



UNIFOR LOCAL 2200 BY-LAWS

Revised October 1, 2015

**UNIFOR
LOCAL 2200 BY-LAWS**

The Constitution of this Local Union shall be the Constitution of the Unifor National Union and the Bylaws of this chartered Local shall not be inconsistent with any of the provisions of the Unifor National Union Constitution, as adopted at the Unifor National Union Special Convention, on September 3, 2013 and shall contain the following provisions:

ARTICLE 1 – NAME

1.01 This Union shall be known as “Unifor Local 2200”.

ARTICLE 2 – OBJECTS

The objectives of the Local Union include:

- 2.01** To regulate labour relations and collective bargaining between employers and employees.
- 2.02** To bring about fair wage standards and to include equal pay for work of equal value.
- 2.03** To bring about improvement in the working conditions of the members.
- 2.04** To provide a democratic form of government within the Union based on the principle of the rank and file members being the highest body, subject to the provision of the National Constitution and these local Bylaws, allowing freedom of speech and vote to all members regardless of race, colour, creed, gender or sexual orientation or any other provisions of the Human Rights Code.
- 2.05** To promote the rights of workers in Canada and to promote the right to belong to labour organizations, which are not influenced or dominated by any element foreign to, or not in the best interest of the people of Canada.
- 2.06** To morally support the principles of the trade union movement.
- 2.07** To honour any legitimate picket line.
- 2.08** To promote the occupational health and safety of our members.
- 2.09** To defend the right of rank-and-file Union members to ratify all agreements with employers.

ARTICLE 3 – CONSTITUTION AND BY-LAWS

- 3.01** The Constitution of this Local Union shall be the Constitution of the National Union, Unifor and these By-Laws shall be in all respects subordinate to said Constitution and all applications and interpretations thereof.
- 3.02** Local 2200 shall include but not be limited to jurisdiction of workers engaged in transportation, in the maintenance thereof, and/or general workers in the field.

ARTICLE 4 – FISCAL YEAR

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

ARTICLE 5 – MEMBERSHIP

5.01 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:

- a) The right to nominate and vote, express opinions on all subjects before the local Union.
- b) To attend all membership meetings and express views arguments and opinions on all matters and business including candidates for office properly before the meeting.
- c) 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.
- d) 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.

5.02 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 around for the commencement of a charge against a member pursuant to Article 18 of the National Union Constitution.

5.03 The membership shall strive to obtain the objectives set forth in the Constitution and additional objectives as established as the policy of the National Union.

- a) To maintain free relations with other organizations
- b) To do all in its power to strengthen and promote the labour movement
- c) To cooperate with National Board Members, the National Representatives and help promote organizational activities

5.04 No person shall be eligible for membership or continued membership if they have the right to hire and fire within any operation for which the Union is, or may become, the bargaining agent.

- a) There shall be no discrimination in admitting into membership any person because of race, color, religion, age, marital status, place of origin, political belief, gender, sexual orientation, ancestry, ethnic origin, citizenship, family status, disability or record of offences.
- b) Applications for membership in Local 2200 shall be made in writing and may be accepted from the applicant by a Local Officer, or by a member in good standing authorized by the Local2200 Executive Board.
- c) Each person signing an application for membership and paying the initiation fee prescribed by the Local shall thereby pledge to comply with the objects, by-laws, and policies of Local 2200 and the National Union.

- d) The membership shall be the highest governing body of the union to which all other governing bodies shall be subordinate. The business of the Union shall be conducted at all times with this in mind. The rank and file membership shall be kept informed and encouraged to participate in the life of the Union. This shall include the opportunity to submit amendments to the National Constitution and Local By-Laws to the appropriate bodies.

