



UNIFOR

PROPOSED

LOCAL 1990

UNION

BYLAWS

presentation

October 2019

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ARTICLE 1: NAME

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| Section 1 | This organization shall be known as Unifor Local 1990, hereinafter referred to as the Local. |
| Section 2 | The Local includes the following bargaining units Calgary Catholic School District hereinafter referred to as (CCSD) Conseil Scolaire Francosud hereinafter referred to as (CSF) |

ARTICLE 2: OBJECTIVES

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| | The objectives of the Local Union include: a) The regulation of labour relations and collective bargaining between employers (CCSD and CSF) and employees of Local 1990. b) To create an atmosphere of unity and equality of workers, as members of a common association; and c) To promote morale, well-being, and security of all members, by providing a vehicle and method for them to improve their working environment; and d) To ensure respect and dignity of all members is preserved. |
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ARTILCE 3: CONSTITUTION

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| | In the event of a conflict between these bylaws and the provisions of the constitution of the Unifor National union, the constitution of the National union shall prevail. |
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ARTICLE 4: FISCAL YEAR

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| | The Local shall adopt a fiscal year for reporting on the business affairs of the Local. The fiscal year shall be a twelve-month period ending the last day of March in each year. The fiscal year may be revised by the members at any General meeting upon the advice of the Executive Committee. |
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ARTICLE 5: MEMBERSHIP

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| Section 1 | Eligibility |
| | Any person employed by CCSD or CSF, either part-time or full-time, shall become eligible for membership in the Local upon commencing employment in a position whose bargaining rights are held by the Local as provided for within the scope of the Certification No. 114-2014 except: a) A person who is a member of another bargaining agent certified by the Alberta Labour Relations Board, including members of the Alberta Teacher’s Association; and b) A person who exercises managerial functions or is employed in a confidential capacity in matters relating to labour relations. |

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| Section 2 | Membership Dues |
| | <p>All bargaining unit members shall pay dues to the Local based on their basic gross salary in the amount of one percent (1%). Of the one percent (1%) collected, .735% will be paid to Unifor National monthly, and 0.0135% will be paid to Prairie Regional Council monthly.</p> <p>The minimum amount which may be collected for Local dues is to be set at 1%.</p> |
| Section 3 | A Member in Good Standing |
| | <p>Any employee i.e. permanent, temporary, regular, probationary, or casual, who pays Unifor union dues as part of their employment within CCSD and CSF is considered a member in good standing.</p> <p>A member remains in good standing without paying dues for the period of a layoff or leave only for as long as he or she has recall rights as provided for in his or her collective agreement.</p> <p>Any member absent from work because of illness or injury remains in good standing for the period of illness or injury as long as he/she has a reasonable prospect of a return to work.</p> |
| Section 4 | Discipline of Members |
| | <p>A member may be charged by another member for the following offenses:</p> <ol style="list-style-type: none"> i. Publishing or circulating either verbally or otherwise among the membership false reports or misrepresentations concerning any member of the Local in respect to any matter connected with the affairs of the Local. ii. Fraudulently receiving or misappropriating any property of the Local. iii. Circulating reports designed or calculated to injure or weaken the Local. iv. Wrongfully interfering with any Officer of the Local in the discharge of his or her duties. v. Working for the Employer during a strike authorized by the Local. vi. Violating any provision of these Bylaws where such conduct has the effect of injuring the Local. vii. Crossing a picket line authorized by the Local during the strike. |
| Section 5 | Discipline, Trials, and Appeals |
| | <p>Every member of this union shall be entitled to a just and impartial trial for any offense of which he/she may be charged, in accordance with Article 18 of the Unifor National Constitution.</p> |

ARTICLE 6: MEETINGS AND VOTING

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| Section 1 | Scheduling |
| | <p>Meeting dates must coincide with both Traditional and Year-Round calendars.</p> |
| Section 2 | Annual Meetings |
| | <p>The Local shall hold an Annual General meeting on or before the 31st day of May of each year. Notice of the meeting shall include an agenda, minutes of the previous Annual General meeting, Financial Report, Committee Reports to be considered at the meeting, and the names of nominees for the election of Officers and Area Representatives as provided for in <i>Article 5</i>.</p> |

