authority and responsibility to see that nominations and elections are conducted in accordance with the Union Constitution, and these By-Laws, with reasonable opportunity for each member to nominate and vote for the candidate of their choice.
- (b) The Election Committee shall also conduct any referendum submitted to the Membership.



- (c) A member shall not be permitted to serve on the Election Committee if they are a candidate.
- (d) If a Member is Nominated for more than one Executive Position, the Election Committee will confirm with the Member which position they will stand for.

#### Section 4 – General Provisions

- (a) The nominee in any election receiving Relative Majority (Plurality Majority – 1<sup>st</sup> Past the Post) of the eligible votes returned shall be declared elected.
- (b) The Office of 1<sup>st</sup> Vice President shall be filled by the nominee with the most eligible votes returned. The Office of 2<sup>nd</sup> Vice President shall be filled by the nominee with the next highest number of eligible votes returned.
- (c) Only members of the Local in good standing shall be eligible to vote or hold Office.
- (d) A member may hold only one (1) elected position at any one time, except for temporary delegates to Bargaining Caucus, Conventions, or Councils.
- (e) All terms of Office shall be for a period of three (3) years.
- (f) The Executive Officers shall take Office on January 1<sup>st</sup> of the following year.
- (g) The Chief Stewards and Stewards will take Office as soon as possible after their election.

#### Section 5 – Vacancies

A vacancy in the Office of Local President shall be filled by the first Local Vice President. Vacancies in other Offices shall be filled in the same manner as that required for regular elections and within sixty (60) days.



## **Article 15 – Voting**

### Section 1 – Eligibility

- a) Eligibility to vote will be limited to all members in good standing.
- b) Eligibility to voting on Collective Agreements will be limited to Members of that Bargaining Unit, subject to Federal and/or Provincial regulations.

### Section 2 – Proxy

Proxy voting shall not be used in this Local.

## **Article 16 – Strikes**

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

## **Article 17 – Charges, Trials And Appeals**

### Section 1 – Charges

- a) Member of this Local may be suspended, in the manner provided in these By-Laws, for any of the acts enumerated in Articles 18 of the Union Constitution.
- b) Member performing acting or temporary management work for the employer after the Collective Agreement has expired, may also be suspended under Article 18 of the Union Constitution.
- c) For explanation of management work please see Local Policy Document. This Policy Document may be amended by the Local Executive subject to approval at a Local Membership Meeting.

### Section 2 – Trials

Any accused member, including Officers, of this Local shall be tried under the provisions of Article 18 of the Union Constitution.





### Section 3 – Appeals

A member or Officer of this Local, upon being found guilty by a Local Disciplinary Committee, may appeal as provided in Article 18 of the Union Constitution.

### Section 4 – Disciplinary Committee

The Disciplinary Committee of this Local shall be composed of three (3) members of the Local Union, excluding Officers, and these members shall be designated by the President. In the President's absence, inability to act or in a case of conflict of interest, a person shall be designated by the local Union Executive Board. This Person shall then appoint the three members of the Disciplinary Committee.

### Section 5 – Recall of Local Officers

Any elected Officer of this Local may be recalled in accordance with the provision of Article 15 of the Union Constitution.

## **Article 18 – Amendments To Local By-Laws**

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, the notice of which must contain a notice of the particular By-Law 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 the meeting took place.

## **Article 19 – Referendum Of The Local**

- (a) When directed to do so by action of a regular or special Membership Meeting, the Local Election Committee shall submit any question to a referendum of the Membership.
- (b) Questions submitted to referendum shall be determined by a majority vote of those voting on the question.



- (c) All motions made at Local Meeting regarding expenditures of over \$1,000 (One Thousand Dollars) that exceed budgeted amounts may, at the discretion of the Executive Board, be subject to a referendum vote.

## **Article 20 – Fiscal Year, Audit and Expenses**

- (a) The fiscal year shall be from January 1<sup>st</sup> to December 31<sup>st</sup>.
- (b) The financial records of this Local shall be audited quarterly by the Local Union Trustee(s) and/or other competent person(s) as per Article 15 of the Union Constitution. The results of such audit shall be made available for the inspection of any member of the Local.
- (c) Expenses of Officers and Stewards of the Local shall be reviewed quarterly by the Audit Committee.

