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LOCAL 591G BY-LAWS
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NOTICE

- (a) Members receiving a copy of these By-laws, shall read them attentively, as they will not be allowed to plead ignorance should they act contrary to them.
- (b) The By-Laws 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.

BY-LAWS OF Unifor
LOCAL 591G

The merger of the Graphic Communications International Union, Locals 211 and 28B Toronto, 500M Ontario and Toronto Typographical Union 91-O, is part of a continuing trend toward the formation of one Union in the Graphic Arts Industry and is predicated upon the long recognized need of those who work in our Industry for the establishment of a united force, free from divisive conflict, to accomplish the organization of all workers within its authority, to advance the economic and other interests of all

members, to safeguard, enhance and insure their job security, to enlarge upon their job opportunities, to fight for equal pay for work done, to remove the differential between men's and women's wages and to provide in every respect their continuing full share of reward in the growth and expansion of the Graphic Arts Industry to which they contribute so substantially in the commitment of their working lives.

Unifor, Local 591G, shall seek, in unity and with all of the resources at its command, to realize the highest aspirations of its members as workers and citizens. It deems such realization to be their right and it shall protect that right against all threats of impairment from any source.

Like the National, under which it holds its charter, this Local is dedicated to the discharge of its responsibilities and the achievement with democratic principles, processes and traditions which it has inherited and which are embodied in these By-Laws and in the Constitution of the National.

CONTINUITY AND NON-IMPAIRMENT

- A. The merged Locals dated October 1st, 2005, shall be deemed for all purposes to be a combination and continuation of Locals 211 (formerly Locals 12L and 35P), 28B, 542, 500M, TTU 91-O, and CEP Local 91-O, to create 591G. Neither of the merging organizations shall be deemed for any purpose to be dissolved, terminated or discontinued, but upon the effective date of the merger, they shall be combined and continue as a single organization to be governed by the By-Laws of the merged organization, Local 591G..
- B. The merger of any new Locals into 591G into a single organization shall not affect, interrupt or change in any way the continuing status or the rights or duties of any of the above named Locals in respect to other persons, and further, shall not impair the status of either in any action or proceeding or any right, title or interest in any property arising from any deeds, bonds, securities, leases or contracts of any kind or the continuity thereof.
- C. Any merger shall not impair or otherwise affect any federal or provincial certifications or any rights or obligations of any of the above named Locals under any Collective Bargaining Agreements or check-off authorizations, but all rights, privileges, duties and responsibilities vested in either, pursuant to such certifications or contracts, are to be deemed as vested in the merged Local.
- D. For the purposes of continuity of service of officers, representatives, or other employees under any applicable pension, insurance or other benefit plans applicable to them, or to become applicable to them, the service of such persons with the merging Locals shall not be impaired by virtue of the merger, but shall be credited to them as accrued service in the merged Local.
- E. For the purposes of continuity and record of membership, prior membership in Locals 12L, 35P, 211, 542, 28B, 500M, 91-O, 100G, 819 and Local 591G, shall be deemed to be the prior record of membership in the merged Local.

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LOCAL 591G BY-LAWS

1. Name

This organization shall be known as “Unifor Local 591G”.

2. Trade Union Status

The objectives of the Local Union include:

- a. The regulation of labour relations and collective bargaining between employers and employees;
- b. to protect and advance the economic and other welfare interests of its members; continued improvement in the terms of the Collective Bargaining Agreements, and their enforcement, in respect to wages, hours and other terms and conditions of employment;
- c. to maintain a registered Union Label to be issued to employers upon conditions established by the National in order to distinguish the product of the labour of its members and the conformance of employers to established standards.
- d. To adhere to the Statement of Principles in Article 2 of Unifor’s National Constitution:
 - Democratic
 - United
 - Open and Inclusive
 - Solidarity
 - Accountable and Transparent
 - Effective
 - Dynamic
 - Militant
 - Progressive
 - Gender and Equity
 - Union Renewal and Generation Change
 - Leadership
- e. Unifor Local 591G is fully committed to equity and inclusion. Women, Aboriginal and Workers of Colour, Lesbian, Gay, Bisexual and Transgender Workers, Young Workers, Workers with Disabilities and other equity-seeking groups, will be represented in the structures of the union at all levels.