ARTICLE 6 – MEMBERSHIP MEETINGS

- 6.01** The President shall be responsible for holding at least one (1) meeting per month with the exception of the months of June, July, August, December, when meetings will be called at the discretion of the President or a petition of ten percent (10%) of the membership.
- 6.02** SeaBus will be allowed to hold unit meetings for the purpose of receiving information, accepting Sea Bus related nominations and voting on matters pertaining to Sea Bus. These meetings are subsidiary to Local 2200 General Meetings and shall be held not more than once per month or less than once per year with minutes to be filed after each meeting.
- 6.03** At general or special meetings five (5) members present shall constitute a quorum. In the event quorum is not attained, matters necessary for efficient operation of Local 2200 which were to be presented to the membership may be enacted by Executive Board decision.
- 6.04** The presiding officer at any meeting shall not have a vote, except in the case of a tie vote, when the officer shall cast the deciding vote.
- 6.05** Except as otherwise provided for in these by-laws, Bourinet's Rules of Order shall govern all Local 2200 Union meetings.
- 6.06** The Local 2200 Executive Board or a majority of members present can impose voting by secret ballot where it is deemed necessary.
- 6.07** No motion pertaining to policies, procedures, working conditions or past practices, shall be in order at the General Meeting unless it has been posted at the appropriate properties for at least FOURTEEN DAYS (14) prior to the meeting.
- 6.08** The President and Financial Secretary / Recording Secretary shall be responsible for conducting all general meetings. At the discretion of the president any other table officer may be booked off to attend.
- 6.09** 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 Chairperson subject to the challenge of the membership. Flagrant or persistent violation of this section by any member shall be conduct unbecoming a union member."

ARTICLE 7 – POWERS OF ADMINISTRATION

7.01

- a) The membership is the highest authority of the Local Union and shall be empowered to take or direct any action not inconsistent with the Constitution or Bylaws.
- b) Between membership meetings, the 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 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 8 – LOCAL UNION OFFICERS

8.01 The fundamental duty of all Officers is to fairly represent and protect the interest of the Union, each member, and the membership as a whole to the best of their abilities. Between membership meetings the Officers of the Union are designated the full authority to speak and act on behalf of the membership subject to the appropriate roles of their positions and the provisions of these by-laws.

a) The Executive Officers of Local 2200 shall include, but not be limited to the following:

President	full-time
Financial/Secretary.....	part-time
Vice-President (grievance officer).....	part-time
Recording Secretary.....	part-time
Three (3) Trustees.....	part-time

b) Any member or officer accepting a position into management shall forfeit any position or office held in the union.

- 8.02** President: (1) Duties as per the Unifor National Constitution
(2) The President shall be an ex-officio member of all committees pertaining to Local 2200, except election committee
- Financial/Secretary: (1) Duties as per the Unifor National Constitution
(2) Senior Ranking Officer Assistant to the President
- Vice-President: (1) Duties as per the Unifor National Constitution
(2) Local Grievance Officer
(3) Senior Ranking Officer Assistant to the President
- Recording Secretary: (1) Duties as per the Unifor National Constitution
(2) Senior Ranking Officer Assistant to the President
- Three (3) Trustees: (1) Duties as per the Unifor National Constitution

8.03 Local Union Table Officers

The President, Financial Secretary, Vice President and Recording Secretary shall be the Table Officers of the Local Union and shall assist that President as required. They shall be the Senior Ranking Officers of the Local Union and assist with servicing, representation and administration when required.

8.04 Local 2200 Part-Time Officers

- a) The SeaBus Property Representative will directly assist and participate as a committee member on issues pertaining to SeaBus.
- b) At the request of the Negotiating Committee any member may be booked off to assist the committee in collective bargaining. This member will be allowed voice but no vote.

ARTICLE 9 – LOCAL 2200 OFFICERS AND DUTIES

9.01 The responsibilities of Local Unions and their Executive Officers, shall include:

- a) The pursuit of the objectives set out in this Constitution.
The implementation of all Union programs and policies. Active participation in political affairs and legislative processes at all levels, Support of the participation of Local Union Executive Officers, Committeepersons.
Steward and members in educational programs courses and training the protection of the Local Unions assets, funds and other property.
- b) Local union Executive Board Officers and all workplace representatives are required to take a week long, 40-hour Human Rights Training Course. The National Union will develop a plan for delivery of this course in concert with Local Unions.
- c) To conduct the affairs of the Local Union and in keeping with the Unions objectives the President, Vice President or Secretary Treasurer has the authority to sign, administer and enforce any commercial contract between the Local Union and another party. This does not apply to collective bargaining,

9.02

- a) The Local 2200 Executive Board shall consist of President, Financial/Secretary, Vice-President, Recording Secretary, and Three (3) Trustees.
- b) A simple majority of the Local Union Executive Board shall constitute a quorum.
- c) Minutes will be taken of all Executive Board Meetings by the Recording Secretary and shall be available to the membership at meetings.
- d) All decisions and recommendations of the Executive Board shall be referred to the next regular membership meeting.
- e) The Executive Board shall appoint at least one of its members to each of the standing committees in liaison or advisory capacity except however the workplace Bargaining Committees, or Election Committee.
- f) The Executive Board shall review each issue of the Local Union paper, and where necessary shall take steps to bring the contents and policy of the paper into conformity with the policy of the National Union.
- g) Executive Board meetings shall be called prior to a general meeting to discuss and pass recommendations on matters that require membership approval or held at the call of the President or a majority of the Executive Board members.
- h) At Executive Board meetings quorum shall consist of at least one-half (1/2) of the total Board members.

