

July

**September 2020
2020**

By-Laws

Unifor Local Union No. 52-A.01



UNIFOR

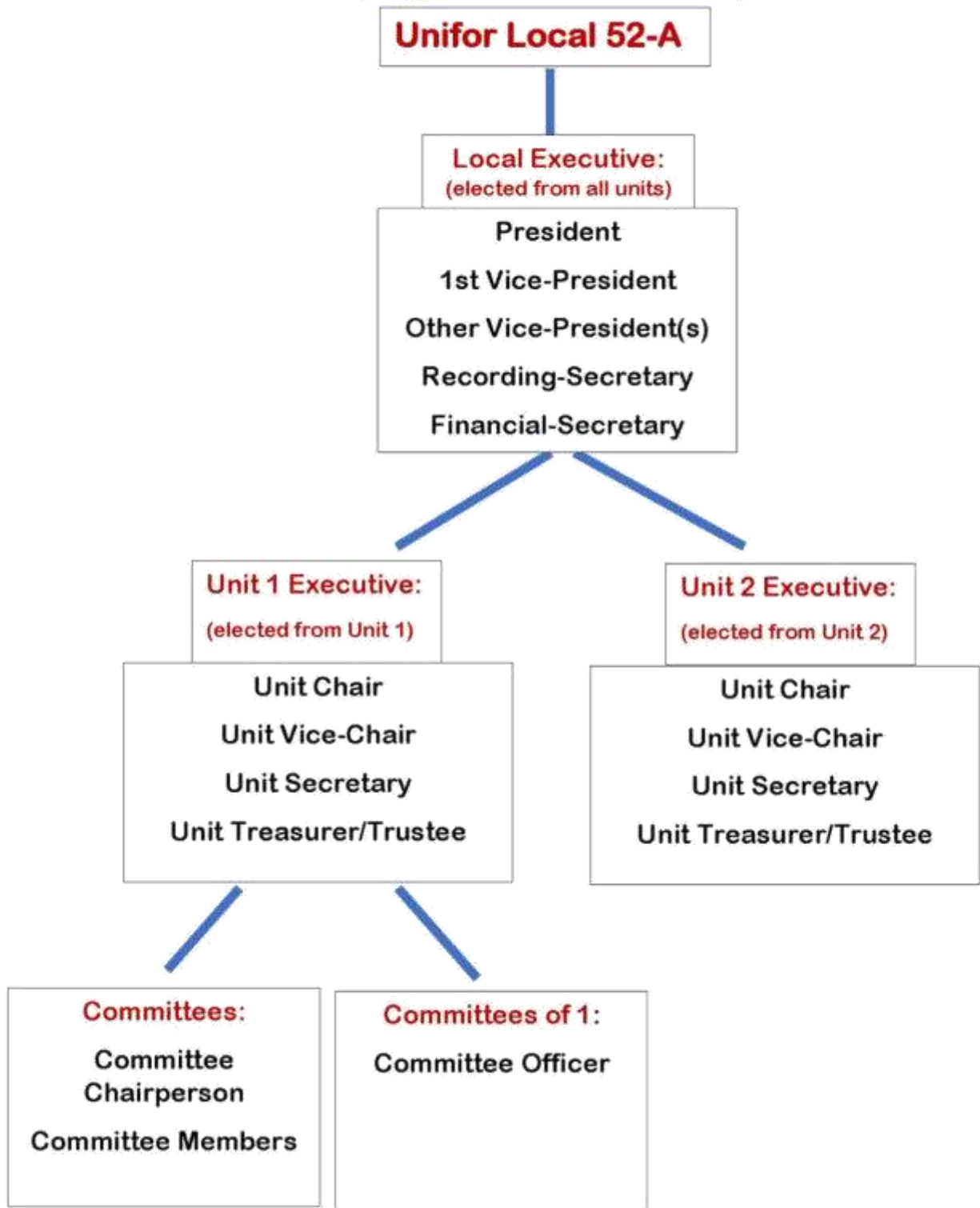
Local 52A | Canada

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(articles and page numbers will be adjusted in the final version)

Organizational Chart



Unifor Local Union No. 52-A.01

By-Laws

Article I Name and Jurisdiction

Section 1 - This organization shall be known as Unifor Local Union No. 52-A.01, hereinafter called ~~the~~ "Local Unit 1".