3. Constitution and By-Laws

- a. The By-Laws 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.

- b. All Local Unions must establish and maintain By-Laws which are consistent with this Constitution as per the Constitution Article 15.A.
- c. Any subordinate bodies of the local (bargaining units, lodges, etc.) which have their own by-laws must ensure the by-laws conform to the Local By-laws and to the Unifor Constitution, and are approved by the National Executive Board.

4. Membership

- a. The Local Union shall be composed of workers eligible for membership in Unifor, over whom the Local Union has jurisdiction. The Jurisdiction of the Local shall derive from a charter granted by Unifor and shall be in accord with the Constitution of Unifor.
- b. This Jurisdiction shall include, but not be limited to Ontario.
- c. In the exercise of its Jurisdiction, the Local Union shall, to the fullest extent feasible in the furtherance of its objectives, operate under separate major contract divisions known as the Lithography, Commercial Photoengraving, Rotogravure, Flexography, Bookbinding and Finishing, Photo-Industrial, Business Forms, Newspaper, Metal Decorating, Art Studios, Pre-Press, and any other industry covered by Collective Agreement with 591G, and such other divisions as may from time to time be deemed to be appropriate under charter granted by the National Constitution.
- d. Spirit: The Union and the membership are synonymous. The Union was created by, for and of the members. This creation grew out of a desire to advance the solidarity of workers, to raise their cultural, economic and civic level. The Union therefore, must be responsive to the welfare, rights, dignity and integrity of the individual member. Its obligatory response shall be fuelled by the obligatory participation and dedication of the members.
- e. Eligibility: All workers within the jurisdiction of the Local who satisfy the requirements for membership established by the Local and the Unifor Constitution shall be eligible for membership.
- f. Each member in good standing of this Local Union has the right to nominate and vote, express opinions on all subjects before the Local Union, to attend all membership meetings and express views, arguments and opinions on all matters and business, including candidates for office, properly before the meeting; 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 its decisions. 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.

- g. These rights shall at all times be subject to the rules of procedure governing meetings and other uniform rules and regulations contained in the Unifor Constitution and By-Laws of the Local Union.
- h. 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.
- i. Violation, or abuse of these rights and privileges of membership, or engaging in conduct prohibited by this section, may be grounds for the commencement of a charge against a member pursuant to Article 18 of the National Union Constitution.
- j. 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; to maintain free relations with other organizations; to do all in its power to strengthen and promote the labour movement; to co-operate with Local's Executive Board, the National Board Members, the National Representatives and help promote organizational activities.
- k. Honourary Withdrawals: Members who are no longer actively engaged at the trade may apply for an Honourary Withdrawal Card, not inconsistent with the Constitution of the National and provided that all indebtedness charged to them is paid to date of application.
- l. Associate Members are former members in good standing who no longer work in a unionized workplace but who have paid Associate Member fees of \$210 per year or \$60 quarterly to the Local.

5. Powers of Administration

- a. The membership is the highest authority of this Local Union and shall be empowered to take or direct any action consistent with the Constitution or By-Laws.

- b. Jurisdiction: The Jurisdiction of the Local shall derive from a charter granted by Unifor and shall be in accord with the Constitution of Unifor.

This Jurisdiction shall include, but not be limited to Ontario.

In the exercise of its Jurisdiction, the Local Union shall, to the fullest extent feasible in the furtherance of its objectives, operate under separate major contract divisions known as the Lithography, Commercial Photoengraving, Rotogravure, Flexography, Bookbinding and Finishing, Photo-Industrial, Business Forms, Newspaper, Metal Decorating, Art Studios, Pre-Press, and any other industry covered by Collective Agreement with 591G, and such other divisions as may from time to time be deemed to be appropriate under charter granted by the National Constitution.