ARTICLE 10 – STEWARDS AND COMMITTEEPERSONS

10.01 Local 2200 Executive Council

- a) There shall be a "Council" of Property Representatives from VTC, BTC, BOH, Trolley OH, Facilities Maintenance, STC, PCTC, RTC, NVTC, SeaBus, and Chief Job Stewards from OTC, and RS.
- b) Vancouver Transit Centre Garage shall have two (2) Property Representative Positions. One position designated to day shift and voted on by all signed-in VTC members. The other position designated to afternoon or graveyard shift and voted on by all signed-in VTC members.
- c) Burnaby Overhaul shall have two (2) Property Representative Positions. Consideration for designating positions by shift will be given if and when necessary.

10.02

- a) The Officers of Local 2200 shall include, but not be limited to the following:
Safety Reps.....part-time
Property Reps.....part-time
Chief Job Stewardspart-time
Job Stewards.....part-time
- b) Any member or officer accepting a position into management shall forfeit any position or office held in the union.

ARTICLE 11 – BARGAINING COMMITTEE

11.01

- a) All collective bargaining shall be supervised and co-ordinated by the National and/or the Local President.
- b) Collective bargaining shall be conducted with the participation of a bargaining committee elected by the Local Union of Local 111 and Local 2200 (the bargaining unit).
- c) The Bargaining Committee will consist of three (3) elected members from local 2200 as per the BCRLB approved Articles of Association" agreed to on October 10, 2000 and as amended to reflect the change to Unifor in 2014.
- d) The process for election of local bargaining committees shall be fair and representative and will occur at the same time as the elections of Executive Officers, when practicable.
- e) Local Unions and bargaining committees shall be kept informed of all bargaining.
- f) If an election of a Local Union bargaining committee is not practical, the National and/or Local President may approve the appointment of a committee.
- g) The Secretary Treasurer, Quebec Director, Regional Directors, Assistants to the National Officers, Department Directors, and a National Representative shall act as assigned by the National President to assist Bargaining Committees and ensure that the bargaining policies and strategies adopted by the National Union are implemented.

ARTICLE12 – COMMITTEES

- 12.01** All delegates to Unifor Council and Unifor National Convention shall be elected at the same time and in the same manner as Local Officers are elected.
It is permissible for the President to attend as an automatic delegate to 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.

- 12.02** All other committee members shall be elected by the membership.
- 12.03** Committee members are voted on by their respective units only.
- 12.04** A committee of four (4) members will be elected each September to meet with the Company to arrange satisfactory sheets and date for annual signup.
- 12.05** A committee of no more than five (5) members will be elected each January (or what ever time is decided) to organize the annual retirement banquet.
- 12.06** Health and Safety Coordinator nominations, election and term of office shall be the same as the Local Table Officers.
- 12.07** A Constitution and Bylaws Committee of three (3) members, one being an Executive Board member, will be elected following the National Union Convention. Their duties will be to ensure Local bylaws are consistent with the National Constitution and to bring forward bylaw proposals and amendments from the membership between Conventions.
- 12.08** The Local 2200 should have the following standing committees: Education, Environment, Recreation, Community Services, Human Rights, Union in Politics, Women's, Lesbian, Gay, Bisexual and Transgender Workers (LGBT), Aboriginal and Racialized Workers, Workers with Disabilities, Young Workers, Health and Safety.
- 12.09** No member shall accept any appointment by management to any Committee, workshop or other meeting except as approved by an officer of Local 2200