Reference to Unifor Local Union No. 52-A shall hereinafter be called the "Local."

Section 2 This Local has been established and exists by virtue of a charter issued to it by Unifor pursuant to the Constitution of the National Union. These unit By-laws are in effect a supplement to the by-laws of Local 52A, the Local, and wherein these Unit By-laws do not provide for Constitution provisions, the By-laws of Local 52A, the Local, will be used. In addition, the unit and Local Union By-Laws shall be in all respects subordinate to the Constitution and all applications and interpretations thereof.

Section 3 Local 52A.01 Unit 1 includes the Support Staff of Edmonton Catholic School District

Article II Objects

Section 1 The purpose and objects of this the Local, chartered by the National, are to unite all workers within its jurisdiction for the following purposes:

- a) To assist, sponsor and encourage the Catholic philosophy amongst the members the Local, the Catholic Separate School Districts, and the community at large.
- b) To strive for equality regardless of race, creed, colour, age, marital status, family status, ancestry, place of origin, ethnic origin, citizenship, language, religious beliefs, sex, sexual orientation, disability, records of offense or political affiliation.
- c) To improve their wages and hours of work, to increase their job security and to secure working conditions conducive to safety and good health.
- d) To promote the policies and goals of the Local and the National Union.

Article III Headquarters

Section 1 - 5, 9343 50 Street NW, Edmonton AB T6B 2L5
- (mailing address: Box 1323, Edmonton AB T5J 2N2)

Article IV Meetings

Section 1 The General Meeting is the highest authority of the Local. All Board of Directors, the Executive and all other committees of the Local are accountable to the membership of the Local Unit 1, and are subject to the membership approval at general meetings except as may be otherwise provided.

Section 2 The general membership of the Local Unit 1 shall meet a minimum of two times each school year, except during July and August. The time, place and date of the meeting shall be properly posted so that all members may attend.

Section 3 The Chairperson Unit Chair or designate may call a special general meeting of the Local Unit 1. The Chairperson Unit Chair or designate shall call a special meeting at the request of the Board of Directors or on the written request of 10% of the members of the Local Unit 1 in good standing. Notice of a special general meeting shall be given to the members. The notice shall include the date, time and place of meeting and state the purpose for which the meeting is called. No business other than that for which the meeting is called may be transacted.

Section 4 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. When necessary to maintain order, the member may be evicted from the meeting by order of the **Unit Chairperson Unit Chair** subject to the challenge of the membership. Flagrant or persistent violation of this section by any member shall be conduct unbecoming a union member.

Section 5 Quorums

- a) A quorum for the purpose of transacting any business by **the Local Unit 1** at a general meeting shall consist of those members in attendance.
- b) A quorum for the Board of Directors meetings shall consist of those members of the Board of Directors in attendance.

Section 6 All decisions of a general meeting or a Board of Directors meeting shall be by a majority vote stated by a showing of hands, unless stipulated by the By-Laws or by a motion, that a secret ballot be taken.

Section 7 The rules of order not specifically covered by these By-Laws or the Constitution of the National Union shall be in accordance with Bourinot's Rules of Order.

Section 8 The Board of Directors shall normally meet once every month (except July and August), at the date, place and time decided by the Executive.

Article V Executive

Section 1 Executive

The Executive of **the Local Unit 1** shall be known as the Executive Board and comprise of a **Chairperson Unit Chair**, **Vice-Chairperson Unit Vice-Chair**, **Unit Secretary** and **Unit Treasurer**.

Section 2 Eligibility

No member shall be eligible for nomination to any office in **the Local Unit 1**, or as a delegate to the National Convention, or as a representative of **the Local Unit 1**, or any other subordinate body of the National Union or Local, unless he/she shall have been a member in good standing in **this Local Unit 1**, **continuously for one year immediately preceding his/her election and has continuously attended for at least one year all Board of Directors meetings.**

Section 4 Nominations and Elections

All **elections for** Executive members of the Board shall be elected for **a three year s term;**

- **Chairperson Unit Chair** and **Unit Secretary** **one during the first** year,
- **Vice-Chairperson Unit Vice-Chair** and **Unit Treasurer** **during the next second** year,
- no elections the third year.