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| Section 3 | General Meetings |
| | Membership meetings need to be held a minimum of four times per year (quarterly, once every three months) in accordance with Article 15, Section F, Paragraph 1 of the National Constitution. An agenda shall be included with the notice of the meeting. |
| Section 4 | Special Meetings |
| | <p>a) A Special meeting may be called by a majority of the Local Executive Committee or upon the written petition of one-third (1/3) of Local members presented to the Local President. An agenda shall be considered or acted upon at the meeting.</p> <p>b) There may be more than one item on the agenda for Special Meetings with the exception of Special Meetings held to ratify a Memorandum of Settlement where this would be the sole and only agenda item.</p> <p>c) When a Special meeting is called to ratify a Memorandum of Settlement, one copy of the Memorandum of Settlement shall be made available at each work location two (2) working days prior to the meeting. In addition, individual copies of the Memorandum of Settlement shall be available at the meeting location two (2) hours in advance of the meeting.</p> |
| Section 5 | Notice of Meetings |
| | <p>Notice of meetings shall be given in writing as follows:</p> <p>a) Annual meetings ten (10) working days in advance</p> <p>b) General meetings five (5) working days in advance</p> <p>c) Special meetings three (3) working days in advance.</p> <p>Notice of meetings shall be properly posted at all work locations.</p> |
| Section 6 | Quorum for Meetings |
| | At General meetings, Annual meetings, and Special meetings twenty (20) Regular members in good standing present at such a meeting shall be considered a quorum. |
| Section 7 | Voting |
| | <p>Voting at General meetings, Annual meetings, and Special meetings shall be decided by a show of hands or a standing vote on the basis of one (1) vote per member in good standing or by secret ballot, if a majority in attendance so agree.</p> <p>Any Member in good standing shall have the right to vote at any meeting of the Local membership. Such votes shall be made in person and not by proxy or otherwise.</p> |
| Section 8 | Parliamentary Authority |
| | The current edition of <i>Bourinot's Rules of Order</i> shall apply on all questions of procedure and parliamentary law, not specified in these bylaws, and not in conflict with the Labour Relations Code and the Unifor Constitution. |

ARTICLE 7: EXECUTIVE COMMITTEE

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| Section 1 | Composition The Officers of the Local shall constitute the Executive Committee. |
| Section 2 | Powers of the Executive Committee a) The business of the Local shall be managed by the Executive Committee who shall exercise all such powers of the Local, and do on behalf of the Local, all such acts as may be exercised by the Local, and as are not by these Bylaws, or by the Unifor National constitution, required to be done by the Local in an Annual, General, of Special meeting of the Local. b) All acts bona fide done by any meeting of the Executive Committee or by any person acting as a member of the Executive Committee notwithstanding if it be afterwards discovered that there was some defect in the appointment of any such person acting as aforesaid, or that they or any of them were disqualified, shall be valid as if every person had been duly appointed and was qualified to be a member of the Executive Committee. c) To the extent required for the proper functioning of the Local, the Executive Committee, or any person to which the Executive committee delegates such authority, shall employ, retain, direct, and compensate personnel, consultants, legal, accounting, and other professional personnel, and engage and pay for the use of premises and equipment. d) No monies of the Local shall be expended without the authorization of the Executive Committee or such person or persons as the Executive Committee or a meeting of the Local may from time to time authorize for this person. The manner in which monies may be withdrawn or cheques issued by the Local, shall be determined from time to time by the Executive Committee. e) For the purpose of carrying out its objects, the Executive Committee may borrow or raise funds, but this power shall only be exercised under the authority of a Special Resolution approved by a majority vote of not less than three-quarters (3/4) of such members present and entitled to vote at a duly constituted meeting of the members. f) Any expense over and above \$5000.00 not including monthly payment requires the approval of the membership at a General or Special meeting. |
| Section 3 | Executive Meetings a) The Executive Committee at the call of the President, shall meet not less than monthly from August to June, and more frequently as required to direct the affairs of the Local. A Special meeting of the Executive Committee may be called by the President, or by one-third (1/3) of the Executive Committee members. b) Executive Committee members shall be given at least seven (7) days' notice by phone, or in writing, of Executive Committee meetings, and as much notice as possible, but at least one (1) days' notice by phone, or in writing, shall be given for Special Executive Committee meetings. c) A majority of members of the Executive Committee shall constitute a quorum. |

