



**UNIFOR**

**BYLAWS  
OF  
UNIFOR NATIONAL  
SKILLED TRADES COUNCIL**

As amended March 7, 2015 – Peterborough, ON



# UNIFOR NATIONAL SKILLED TRADES COUNCIL BYLAWS INDEX

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**UNIFOR NATIONAL SKILLED TRADES COUNCIL  
BYLAWS – March 7, 2015**

**ARTICLE 1 - NAME**

The name of the Council shall be known as the Unifor National Skilled Trades Council, hereinafter called the Council in these bylaws.

**ARTICLE 2 - OBJECTIVES**

**Section 1** To proceed at all times within the Constitution of the Union, Unifor

**Section 2** To assist in organizing the unorganized Skilled Trades Workers.

**Section 3** To maintain and extend the spirit of unity and cooperation in Unifor.

**Section 4** To work toward the improvement of all Skilled Trades workers through the established constitutional committees and other bargaining and legislative agencies of our Union.

**Section 5** To work towards a closer collaboration with other bona fide unions similar to our own in order that these aims and objectives may become more generally realized.

**ARTICLE 3 - AFFILIATION**

**Section 1** Membership shall be primarily by Area Sub Council, amalgamated Locals or separate plants. Each plant shall be identified as one of the following only:

1. Area Sub Council
2. Amalgamated Local
3. Separate Plant

**Section 2** The membership fee to the Council shall be one-half hour's pay per member per year. Of this fee 60% will be retained by the Area Sub Council, or the Skilled Trades Committees of the amalgamated locals or separate plants. The remaining 40% shall be immediately submitted to the Financial Secretary-Treasurer of the Council.

A properly completed Unifor National Skilled Trades Council Dues Submission form must be submitted with the 40% dues.

**ARTICLE 4 - REPRESENTATION**

**Section 1** Membership shall deem to mean a Councilmember in good standing in Unifor recognized Skilled Trades.

**Section 2** THE Council shall consist of:

(a) Duly elected delegates to the Council from Area Sub Councils, amalgamated Locals or separate plants, as the case may be, shall vote by the following ratio:

1-75 members .....	1 vote
76-150 members .....	2 votes
151- 225 members .....	3 votes
226-300 members .....	4 votes
301-400 members .....	5 votes
401-500 members .....	6 votes
501-600 members .....	7 votes
601-700 members .....	8 votes
701-800 members .....	9 votes
801-900 members .....	10 votes
901-1000 members .....	11 votes
1,001-1,100 members .....	12 votes and so on

Distribution shall be one vote for every additional 100 cards sold. One delegate with a maximum of 10 votes. Voting shall be based on the dues received from the prior fiscal year.

(b) Visitors and fraternal delegates who may be present with voice (at the discretion of the chair); but no vote.

**Section 3** All delegates shall be elected for a three year period.

**Section 4** The Council shall not be responsible for the expense of any delegate, alternate, except those as may be authorized by the Council.

**Section 5** All delegates attending and doing business for the Council, must be a dues paying member of the Council to vote and be elected by either the Skilled Trades members of their Local or from their Area Council.

**ARTICLE 5 - CREDENTIALS**

**Section 1** Each delegate or alternate is required to present his/her credentials properly signed by his/her Area Council officers.

**Section 2** Each delegate's or alternate's credentials will remain valid for three fiscal years.

#### **ARTICLE 6 - FISCAL YEAR**

The fiscal year of the Council shall be from October 1 to September 30th of the year.

#### **ARTICLE 7 - MEETINGS**

**Section 1** The regular business meetings shall be held quarterly, at such place, date and time as the Council may decide.

**Section 2** The Chairperson may alter such time, place and date if an emergency should arise which would warrant such action.

**Section 3** The Chairperson shall have the power to call a special meeting if an emergency should arise requiring immediate action which would warrant such action.

#### **ARTICLE 8 - OFFICERS**

**Section 1**

1. Chairperson
2. Vice- Chairperson
3. Financial Secretary-Treasurer
4. Recording Secretary
5. Two Trustees
6. Sergeant-At-Arms
7. The Chairperson of the Quebec Area Skilled Trades Council

**Section 2** All officers of the Council shall be bonded.

**Section 3** That any two officers; Financial Secretary-Treasurer and Chairperson and Vice-Chairperson to be official signatories of all cheques.

**Section 4** All vacancies in office of the Council, where more than six (6) months remain in the unexpired term, except the office of the Chairperson, shall be filled by election. Notice shall be given at the first meeting after a vacancy has occurred. The election shall take place at the next meeting. In the case of a vacancy in the office of the Chairperson, the Vice Chairperson shall fill the vacancy for the unexpired term.

**ARTICLE 9 - COMMITTEES**

**Section 1**

- 1. Apprenticeship ..... 5 to be elected
- 2. Resolutions ..... 3 to be elected
- 3. Bylaws ..... 4 to be elected
- 4. Credentials ..... 4 to be elected
- 5. Advisory ..... The Council Executive
- 6. Communications ..... 3 to be elected
- 7. New Technology ..... 3 to be elected
- 8. Elections ..... 5 to be elected

**Section 2** Delegates may be elected to one committee as listed under Article 9. Section 1 from Numbers 1 to 5 inclusive.

**Section 3** The Chairperson shall be an "ex officio" member on all committees.

**Section 4** The Recording Secretary of the Council, when elected to this position becomes a member of the Resolutions Committee and the Communications Committee.