Section 5 Terms of Office

The terms of office for all elected Executive Officers of **the Local Union Unit 1** shall be three years, **beginning September 1 of the year they are elected until August 31 of the third year.**

All officers shall hold office until their successors are elected. Installation of officers shall be held at the next meeting after the election. The outgoing officers shall immediately turn over all papers, monies, rights, chattels, books, records, property and assets belonging to **the Local Unit 1** to their successor and/or the **Chairperson Unit Chair** of **the Local Unit 1**.

Section 6 Vacancies

In case of vacancy in the office of **Chairperson Unit Chair**, the **Vice-Chairperson Unit Vice-Chair** **or the officer of the highest rank** shall immediately assume all responsibilities of that office until a successor has been elected. Vacancies in other offices shall be filled by appointment of the Board of Directors until the next scheduled election.

Section 7

Resignations

An Officer, Committee Chairperson or Board of Director may resign from her office upon giving notice to the Local Unit 1 in General Meetings, or to the Chairperson Unit Chair of the Local Unit 1 in writing and such resignation shall take effect in accordance with such notice.

Section 8

Duties of the Chairperson Unit Chair

Protect the rights of union members by making sure that the terms of the collective agreement and legislation for the workplace are lived up to. Build and keep the union strong providing leadership, communication and guidance to rank and file members.

- a) to preside at all meetings of the Local Unit 1 and its Board of Directors
- ~~b) to have signing authority for the withdrawal of the funds of the Local~~
- c) to appoint and be an ex-officio member of all Local Unit 1 committees
- d) to enforce the National Constitution, Local By-Laws and all union rules and regulations
- e) to represent the Local Unit 1 in all affairs that is necessary to efficiently serve the best interest of the Local Unit 1
- ~~f) to attend all National Conventions~~
- g) give update at Board of Directors meetings
- h) to participate in negotiations and liaison meetings of Unit 1
- i) to manage all grievances and disciplinary actions of Unit 1
- j) to handle all membership inquiries as to Local Unit 1 activities and the interpretation of the Collective Agreement
- k) to act as a liaison between the membership and the School District Division
- l) to forward information on union education and sessions to all Units Unit 1 members
- m) to review and sit on By-Law committee

(re-letter the bullets)

Section 9

Duties of the Vice Chairperson Unit Vice-Chair

- a) to assist the Chairperson Unit Chair in the performance of his/her/their duties
- ~~b) to have signing authority for the withdrawal of the funds of the Local~~
- c) to serve on at least one Board of Directors committee or as a representative an officer
- d) to participate in negotiations and liaison meetings of Unit 1
- e) to represent Unifor Unit 1 on School District Division committees as required by the Executive and Board of Directors (for example: reclassification)
- f) to act for the Chairperson Unit Chair in his/her/their absence and in the event of a vacancy in the office of the Chairperson Unit Chair shall succeed to the office of the Chairperson Unit Chair for the remainder of the unexpired term or until an election is held.
- ~~g) maintain Site Contact list.~~
- h) attend report on current School Board of Trustee meetings.
- i) to review and sit on By-Law committee of Unit 1

(re-letter the bullets)

Section 10 Duties of the Unit Secretary

- a) to keep correct minutes of all Unit 1 general, Board of Directors, executive, and special

meetings. Minutes must be forwarded to the **Chairperson Unit Chair** within **48 hours seven (7) days.**

- b) to conduct all correspondence of **the Local Unit 1.**
- c) keep on file all documents which are necessary for the accountability of **the Local Unit 1.**
- d) **to submit such reports and information to the National President as the National President may require.**
- e) to distribute copies of minutes and agenda respectively, to the general membership **of Unit 1.** Executive and Board of Directors **10 (ten) days** before next set meeting.
- f) maintain updated records of all committees and **representatives officers.**

(re-letter the bullets)