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| | d) The Executive Committee at the direction of the president may request four (4) hours paid absence leave for the President, Treasurer, and four (4) Area Reps on the Executive once every three (3) months to allow them time to complete the Quarterly report. |
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ARTICLE 8: DUTIES OF THE EXECUTIVE

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| Section 1 | Duties of the President |
| | <ul style="list-style-type: none"> a) Preside over all General meetings, Annual meetings, Special meetings and Executive Committee meetings b) Enforce the National Constitution, Local By-Laws and all union rules and regulations c) At the direction of the Executive Committee or the membership, appoint Standing and Ad Hoc Committees when for the same is not called for and ensure they fulfill their mandate before being discharged. d) Be an ex-officio member of all committees, except the Election Committee. e) Report on the activities of the Local's Executive Committee to the members at General Meetings and Annual Meetings. f) Be an authorized signing Officer of the Local. g) To represent the Local in all affairs that are necessary to efficiently serve the best interest of the Local (including Conventions and Conferences) h) To act as a liaison between the membership and the School District |
| Section 8 | Duties of the Vice-President |
| | <ul style="list-style-type: none"> a) Assist the President in the performance of his/her duties. b) Act in the President's absence, resignation, or death for the remainder of the unexpired term c) Be an authorized signing Officer of the Local. d) Be responsible for the control, protection, and authorized use of all assets of the Local, excepting monies, which are held under the responsibility of the Treasurer. e) Coordinate information to be distributed to Site Contact list |
| Section 9 | Duties of the Treasurer |
| | <ul style="list-style-type: none"> a) Be responsible for the receipt of all monies of the Local and deposit all monies in accounts set up in the name and number of the Local at a Bank or Credit Union approved by the Local Executive b) Be responsible every quarter for administering the member benefit fund transactions as directed by these By-Laws c) Be responsible for payment of all bills authorized by the Local Executive Committee. d) Be responsible for keeping records and reporting at each Executive Committee meeting, on all receipts, expenditures, and balances. e) Sign all cheques or other authorizations for the removal of funds of the Local jointly with either the President or the Vice-President. f) To keep in accordance with good internal controls, the signing authorities shall not endorse their own cheques unless the third signing authority is unavailable due to vacation, sickness, or other unforeseen absence. g) Shall submit a written report of the finances to the National Union and the membership of the Local in such a manner and at such times as the National President or the National Secretary Treasurer may require, or when requested by the Local Executive Committee or when requested by the members under a simple majority vote at any duly constituted meeting of members. h) Prior to the Annual meeting, prepare a proposed budget for the upcoming fiscal year, for consideration and approval of the Executive Committee. |

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| | d) An Executive member must attend eighty percent (80%) of Executive meetings to receive their honorarium in the current fiscal year. |
| Section 2 | Committee Members Honorarium |
| | Members at large designated by the Local who sit on a committee shall be paid an honorarium of \$50.00 for each meeting attended. |
| Section 3 | Secondment |
| | Should the President be seconded; no honorarium shall be paid. |
| Section 4 | Out of Pocket Expenses |
| | Members and Executive can be provided for training and other union related travel. The training and travel have to be pre-approved at an Executive Meeting and through the budget process. Members may only be reimbursed for pay actually lost (no overtime). Upon submission of receipts, the member will be reimbursed for out-of-pocket expenses while on Union business as follows: |
| Section 5 | Per Diem |
| | To a maximum of \$90.00 per day plus hotel (where an overnight stay is involved) and provided a receipt is supplied. |
| | \$45.00 per day on a return day from an overnight stay, provided the distance is greater than 160 km. |
| | \$35.00 per day for out-of-pocket expenses for eight (8) hour meetings where travel is less than 160 km one way, or if meals are provided. This includes meal for negotiating committee. |
| Section 6 | Mileage/Gas/Parking |
| | Paid \$.48 per km – paid to driver only. |
| Section 7 | Parking |
| | Upon submission of receipts, parking expenses shall be reimbursed for all members on approved business of the Local. |
| Section 8 | Meal Reimbursement: Executive Committee |
| | Upon submission of receipts, the members of the Executive Committee shall be reimbursed for supper on the days that the Executive meets, to a maximum of \$12.00 per person per meeting. |