ARTICLE 13 – ELECTIONS AND ELECTION COMMITTEE

- 13.01** Only members in good standing of Local 2200 shall be eligible for election to any office. Property Representatives, Job Stewards and Health and Safety Reps are not required to resign from their position to run for another office.
- 13.02** The method of election shall be by secret ballot. Every member shall be allowed to vote for each position in their jurisdiction.
- 13.03** The person receiving the majority of the ballots cast in any election shall stand elected, unless only one person is nominated for office, in which case that person shall stand elected by acclamation. If no candidate receives a majority of the ballots cast, then a runoff ballot will be held between the two candidates receiving the highest number of votes.
- 13.04** Nominations for President, Financial Secretary, Vice-President, Recording Secretary, and the Three (3) Trustees shall take place triennially at a special meeting during the Month of October. Notices posted to that effect will be placed on all properties at least thirty (30) days beforehand.
- 13.05** No nominations shall be in order unless the member nominated is present or has signified in writing their willingness to accept the nomination.
- 13.06** Once a member has accepted nomination to any position their acceptance is binding and they must stand for election.

- 13.07** Names only shall be placed on ballots for election of officers. Names and photographs of all nominees shall be posted in a prominent place at all applicable properties.
- 13.08** A special meeting shall be held during November, where prospective candidates shall be introduced to the membership and also have an opportunity to address the meeting.
- 13.09** Elections shall take place during the first full week in December and incoming officers shall assume their elected positions on January 1st.
- 13.10** The Property Representative shall be elected (by their respective units only) triennially, in January following the election of the Executive Officers. The term of office for the Property Reps shall be three [3] years with the exception of mid-term election. The Job Stewards and Health and Safety Reps shall be elected after each signup by their respective units only. In the event of permanent vacancies, the Executive Board may appoint any of the above positions for up to thirty (30) days until elections are held. Where a Chief Job Steward is required, he/she shall be elected by the Job Stewards from among their ranks.
- 13.11** For all other elected positions, nominations and balloting shall be held at Local 2200 meetings under the supervision of one of the Executive officers.
- 13.12** An Election Committee of three (3) members who are not running for an elected position will be elected at the October nomination meeting referred to in bylaw. The Election Committee shall be governed by the Unifor Constitution and the Guide for Local Union Elections, issued by the National Union.
- 13.13** A candidate for office cannot be present at the vote count. Each candidate has the right to have one challenger present when the votes are tabulated. The challenger must be a member of the local union, and at no expense to Local 2200.
- 13.14** No candidate for office shall, after casting their ballot, remain in or near the polling booth.
- 13.15** In the event of the President, Financial Secretary, Vice-President, Recording Secretary, or any of the Three (3) Trustee positions falling permanently vacant, an election shall be called within thirty (30) days of the vacancy occurring.
- 13.16** The term of office for the President, Financial Secretary, Vice-President, Recording Secretary, and the Three (3) Trustees shall be three [3] years with the exception of mid-term election.
- 13.17** The Local Executive Board when applicable shall appoint a member as Trustee to the Transit Employees' Health and Benefit Trust. The appointment shall be in effect until the member resigns or the Executive Board deems it necessary to reconsider its appointment. The Trustee shall report to the Local Executive Board in writing after each Transit Employees' Health and Benefit Trust Meeting.

13.18 Workplace Representatives

- a) All workplace representatives shall be actively involved in the issue-based campaigns, educational programs and community initiatives of the union.
- b) All Property Representatives, Committee persons, Stewards and other workplace representatives shall serve terms of the same duration as their Local Union Executive Officers.
- c) A Local Union Executive Officer may also serve as a workplace representative.
- d) An elected workplace representative may be recalled by the members he/she represents for failing to perform the duties of the office, as per Article 19.04 of these Bylaws.
- e) Members he/she represents will sign a petition listing the specific complaints against the representative and file it with the Local Union. The Local Union will notify the representative of the specific complaints and will give due notice to the represented members of a special meeting for recall. A two-thirds vote of the members present at the special meeting is required to recall.
- f) An elected workplace representative can face recall only once during her/his term of office.

13.19 Oath of Office and Installation Ceremony

As per Article 24 of the Unifor National constitution.

13.20 Any officer failing to take the Oath of Office and Installation Ceremony shall be disqualified as an officer of Local 2200 and the position shall be declared vacant.

13.21 Upon the Local office being in receipt of an allegation that an officer[s] has violated the Pledge of Office the Local President and or his designate shall immediately investigate the allegation and report their findings to the Local executive board. Based on the report the Executive board may take whatever action it deems necessary to protect the organization, including suspension or removal from office.