## **Article 21 – Oath Of Office**

At the Local Union Level, the ceremony may be performed by the outgoing Local Union President or National Representative.

The Installing Officer says:

“Give attention while I read to you the obligation:

*Do you pledge on your honour to perform the duties of your respective offices as required by the Constitution of the Union and to bear true and faithful allegiance to Unifor?*

*Do you pledge to promote a harassment and discrimination-free environment and work to ensure the human rights of all members are respected?*

*Do you pledge to support, advance and carry out all official policies of the Union and to work tirelessly to advance and build the membership of our Union?*



*Do you pledge to deliver all books, papers and other property of the Union that may be in your possession at the end of your term to your successor in office and at all times conduct yourself as becomes a member of this Union?"*

*Response "I do."*

*"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 sisters and brothers and the approval of your conscience.*

*You will now assume your respective office."*

## **Review of Decisions**

*Article 19 Section B of the Constitution provides that a member feeling her/himself aggrieved by some action of the Local Union or one of its representatives must initiate her/his complaint or appeal from that action within 30 days of the time s/he is aware of the action or reasonably should have been aware. This provision was inserted because the time limits on appeals in the Constitution do not begin to operate until the Local Union membership has made its decision on a matter. However, it was not possible to handle this matter completely in the Constitution since Local Unions have different methods of internally processing complaints and appeals between the time they are first brought to the Local Union's attention and the time the membership makes its decision. The Constitution does, however, require the matter to be initially brought to the Local Union within 30 days as noted. Local Unions should establish an internal appeal procedure in these By-Laws which will set definite time limits in which a member dissatisfied with some lower level decision of a Local Union, such as a Bargaining Committee, or Executive Board decision, will have to take her/his appeal to the membership. An example of this would be an article which would provide that any person dissatisfied with the action or decision of the Local Union or any representative thereof, other than the action or decision of the membership of the Local Union shall take her/his appeal or complaint to the Local Union Recording Secretary within 30 days as permitted by Article 19 of the Constitution. Such introductory section could, as an example, be followed with the following provisions: (a) The Executive Board shall refer the matter to the*



*Bargaining Committee (or Stewards Council) if it involves collective bargaining. Otherwise, the Executive Board shall consider the matter itself. (b) Whichever of these bodies the matter is referred to shall consult with the grievant, permit her/him full opportunity to be heard, and shall reach a decision. (c) Within 30 days of receiving a notice of such a decision, the grievant, if wishing to appeal further, shall submit her/his appeal to the Recording Secretary in writing for consideration by the earliest possible membership meeting. The foregoing is just suggestive of the type of procedure that should be established in the By-Laws and which will vary in detail from Local to Local. Some Locals might wish a collective bargaining grievance which has been reviewed by a Bargaining Committee to be further reviewed by the Executive Board prior to being submitted to the membership. There are any number of other variations involving different intermediate bodies in the structure of the Local Union. These appeal provisions are very important and if properly drafted to conform to the Local Union structure can save the Local Union a good deal of time, trouble and expense when grievances and appeals arise. It is suggested that in working out the details of this structure, the Local Union By-Laws Committee should consult with the Local's Servicing Representative. A Procedure Policy on Constitutional Matters as referenced in Article 18 Section B Paragraph 2 of the Constitution is available to Locals and members, and shall determine time limits and procedure requirements to govern the implementation of all Review of Decisions.*

## **Adoption and Amendments**

These By-Laws shall be adopted upon the approval of a majority of the members voting upon their adoption in the Membership Meeting called for that purpose.

These By-Laws and Amendments Accepted at the Monthly Membership Meeting dated October 7, 2014

These By-Laws and Amendments Accepted at the Monthly Membership Meeting dated February 2, 2016

These By-Laws and Amendments Accepted at the Monthly Membership Meeting dated March 7, 2023



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President  
Steve Wanless

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Secretary  
Darryl Caldwell

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By-Law Chair  
Mike Nicoloff