ARTICLE 10: MEMBER BENEFIT FUND

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| Section 1 | Use of Funds |
| | <p>The Member Benefit Fund is monies held in the name of the Local to be used only for the following purposes:</p> <ol style="list-style-type: none"> i. To provide assistance to the members in the event of a strike or lockout of the Local, in a manner to be determined. ii. To provide honorariums to retiring members, as specified in Section 4 iii. To provide professional development as specified in Section 7 iv. To provide an annual scholarship, as specified in Section v. To provide funds for necessary administrative expenses connected with the conduct of a strike. vi. To provide funds for arbitration. |
| Section 2 | Fund Accounting |
| | <ol style="list-style-type: none"> a) Monies in the Fund shall be kept separate from other accounts held by the Local. b) A separate financial statement for the Fund shall be prepared annually by the Treasurer and presented to the members at the Annual General meeting. c) The financial statement shall include an accounting of all transactions within the Fund, including interest earned, and deposits and withdrawals made. d) The fund will be subject to quarterly audits. e) The budget for the Membership Benefit fund should be set at a reasonable amount to cover the costs of the member benefits covered within this bylaw. |
| Section 3 | Special Assessment |
| | <p>When a special assessment is in place as per the Unifor National Constitution Article 6.02, the Local shall cease depositing four percent (4%) of dues to the Fund as specified in Article 4.5.2. When the special assessment has ended, Article 4.5.2 shall come back into force.</p> |
| Section 4 | Retiring Members |
| | <p>Effective June 1, 2006, a member who retires from the CCSD or CSF who:</p> <ol style="list-style-type: none"> i. Is at least 55 years of age, and ii. Has at least 10 calendar years of employment with their employer (CCSD or CSF) shall be entitled to an honorarium of thirty—five dollars (\$35.00) per calendar year of employment with the CCSD or the CSF since the year 1990. iii. Any member who is terminated is not eligible for the honorarium. |
| Section 5 | Notification |
| | <p>The employer records shall prevail should a discretion occur when determining amount entitled as payable to the member.</p> |
| Section 6 | Issuing cheques for retiring members |
| | <p>Cheques for retiring members shall be issued at the Local's Annual Retirement Banquet in June.</p> |

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| | If the member is unavailable to attend the Retirement Banquet the cheque shall be issued to the member through mutually agreeable arrangements. |
| Section 7 | Professional Development |
| | The Professional Development fund shall provide members in good standing up to a maximum of \$1000.00/year to cover costs for professional development, travel, and accommodations. Members must meet the qualifications as outlined in the professional development application. |
| Section 8 | Scholarship |
| | Three (3) scholarships in the amount of two thousand dollars (\$2000.00) each shall be awarded annually in June to the son/daughter of a member of the Local. Applicants must be enrolled full-time in a post-secondary educational program and must submit a brief essay (between 1,100 and 1,300 words) outlining why they chose the program of studies in which they are enrolled, and their future aspirations. The applicant must include a copy of the letter of acceptance from the post-secondary institution to be considered eligible. The scholarships must be presented at the Annual General Meeting. |
| Section 9 | Scholarship Committee |
| | The successful applicant shall be determined by an Ad Hoc committee comprised of one member of the Executive and two members at large. |
| Section 10 | Dissolution of fund |
| | The Fund may be dissolved only after a referendum vote of all the members in which three quarters (3/4) of the votes cast are in favour of dissolution. |

ARTICLE 11: ELECTIONS

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| Section 1 | The rules in this bylaw apply to all elections conducted by the Local including election of the Executive, delegates to National Conventions and Regional Council |
| | Rules of the elections are set out in Unifor Constitution. Any additional or different rules for elections must be ratified by the members of the Local and approved by the National Union. |
| Section 2 | Election Committee |
| | <ul style="list-style-type: none"> a) The Elections Committee's duty is to safeguard the secrecy and honest of the election, prepare and count ballots, and announce the results of the election in a signed statement. b) All elections in a Local shall be supervised by an Election Committee. c) The election committee shall be selected by democratic election at a Local membership meeting. |