ARTICLE 14 – FINANCES

14.01

- a) Local Union dues shall be collected simultaneously with and in the same way as the dues payable to the National Union under Article 10 and Article 16. Local union dues are in addition to national dues of 0.735% and Regional Council and Quebec Council dues of 0.0135%.
- b) 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 Local Union dues higher or lower, however Local Union dues cannot be reduced to lower than 0.6015% of regular wages.
- c) A member does not have to pay dues if during a calendar month s/he did not work and did not receive benefits in lieu of work. Benefits in lieu of work include vacation pay, lay-off benefit, holiday pay, jury duty pay, bereavement pay or paid leave of absence allowance. It does not include pension benefits, sickness and accident benefits or WCB.

14.02 Dues can only be increased by a 50%+1 majority vote at a membership meeting, provided proper notice has been posted for at least fourteen (14) days prior to the vote.

14.03 Monthly dues are not a requirement of membership in Local 2200 in cases where a member belongs to a unit whose certification is pending.

- 14.04** Local 2200 shall have the right to levy on its members, for special purposes, such assessments as may be determined by a 50%+1 majority vote of the members at a membership meeting, provided notice of assessment has been posted for at least fourteen days (14) days prior to the vote.
- 14.05** A levy of one dollar (\$1.00) per month will be added to monthly dues to provide funds for a gift fund. The Gift Fund will be used for an annual banquet for retired members, to provide gifts for sick members or other inter-union functions. Monies received from Sea Bus members are to put in a fund to be used by Sea Bus members.
- 14.06** The initiation fee for the Local will be \$10.00.

Assets of the Local Union

- 14.07** The assets, funds, and other property of a Local Union are the exclusive property of the Local Union.
- 14.08** Membership in a Local Union does not and shall not vest in any member, any right, title, or interest in the assets, funds or other property of the Local Union.
- 14.09** At all times, the Local Union shall ensure that its assets, funds and other property are used or spent in a manner that is consistent with the Objectives and Statement of Principles expressed in the Bylaws and Constitution. Expenditures shall be paid by cheques issued by the Local Union on its account(s) bearing two signatures from those Officers authorized by their Local Union By-laws to be such signatories, or in the event of no such provision, by the Local Union President and Local Union Secretary Treasurer.
- 14.10** No Local Union will loan assets, funds, or other property to any member.
- 14.11** All Local Union Officers, representative, committee persons, stewards, and other members possessing or having custody or control over the assets, funds or other property of the Local Union must turn over all such assets, funds or property within their custody, control or possession forthwith to their successors.
- a)** All monies in the hands of any officer of Local 2200 shall be deposited in the name of Unifor Local 2200 and a complete record of all monies received and paid out shall be kept.
- b)** All cheques issued by Local 2200 or authorized by the Local Executive and all legal documents shall require the signature of the Financial Secretary and the President. If the Financial Secretary is absent for an extended period of time, a Trustee would temporarily assume the duties of the Financial Secretary, as per the Unifor National Constitution. All signing officers shall be bonded to an amount approved by the Local Executive Board.
- 14.12** Financial records of Local 2200 shall be made available for perusal at the Union office for Local2200 members.
- 14.13** Any Local 2200 expenses exceeding five hundred dollars (\$500.00) and which are over and above the general operating costs shall be posted as Notice of Motion and subject to approval by the membership at a General Meeting.
- 14.14** If requested by the membership at a General Meeting, an up-to-date financial report will be given at the following General Meeting.