Section 11 Duties of the **Unit** Treasurer/Trustee

- a) **to collect all monies paid to the Local, including membership dues**
- b) **to deposit same in the name of the Local in such bank or banks as the Board of Directors may direct**
- e) **to countersign all cheques or other authorizations for the removal of funds of the Local**
- d) **to keep true and accurate accounts of all transactions**
- e) to **make a complete written report thereon pass on** to the **Unit 1** general members and its Board of Directors **financial reports prepared by the Local's Financial Secretary**
- f) to keep a record of the names and addresses of all members of **the Local Unit 1,** and their status
- g) **to submit a written report of the finances and the membership of the Local in such manner and at such times as the National President or National Secretary-Treasurer require**
- h) **to make all of his/her books and records available for examination and audit by the trustees by the end of the fiscal year. The fiscal year shall be from September 1st to August 31st.**
- i) **to work in conjunction with the new treasurer until the completion of the final audit at the end of the fiscal year**
- j) **to do all the above with all monies belonging to any amalgamated units locals of Unifor 52A**
- k) in the event of a strike **assist the Local's Financial Secretary** to keep separate accounting of all strike fund income and expenses and to distribute all strike pay
- l) manage all **Unit 1** Professional Development and Scholarships fund
- m) to review and sit on **Unit 1** By-Law committee
- n) **to serve as Trustee for Unit 1**

(re-letter the bullets)

Article VI Trustees

Section 1 In accordance with the Constitution of Unifor, Trustees will be elected at a membership meeting (one from each Unit) for the same term of office as other elected officers. **The trustee for Unit 1 will be the Unit Treasurer/Trustee.**

Section 2 The Trustees shall be responsible for quarterly audits of the financial records of the Local.

Article VII The Board of Directors

- Section 1* The Board of Directors shall consist of the Executive, the following officers and Committee members (see section VIII) who shall be members in good standing. They may be appointed by **the Local Unit 1** Executive Board or volunteer.
- Section 2* The Board of Directors shall be the highest governing authority within **the Local Unit 1** between meetings of the general membership and shall exercise general supervision over its business and affairs. It shall have power to authorize purchases under the amount of \$5000.00.
- Section 3* The Board of Directors shall have such powers as are necessary and appropriate to give effect to the purposes of **the Local Unit 1**. Each committee shall present a report of its activities to each meeting of the general membership and **in the year-end newsletter on the Local's website.**
- Section 4* All requests for contributions of donations to individuals or organizations shall first be submitted to the **Unit 1** Board of Directors for its consideration and recommendation **before being forwarded to the Local.**
- Section 5* Requests for financial aid from **a another** local of the National Union shall require the endorsement of the National President before consideration shall be given to it.
- Section 6* It shall be the duty of the Board of Directors to cause the provisions of the National Union Constitution and the By-Laws, rules and regulations of **this Local Unit 1** to be faithfully executed; and to preserve, promote and safeguard the best interests and general welfare of **the Local Unit 1** Unifor, and the members. The Board of Directors may adopt rules and regulations not in conflict with the National Union Constitution and these By-Laws as it may deem necessary and advisable.
- Section 7* The Board of Directors shall meet at least once each month (except July and August), at such time and place as the **Chairperson Unit Chair** shall determine.
- Section 8* Special meetings of the Board of Directors may be called at any time by the **Chairperson Unit Chair or designate** with not less than 3 hours verbal or written notice to the members of the Board of Directors of the time and place of the meeting and of the business to be transacted thereat.

Article VIII Committees and Officers

These committees and officers may change from time to time, depending on the needs of **the Local Union**. The designation of such shall be determined by the **Chairperson Unit Chair** and/or the Board of Directors.

Section 1 Committees

- a) Negotiating Committee (National Rep, **Chairperson Unit Chair, Vice-Chairperson Unit Vice-Chair, Unit Treasurer or Unit Secretary** who will be the note taker, and **a** Rank & File member)
- b) Social Committee **(3 members)**
- c) Women's Committee **(5 members)**
- d) Social Justice Committee **(2 members)**
- e) By-Law Committee (**Chairperson Unit Chair, Vice-Chairperson Unit Vice-Chair, Unit Treasurer, Unit Secretary**, up to 2 other members)

Section 2 Officers

Officers shall be selected for a duty which normally requires only one person to fulfill the obligation determined by the Board of Directors.