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| | <ul style="list-style-type: none"> d) A member who is a candidate may not be part of the Election Committee responsible for supervising the election. e) Election Committee all elections, assumes chair of meeting during election. |
| Section 3 | Voter Eligibility |
| | <ul style="list-style-type: none"> a) Every member of the Local who is in good standing is entitled to vote in all Local elections. b) Each member must vote personally. |
| Section 4 | Being a Candidate |
| | <ul style="list-style-type: none"> a) The eligibility of members to be a candidate in an election is described in Article 15.B.6 of the Constitution of Unifor. b) Any Local member may nominate him/herself or others for an elected position. c) If an Executive Officer, whose term is not expiring, wants to be a candidate for another Executive Office, she/he must resign from her/his present office long enough in advance of the nomination meeting to permit the nomination and election of candidates for both offices during the same election. The resignation would become effective at the time of installation. d) Only nominated candidates may be elected. |
| Section 5 | Holding an Election |
| | <ul style="list-style-type: none"> a) The date of an election and of any run-off election shall be set at a regular membership meeting. b) Executive elections shall be conducted at the Annual General Meeting. |
| Section 6 | Notice of Election |
| | <ul style="list-style-type: none"> a) Members must be notified at least seven (7) days in advance of the time of the close of nominations. b) Nominations shall be made in writing and sent to the Election Committee prior to the closing date of nominations. c) There must be seven (7) days between the date of Nominations close and the date of the election, with a minimum of fifteen days total notice to all members of nominations and elections. d) A reasonable effort shall be made to notify all members through posted notice at their school or office of employment, or with permission, through CCSD and CSF email accounts, of candidates nominated for the election. |
| Section 6 | Conduct of Election |
| | <ul style="list-style-type: none"> a) The Chair will step down and the Elections Committee, assumes the lead of the meeting. b) Elections shall normally be conducted by secret ballot vote. c) Election committee may adopt a form of electronic voting. d) In all cases, the method of election shall be reasonably convenient to members, shall be secure and shall be secret so that each member's choice cannot be identified. e) Each member shall be entitled to one vote. f) There will be no absentee voting and no voting by proxy, write-in, or sticker. g) Each candidate shall have the right to have one scrutineer present when the votes are cast and when they are counted. No candidate however can be a scrutineer for another person within the current election. The scrutineer must be a member of the Local. h) Election of a candidate shall be by a majority of votes cast. i) Where there is only one nominated candidate for an executive office, that candidate is declared elected. |

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| Section 7 | Run-off Elections |
| | <ul style="list-style-type: none"> a) The run-off election shall be conducted in the same manner as the election. b) Where run-off elections are necessary because no candidate receives a majority, the run-off shall be confined to the two candidates receiving the highest number of votes for the office involved. |
| Section 8 | Election Results |
| | <ul style="list-style-type: none"> a) The Election Committee shall announce the result of each election or run-off election immediately after the ballots are counted and shall provide a written report of the election at the next Local membership meeting b) Ballots need to be kept sealed for one year, or longer in the event of an election appeal. |
| Section 9 | Campaigns |
| | <ul style="list-style-type: none"> a) A candidate and other members may use social media for the purpose of campaigning. b) A candidate's election materials may include images or logos of Unifor and of the Local. c) The chair will assign a timekeeper and will provide an opportunity for each candidate to speak with a microphone, if one can be provided, for up to three minutes. Questions from members will be held to a maximum of three minutes. Once candidates have had the opportunity to speak, the chair will request that voting commence. d) Candidates are not entitled to copies of any members personal information. |
| Section 10 | Resignations |
| | <p>An Executive member may resign from his/her office upon giving notice to the Local at a General Meeting, to the Executive at an Executive Meeting, or to the President of the Local in writing. The resignation shall take effect in accordance with such notice.</p> |
| Section 11 | Vacancies in Office |
| | <ul style="list-style-type: none"> a) All vacancies in the Local offices, except the President, must be filled promptly by election. b) If the President's office is vacant, the Vice-President will fill the vacancy for the unexpired term. |
| Section 12 | Election Reviews |
| | <p>These rules apply to requests by a member for a Review of Decision concerning an election-related decision or action by a Local or Election Committee.</p> <p>A request for a Review of Decision concerning an election-related decision or action must be made in the way required by Article 18.B of the Unifor Constitution.</p> <ul style="list-style-type: none"> a) A request must be made within seven (7) calendar days of the announcement of the election results or the next membership meeting, whichever is later. A request made prior to the membership meeting must be submitted in writing to the Election Committee. b) The Elections Committee shall appoint five (5) members who are not elected or nominated Officers of the Local to form an Ad Hoc Committee for the purpose of investigation of the dispute. c) If no Ad Hoc committee can be formed, the outgoing Executive shall appoint the Special Committee d) The committee will report their findings within ten (10) calendar days of appointment to a Special Meeting of members convened for this purpose. |