- 14.15** The Trustees shall carry out all the duties of their office as per Article 15 Section H of the Unifor National Constitution.
- 14.16** The Local Union shall submit their financial records for audit by Local Union Trustees quarterly, as per the relevant articles in the Constitution. (Note: In the alternative, the Local Union may have a professional Chartered Accountant audit their Local Union books annually).
- 14.17** Local Union shall establish such Funds and accounts as necessary and shall ensure that a portion of revenue is allocated to participate in National Union programs.
- 14.18 Local 2200 Part-Time Officers**
- a) The Local Union shall pay a representative or member lost time only when that representative or member is performing necessary duties for and on behalf of the Local Union during the time for which s/he would otherwise be compensated by the employer. The amount of lost time should never exceed the amount which the Local Union representative or member would otherwise have received from her/his employer for the same period of the time which s/he is being compensated by the Local Union.
 - b) The hourly rate of pay for part-time officers during negotiations will be at their lost time rate on regular scheduled day off or for hours of work lost on regular scheduled work day.
 - c) Local officers and union delegates whose duties require them to be away from their normal work situation, out of the Greater Vancouver Lower Mainland Area, shall be compensated as per national union guidelines. Local officers and union delegates whose duties require them to be away from their normal work situation but working within the Greater Vancouver Lower Mainland Area, shall be compensated as per the Local Union Policy, that is, \$15.00 for breakfast; \$20.00 for lunch; \$40.00 for dinner.
 - d) A fuel, maintenance and depreciation allowance set as per Unifor National Executive Board Policy (to be paid to the driver only).
 - e) At the request of a full-time officer, part-time officers and members booked off on Local Union business will be paid their applicable wage rate, shift differentials and applicable AV rate. If a full shift is paid for and they are scheduled to work afternoon or graveyard shifts, they will not be expected to go into work for that shift. Except where approved by the Executive Board for extenuating circumstances, no members will be paid by the Union for hours worked if they are already receiving pay for that same time from the employer, employee benefit trust or sick plan, or the Workers Compensation Board. Any officer required to replace a full-time officer for reasons of vacation, sick leave, seminars, etc. and who fulfills that full-time officer's duties, shall be paid at the prevailing rate for full-time officers.
 - f) Part-time table officers shall be given stipends of thirty-five \$35 per month in cash to cover out of pocket expenses (no receipts required) all other disbursements will be receipted and an account kept.
- 14.19** The officers referred to in Article 5.01 will be responsible for and fulfil all obligations and duties as required of a Union representative.
- 14.20** No agreement shall be entered into by any Local 2200 officer(s) or representative which changes any terms or provisions or established working practices, unless approval has been granted for such action by the membership.

14.21 Local 2200 Full-Time Officers

- a) The full time officer(s) rate shall be based on a regular thirty-seven and one half (37.5) hours work week, and be subject to the following articles.
- b) "The salary shall be based on nineteen hundred and fifty (1950) hours per annum. To compensate for the irregular and demanding work schedule, the rate shall be one hundred and twenty percent of the highest paid classification in the bargaining unit. Payment of a tool allowance and First Aid allowance will not be applicable for this position. Payment will be made weekly. Vacation pay will be included in weekly pay". There shall be a Salary Review Committee consisting of two elected rank and file members and one member from the Executive Board who will review the salary of the full-time officer every five years and report their findings and make recommendations to the Bylaw Committee and the General Membership.
- c) There shall be no paid overtime. However, where Local Union business requires a full-time officer to represent the Union on their days off, that time will be part of a paid 75 hour annual bank and no further remuneration will be received.
- d) Except as specified in these Local Union Bylaws, the officer is entitled to the same or equivalent benefits as would apply to the position they hold with the company in accordance with the provisions of the collective agreement including annual vacations, statutory holidays, pension, STD, LTD, Medical, Dental, Extended Health and Life Insurance.
The officer will remain a contributing member of the Public Service Pension Plan and make the same percentage installments as would apply if they were working within their bargaining unit. The Union will be responsible for making the Employer contributions. This will be subject to the permissibility of the Pension Corporation Rules and the understanding that pensionable service will be subject to all incremental wage increases during the leave of absence.
- e) Full-time officers will be given a stipend of one hundred dollars (\$100) a month in cash to cover out of pocket expenses (no receipts required). All other disbursements will be receipted and an account kept.
- f) A fuel, maintenance and depreciation allowance set as per Unifor National Executive Board Policy (to be paid to the driver only).
- g) Full-time officers will receive a cleaning allowance equal to that of the Sea Bus mean average payment as agreed to in the collective agreement and open to periodic revision.

ARTICLE 15 – ELIGIBILITY FOR ELECTED OFFICE

- 15.01** Only members in good standing of Local 2200 shall be eligible for election to any office. A Local Union Executive Officer may also serve as a workplace representative. Property Representatives, Job Stewards and Health and Safety Reps are not required to resign from their position to run for another office.

ARTICLE 16 – ATTENDANCE RULES

- 16.01** All members of this Local Union holding an elected position are required to attend:
- a) Two out of three consecutive membership meetings unless officially excused for cause by the Local 2200 Executive Board.
 - b) Two out of three consecutive meetings other than membership meeting expected of their respective office or position, unless officially excused for cause by the Local 2200 Executive Board.
 - c) Failure of any elected official to comply with the above attendance rules shall result in automatic removal from 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 Constitutional Convention.