- a) Communications Officer (1 member)
- b) Nomination Officer (1 member)
- c) Caring Officer (1 member)

Section 3 Officers representing **Unifor Local 52A.01 Unit 1** on School Board committees (for example, Liturgy and OHS) as determined by the Executive.

Section 4 *By-Law Committee*

The By-Law Committee shall meet to review the By-Laws at least once every three (3) years. This review will be preferable soon after a National Constitutional Convention and **the Local Unit 1** has received copies of the revised Constitution.

Article IX Committee Chairperson

Committee members will vote for the Committee Chairperson on a yearly basis by each October Board of Directors meeting.

The Committee Chairperson shall:

- a) Ensure the committee handles all the business of the committee in an ethical, courteous and timely way,
- b) ensure that the members are working according to the committee's mandate,
- c) ensure that meetings are planned effectively and conducted in accordance to **the Local's Unifor's** constitution **and** all of **Unit 1's** policies and procedures are followed,
- d) prepare **an** agenda and conduct **the** meeting accordingly,
- e) call meeting to order, take attendance and provide a brief summary of the minutes or notes of the last meeting,
- f) ensure **all** financial receipts are available,
- g) indicate **the** date and time of the next meeting and adjourn **the** meeting,
- h) keep **a** binder or e-file that includes the agenda, notes or minutes of the meetings, procedures, **and** all other relevant information,
- i) not force their point of view upon a meeting,
- j) make motions at Board of Director's meeting on behalf of their committee, and
- k) vote at Board of Director meetings in accordance to their committee's recommendations.

Article X Regulation of Committees

- a) Subject to compliance with these bylaws and with the resolution (if any) by which a Committee is established, a Committee may adopt such rules and regulations for the internal administration of such Committee as it may deem appropriate provided however, that such rules and regulations shall be subject to review and amendment at any time by resolution of the Board of Directors.

- b) Committees shall meet at the call of the Committee Chairperson at such intervals as the Committee Chairperson deems necessary provided however, that a Committee Chairperson shall call a meeting of her Committee immediately if requested to do so by the Board of Directors or Executive.

Article XI Election of Rank and File Negotiation Committee Member

At the **Unit's** General Meeting preceding the start of negotiations, a member in good standing from the floor will be elected by secret ballot to serve on the Negotiating Committee. This member will have an active role and a vote on the negotiation committee. This member will not be part of the Board of Directors and this term will exist only during the negotiation period.

Article XII Membership

Section 1 Eligibility

Any employee of the Edmonton Catholic Separate School **District Division #7** shall be eligible for membership in **the Local Unit 1** except:

- a) Employees who belong to the Alberta Teachers' Association, the Alberta Union of Public Employees, the Out of Scope group and/or management.
- b) No person shall hold membership simultaneously in this Local and another Local of the National Union.

Section 2 Revenue

- a) Each member of **this the** Local shall pay dues to the Local on basic gross salary, in the amount equal to two times the National per capita.
- b) This amount shall automatically be deducted from each employee's pay.
- c) Per capita to the National Union shall be as provided in the Constitution of the National Union.
- ~~d) When the National Union implements a temporary per capita dues increase, the Local Unit 1 Executive, with the approval of the Board of Directors, and after consideration of the Local Unit 1's financial position, may choose to absorb the total, or any portion, of this temporary per capita increase, rather than increasing Local dues to the membership.~~

Article XIII Financial

Section 1 Any purchase over and above \$5000.00 will need the approval of the membership at a General Meeting.

Section 2 The honorarium of the elective officers shall be as follows:

- a) Unit Chair - \$5500.00 per year
- b) Vice- Unit Chair - \$3550.00 per year
- c) Treasurer - \$3750.00 per year
- d) Secretary - \$2750.00 per year

Section 3 The honorariums for the Board of Directors shall be \$50.00 for each Board of Director meeting attended, provided that:

- a) They are a member of the Board of Directors in good standing,

- b) they serve on a committee or as an Officer, and
- c) must attend at least 8 of the 10 Board of Directors meetings that year and must attend General Meetings to give their report.
- d) Board of Directors that are absent from a Board of Director's meeting due to being on approved union business will receive their honorarium for that meeting.