**ARTICLE 10 - ELECTIONS**

**Section 1** Officers and committees shall hold office for a period of three fiscal years. In the event the Chairperson, Financial Secretary-Treasurer and Recording Secretary fail as a delegate in their Area Council or, that they be allowed to attend the first meeting of the fiscal year in order to complete the necessary business of their respective offices and that The Council pay lost time and expenses.

**Section 2** All voting for officers and committee shall be by block, or individually.

**Section 3** (a) Election of officers shall be by ballot by majority vote.

(b) Election of committees shall be by a simple majority, by seated delegates.

**Section 4** Nominations and elections shall take place on the same day, and they shall take place during the first meeting of the fiscal election year, starting October 1, 2014.

**Section 5** Nominations in writing and elections will be allowed, provided the candidate qualifies under these bylaws.

**Section 6** No nominations will be accepted for executive officers unless the nominee has been a member in good standing for one year and presently holds a UNIFOR or UAW/CAW Journey person card.

**Section 7** All members of each Standing Committee to be in possession of a UNIFOR or UAW/CAW Journeyman card.

**Section 8** Officers and Committee members of the Council must attend two consecutive council meetings per year to remain in office unless otherwise excused for valid reason by the Council.

**Section 9** The election of the Elections Committee shall be held one year in advance of the Officers and Committee Elections.

#### **ARTICLE 11 - PARLIAMENTARY AUTHORITY**

The current edition of Unifor's Rules of Order Newly Revised shall govern the proceedings of the Council in all cases not provided for in these Bylaws.

#### **ARTICLE 12 - RATIO OF VOTING**

Any motion, report or resolution within the normal business procedure will be carried by a simple majority of those who vote. Any motion to alter this decision at a subsequent meeting will require a two-thirds majority of those who vote.

#### **ARTICLE 13 - EXPENSES**

**Section 1** Delegates authorized to carry out the Council business shall be paid an expense allowance at the same rates as laid out in the current Unifor Council Bylaws.

The Council recommends that all area sub councils include a similar amendment to their bylaws.

**Section 2** The maximum mileage travel expense shall be 900 kilometres round trip. First class rail rates or economy airfare will be the travel expense allotted for any round trip travel that is to exceed 900 kilometres (air travel is authorized where the overall expenses would be less to the Council).

**Section 3** The Council shall pay to the Chairperson, Financial Secretary-Treasurer, and the Recording Secretary "out of pocket expenses", the sum of \$800.00 per year, payable quarterly.

#### **ARTICLE 14 - PETTY CASH**

The Council shall establish a petty cash fund of \$25.00 for use by the Financial Secretary-Treasurer, to be replenished when necessary by signing officers. The Financial Secretary-Treasurer to keep an account and receipts of expenditures to be presented in the financial report at each meeting.

## **ARTICLE 15 - LOST TIME**

The Council, when reimbursing the Chairperson for lost time, shall pay an hourly rate equivalent to the highest rate of members of the Council, that the Chairperson represents.

## **ARTICLE 16 - AREA SUB COUNCIL BYLAWS**

All Area Sub Councils supply copies of their bylaws to the Recording Secretary of the Council, the Bylaws Committee Chairperson of the Council, and the Skilled Trades Department of Unifor.

## **ARTICLE 17 - AMENDMENTS**

### **Section 1 To Amend Bylaws**

Any and all articles or sections of these bylaws shall be subject to amendment, addition, revision or elimination by the Council in a procedure hereinafter outlined;

- (a) Any proposed changes to the Bylaws shall be read at a membership meeting and acted on at the following meeting.
- (b) Any proposed changes to these Bylaws shall be submitted to the Recording Secretary, and the Bylaws Committee, in writing, prior to the start of the membership meeting in which they are going to be introduced, and shall have two (2) signatures of council members in good standing.
- (c) At the first reading, a simple majority will table the motion for the next quarterly meeting.
- (d) At the second and final reading, the amending motion will require a two-thirds (2/3) majority of those voting for adoption, to be successful.

## **INTERPRETATION OF BYLAWS**

Article 5, Sections 1 and 2, and Article 6 clearly show that all Area Sub Councils elections must be completed prior to the first meeting of the fiscal election year of the Council.

All delegates' credentials having automatically under the above articles expired, it follows that, if Area Sub Councils have not held their elections, then those who hold office in the Unifor National Skilled Trades Council, or had been coming as a delegate, cannot be seated as a delegate.



## **CONCLUSION**

Articles 5 and 6 be adhered to prior to first meeting of the Unifor National Skilled Trades Council in the fiscal election year starting October 1, 2014.

### **As amended in:**

Peterborough, ON - May 29<sup>th</sup> & 30<sup>th</sup>, 1993  
London, ON – October 3<sup>rd</sup> and 4<sup>th</sup>, 1993  
Brampton, ON – December 19, 1998  
Sudbury, ON – March 31, 2000  
Vancouver, BC – August 8, 2000  
Windsor, ON – April 1, 2001  
Oshawa, ON - December 8, 2001  
Calgary, AB. – September 12, 2003  
Toronto, ON – December 5, 2003  
Bracebridge, ON – November 25, 2005  
Montreal, PQ – April 8, 2006  
Windsor, ON - September 16, 2006  
London, ON - December 16, 2006  
Kitchener, ON – February 2014  
Peterborough, ON - March 7, 2015