ARTICLE 17 – DELEGATES FROM LOCAL

- 17.01** All delegates to National Conventions, Regional and Canadian Councils shall be elected at the same time and in the same manner as Local Officers are elected.
It is permissible for the President to attend as an automatic delegate to 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.
- 17.02** All delegates to National Conventions, Regional and Canadian Councils, Skilled Trades Council, NDP Provincial Council, BC Fed, CLC & Labour Council Meetings, shall be chosen pursuant to provisions of Article 15 Section B of the Constitution, where applicable. The eligibility of a member for Convention Delegate is also controlled by the Constitution.

ARTICLE 18 – ORDER OF BUSINESS

- 18.01** The Regular Order Of Business for all Local Union General Membership Meetings, Executive Board Meetings and Executive Council Meeting will be as follows:
- a) Adoption of the Agenda
 - b) Adoption of the minutes from the previous meeting
 - c) Business arising and action, from minutes
 - d) Financial Reports
 - e) New Business
 - f) Officers Reports
 - g) Committee Reports

ARTICLE 19 – REVIEW OF DECISIONS

- 19.01** Any member who disagrees with a decision of the Local Union Executive or an Officer may appeal that decision in writing to the Local Union Recording Secretary within thirty (30) days of being notified or becoming aware of such decision. The appeal will go to the next general membership meeting for a decision of the membership. If the appeal is denied the member can appeal to the National Union further to Article 18 Section B of the Unifor National Constitution.

19.02 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.

Trials, Charges and Appeals

Preamble

The following provisions of Article 19 are intended to deal with matters of a serious nature and charges laid against a member or officer should reflect the same. Accusers with expectations that charges against an officer may result in their removal from office are to proceed under the provisions of Article 19.

19.03 Any member of the Union Local shall have the right to prefer charges against any member of the Local or National Union including Officers and Reps according to Article 18 Section B of the National Constitution of Unifor.

19.04 On charges being considered, the accused shall be advised as to the provisions of these Bylaws and Article 18 of the Constitution.

Discipline

19.05 Any member working in a certified bargaining unit who does not pay their dues or assessments is, at midnight of the first day following two (2) calendar months from the day such dues or assessments become payable, automatically suspended from membership. While under suspension, a member forfeits all rights, benefits and privileges of any and all kind provided by the National Constitution and the Local 2200 Bylaws.

19.06 A member suspended under this section shall be reinstated upon payment of all monies owing plus a reinstatement fee of one hundred dollars (\$100.00).

Right to Recall

19.07 Local Union Executive Board Member Recall

- a) An elected Local Union Executive Board member may be recalled by the members for failing to perform the duties of their office. A recall is initiated by a petition signed by 25% of the members that the Executive Board member represents. The petition must provide specific complaints against the Executive Board member and be submitted to the Recording Secretary of the Local Union. The Local Union shall notify the Executive Board member of the complaints and provide a copy of the petition.
- b) The Local Union shall call a special recall meeting with a minimum of 7 days' notice with the sole purpose of addressing the specific complaints identified in the petition. A quorum for a recall meeting shall be 50% of the members represented by the Executive Board member. A two thirds majority vote of those present shall be required to recall an elected Executive Board member.

19.08 Workplace Representative Recall

- a) An elected workplace representative may be recalled by the members he/she represents for failing to perform the duties of the office.
- b) Members he/she represents will sign a petition listing the specific complaints against the representative and file it with the Local Union. The Local Union will notify the representative of the specific complaints and will give due notice to the represented members of a special meeting for recall. A two-thirds vote of the members present at the special meeting is required to recall.
- c) An elected workplace representative can face recall only once during her/his term of office.

ARTICLE 20 – STRIKES AND STRIKE COMMITTEE

20.01 All strikes shall be called or terminated only in strict conformance with Article 17 Section B of the Unifor Constitution.

ARTICE 21 – GENERAL

21.01 Any member moving out of his/her job in Local 2200 to another Unifor local, another bargaining unit, or to management, must apply in writing to the union for a leave of absence. Union dues must be paid in advance. This three (3) months leave of absence is subject to approval by the Local 2200 membership. Any member changing their status, who does not wish to be reinstated as above, forfeits all seniority rights in their previously held classification.