Article XIV National Conventions

Section 1 All National Conventions ~~are to~~ can be attended by invitation by the Local executive. These delegates are to be the Unit Chair, Vice Unit Chair and Treasurer.

Section 2 ~~An alternate may be elected at a membership meeting to attend in the event that the aforementioned delegates cannot attend.~~ Any member can request from the Local executive, to attend a National event.

Article XV Property

~~*Section 1* No funds or property of this Local shall be loaned, given or expended, to promote, support, endorse, assist or oppose directly or indirectly the candidacy of a member seeking office or seeking to retain office in this Local.~~

~~*Section 2* No funds or property of this Local shall be given away or expended to assist any seceding, dual or antagonistic organization, or any Local which is violating the Constitution of the National. The funds and property of this Local shall be used only to give effect to the purposes and objects of this Local under and subject to the provisions of the National Union Constitution.~~

Article ~~XVI~~ XV Constitution of Unifor

Section 1 All terms and provisions of the Constitution of the National Union shall be deemed a part of these By-Laws.

Section 2 In the event of a conflict between these By-Laws and the provisions of the Constitution of the National Union, the Constitution of the National Union shall prevail.

~~*Section 3* This Local has no power to make any contract or incur any liability binding upon the National Union, without the written consent of the National President and the approval of the National Executive Board. The National Union shall not be liable under any contract or for any acts of this Local or its officers or its members unless they have been authorized in writing to enter into such contract or perform such acts.~~

Article ~~XVII~~ XVI Discipline, Trials and Appeals

Section 1 Every member of this union shall be entitled to a just and impartial trial for any offense of which he may be charged, in accordance with *Article 18:C Charges of the National Constitution*.

Section 2 Any Board of Director who has been absent without reason for two Board of Directors or Committee meetings, within their current term of office, may be considered to be no longer fulfilling that role. The Unit Executive shall make a recommendation, up to and including revocation of membership on the Board of Directors, to the Board of Directors. Notice shall be given to that member and at the next Board of Directors meeting, after hearing the recommendation and any rebuttal from the accused, a vote shall be taken by the remaining Board of Directors on the recommendation. This vote will be by secret ballot.

Section 3 If a member of the Board of Directors is not otherwise fulfilling their role or duties, the Chairperson Unit Chair (or delegate) shall:

- Make inquiries with that Board of Director, and
- Give clear instructions as to the remedy with a reasonable time period for improvements.

If there is not a successful remediation or improvement, the **Unit** Executive shall make a recommendation, up to and including revocation of membership on the Board of Directors, to the Board of Directors. Notice shall be given to that member and at the next Board of Directors meeting, after hearing the recommendation and any rebuttal from the accused, a vote shall be taken by the remaining Board of Directors on the recommendation. This vote will be by secret ballot.

Section 4 A Board of Director who is deemed to be acting in a manner detrimental to the Local, **Unit 1** or **the** National Union shall have their role on the Board of Directors revoked as per Article 18C of the Unifor Constitution.

Article XVIII By-Laws - Adoptions and Amendments

Section 1 These By-Laws shall become effective when ratified at a general meeting and approved by the National ~~President~~ **By-Law Committee**.

Section 2 Any provision of these **Unit 52-A. 01 Unit By-Laws** may be modified, amended or repealed, or new **Unit By-Laws** may be adopted, by the affirmative vote of a 2/3 majority of the members voting on the question, at a general meeting, provided that notice of the proposed amendment, modification or repeal has been given to the members no less than 30 days prior to the vote, and further provided that if an amendment shall alter the amount of the initiation fee or dues as fixed by Article X, Section 2, of ~~These-The Local~~ **By-Laws**, the vote must be taken by secret ballot and after at least ten days notice of the intention to vote upon the question.

Section 3 ~~This Local~~ **The Unit** has no power to modify, amend or repeal the terms and provisions of the Constitution of the National Union.

Presented and Approved at General Meeting of Unifor Local 52A.01 – June 20, 2016

Presented and Approved at General Meeting of Unifor Local 52A.01 – September , 2020

Unifor Local Union No. 52-A.01

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