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| | e) A new election may be ordered only if it is determined that the matter in dispute might reasonably have changed the results of the election. |
| Section 13 | Term of office |
| | <p>The terms of office for all elected Executive Officers of the Local Union shall be three years.</p> <ul style="list-style-type: none"> (In order to accommodate the transition to three-year terms, the Executive position terms set to expire in May 2020 will be elected at the May 2020 Annual Meeting for a one-year term. With this correction, all members of the Executive will have their term conclude at the Annual Meeting in 2021. At the Annual Meeting in 2021 a full Executive shall be elected.) |
| Section 14 | Transfer of Office |
| | <ul style="list-style-type: none"> a) All officers shall hold office until their successors are elected. b) Installation of officers shall be held at the conclusion of the election. c) The outgoing officers shall immediately turn over all papers, monies, rights, books, records, property and assets belonging to the Local to their successor and/or the President of the Local. |

ARTICLE 12: COMMITTEES

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| Section 1 | Executive Member Liaison |
| | All Executive, excluding the President, must be a Liaison for at least one (1) Standing Committee. |
| | The names of each committee's Executive Liaison will be published in the first newsletter of each school year. |
| Section 2 | Committee Selection/Make-up |
| | <p>Each committee will have an Executive Liaison who will act as the chair of the committee unless an alternative is requested by the Executive member.</p> <p>Each committee shall familiarize themselves with the Policy and Procedures Manual.</p> <p>A notice must be sent out to all members to inform all members that volunteers are needed to fill positions on committee. Members wishing to sit on a committee will be accepted.</p> <p>The number of vacancies will be determined by the Chair.</p> <p>If there are too many volunteers, the members will be elected. The committee should consist of one (1) member for each quadrant where possible.</p> |
| Section 3 | Standing Committees |
| | <ul style="list-style-type: none"> Economic Policy Committee/Negotiating committee Professional Development Elections Bylaw Finance Social |

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| | <ul style="list-style-type: none"> • Membership • Newsletter • Health and Safety • Political Action • Conseil Scolaire Francosud • Women’s Committee • Scholarships • Retirement Banquet |
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ARTICLE 13: SECONDED PRESIDENT

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| | A president must have the approval of three-quarters (3/4) of the members present and voting at a duly constituted meeting of the Local, before he/she may request secondment from the District. |
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ARTICLE 14: AMENDMENT OF BYLAWS

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| Section 1 | Amend Bylaws |
| | These Bylaws shall be amended only at an Annual meeting, General meeting, or Special meeting and requires two-thirds (2/3) vote of members present and voting. |
| Section 2 | Proposals of Change |
| | <ul style="list-style-type: none"> • These bylaws may be amended by any member presenting a motion at a Membership Meeting or through a written request to the Executive to be presented at the next appropriate Membership Meeting. • The motion shall be referred to the Bylaw Committee. • The Bylaw Committee will review the amendment to ensure it is compliant with Unifor Constitution. • The Bylaw Committee reports to the succeeding Membership meeting. The notice of meeting must contain a notice of the particular bylaw amendments that will be considered. • If two-thirds of the membership present vote to approve the amendment, the amendment shall be considered adopted by the membership. |
| Section 3 | Ratifying changes with the National |
| | <ul style="list-style-type: none"> • All amendments to these Bylaws are subject to the approval of the Unifor National Executive Board. • The Bylaw Committee has the authority to correct grammatical and spelling errors in the Bylaws and to renumber Bylaws as may be required by the addition or deletion of articles, so long as doing so does not change the meaning or intent of a Bylaw. • Any changes must be presented at the next General or Annual meeting immediately following the changes. The notice of changes must be included in the agenda that meeting. |