21.02 In the event of layoffs, no bargaining unit members other than Local 2200 members may use their seniority to bump into jobs held by Local 2200 members.

21.03 Any member who has been unjustly discharged may be reinstated at any time, provided the member accepts reinstatement within thirty (30) days of an offer of reinstatement. Any member not complying with the above section will forfeit all seniority rights in their classification.

21.04 Any member resigning their position with the Company will forfeit all Union seniority rights after a three (3) month period of grace.

21.05 No officer or member of Local 2200 shall use their office or membership in Local 2200 in such a manner as to bring discredit upon the Local, or any individual within the Local.

21.06 All Local Union Officer, Committees and other members handling funds or other property of the Local 2200 shall at the completion of their duties, turn over all papers, documents, funds and/or union property to the appropriately constituted Local Union Officers.

21.07 Wherever in these By-Laws a pronoun is used it refers equally, where the reference is applicable, to both men and women in the singular and in the plural.

21.08 Day's Off Overtime

Maintenance members of Local 2200 are allowed no more than one (1) day of overtime work in a seven (7) day period. Any variance to this bylaw (with exceptions to "X" "XX" men) must be approved by the President or Executive Board.

- 21.09** That Property Reps, along with the assistance of shop stewards at each garage, be responsible for policing the equal distribution of Overtime
- 21.10 Code of Conduct**
Each member shall perform picket duty and comply with membership approved picket policies and/or job action.
- 21.11** Each member of Local 2200 is bound, in the spirit of fraternalism, to uphold, protect and respect the rights of every other member. All members shall endeavour to do their fair share of the workload in a safe and competent manner and shall not knowingly or willfully subject any other member to a disproportionate amount of workload or risk to their health and safety. No member shall by their unfair representations or biased reporting cause any member to be disciplined by the employer.
- 21.12** Any work related dispute between two or more members which cannot be resolved by the members concerned shall be directed to the Union through their Property Representative or processed through the Local Union Harassment Policy and Procedures Guidelines. Under no circumstances shall disputes between members be reported to the employer, except as permitted by the Local Union Harassment Policy and Procedures Guidelines.
- 21.13** Any member not complying with any of the foregoing by-laws shall be liable to censure, fine, suspension or expulsion from Local 2200 and will be dealt with by the Executive Board. Appeal of discipline may be taken to a General Meeting.
- 21.14** The Local Union Harassment Policy and Procedures Guidelines shall be consistent with the Unifor Union Harassment Policy.
- 21.15 Union's Representative Authority**
Unifor and/or Local Union, where required by law, to which the member belongs shall be his/her exclusive representative with respect to:
- a) Collective bargaining with an employer.
 - b) Administering and enforcing the collective agreement binding the member.
 - c) Acting for the member before a Tribunal or Court in any matter affecting his/her union membership, employment status, or relationship with an employer, or the union's status.
 - d) Representing the member in settling all disputes connected to his/her employee – employer relationship.
- 21.16 Unit By-Laws**
Unit rules relating to working conditions for particular portions/departments within a Local and not involving members of separate work locations and/or departments of the Local will be considered separately. They will be maintained and/or amended only by those members affected in the separate work location or departments within a Local. The approved rules shall be posted on the properties concerned, presented to the Local Union office and not written into the Local bylaws. The Local Union Policy on Unit Rules shall apply when seeking to make changes to any existing Unit Rules or establishing New Unit Rules.
- 21.17** Where two or more Locals make up a bargaining unit, the negotiations will be conducted as a joint council. The individual locals will conduct their own ratification ballot.

21.18 In the event of a dispute between locals, letters of agreement will decide specific issues. Where no letters of agreement exist, the local unions involved may request the National Executive Board to appoint a referee(s).

21.19 Retired Members

Upon retirement a member shall not be required to pay monthly dues to remain in good standing and retain membership status.

21.20 Local 2200 Holding Society

There shall be an ICTU/CAW Local 2200 Holding Society with an Executive and Membership as per the Holding Society Constitution and By-Laws. The General Local 2200 Membership shall be kept informed of activities and financial positions/requirements at the General Membership Meetings on an ongoing basis.

ARTICLE 22 – AMENDMENTS

22.01 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. Such notice must be made at least twenty-one (21) days prior to the membership meeting. 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 these bylaws 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 23 – HOW TO SUBMIT LOCAL UNION BY-LAWS

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.