The Local, as the body, shall be self-governing in respect to its local affairs, subject only to these By-Laws and the Constitution of the National. The Local shall issue memberships and other credentials, to levy dues, and assessments on its members for its maintenance and operations including the maintenance and operations of special benefit funds and plans and to take any and all other actions as it may deem to be necessary or appropriate to accomplish objectives. The Local shall be the exclusive representative of each member for purposes of Collective Bargaining and the execution of Collective Bargaining Agreements and as such representative is irrevocably authorized by each member to initiate, handle, settle or dismiss any and all grievances, complaints and disputes relating to their employment.

- c. 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. The Executive Board may not take action affecting the vital interests of the Local Union without prior membership approval. 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 and the membership.
- d. The policies of the Local set out in this document at Appendix A are incorporated into these By-Laws and subject to amendment and approval in accordance with the Constitution and Article 20 of these By-laws.

6. General Membership Meetings

- a. Membership meetings will be held at least every three months. Where necessary the Executive Board will utilize various technological methods (for example, virtual

meetings) to allow for greater participation and compliance with these By-Laws and Unifor's Constitution.

- b. There shall be one Tuesday General Membership Meeting in June and three General Membership Meetings shall be on Sundays in the months of April, October and January,
- c. Notifications of membership meetings will be posted in the workplace at least 7 days prior to said meeting and also sent via e-mail to the members who wish to receive union correspondence in this manner and time frame.
- d. Special membership meetings may be called in the following circumstances: when deemed necessary by the President; by written notice by the majority of the Executive Board; or by a petition signed by at least twenty percent (20%) of members in good standing. Members must be provided with as much notice as reasonably possible of a special membership meeting, but with no less than 7 days' notice.
- e. Quorum for general membership meetings must consist of 20 members in good standing which includes the Executive Board.
- f. Should quorum not be obtained at any General Membership Meeting, the Board shall have the authority to conduct the business of the Local that was on the posted agenda and will report at the next General Membership Meeting.
- g. The membership is the highest authority of this Local Union and shall be empowered to take or direct any action not inconsistent with the Constitution or By-Laws.
- h. Any member who attends a meeting under the influence of alcohol or drugs and creates a disturbance, or becomes unruly shall lose voice and their 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 may result in charges being laid or a harassment complaint being filed. All members shall be required to conduct themselves in a proper manner, refrain from profane or abusive language in a course of vexatious comment or conduct against another member that is known or ought reasonably to be known to be unwelcome at any meeting of the Local, or when conducting business with or in the Local office or with a Local Officer or other Unifor representatives
- i. Questions of a parliamentary nature shall be decided by Bourinot's Rules of Order.
- j. The Recording Secretary will keep a correct record of all General Membership Meetings. General Membership Meeting minutes shall be available to the

membership at the subsequent General Membership Meeting(s).

7. Order of Business

- a. Local Union general meetings will generally be conducted in this order. There might be exceptional circumstances to deviate from this order and the dictates of common sense will prevail in these circumstances.
 - Opening of meeting
 - Land Acknowledgement
 - Unifor Harassment Policy
 - Roll call of Officers
 - Reading of Agenda
 - Minutes of previous meetings
 - Business arising from previous meetings
 - President's report
 - Secretary Treasurer report
 - Recording Secretary's Report/Correspondence
 - Unit Chairs report(s)
 - Committee reports
 - Executive Board recommendations
 - New business
 - Adjournment

8. Local Union Officers

- a. The Local will have the following Local Union Officers: President, Vice Presidents, Secretary-Treasurer & Recording Secretary. In addition, the Local Union Executive Board shall include a Retired Worker Representative (if the Local Union has a Retiree Chapter).
- b. In the event of a vacancy in the office of President, the 1st Vice President will succeed to that office. The open position will be filled by a special election for the remaining balance of the term.
- c. The essential duties of the Local Union Officers are specifically set forth in Article 15.C of the Constitution.

– PRESIDENT

- a. Shall be a paid full time Executive Officer of the Local.
- b. Shall be the chief executive officer of the Local and its' Executive Board. Shall preside at its meetings and at meetings of its Executive Board. Shall execute and enforce the By-Laws and policies of the Local. Shall exercise general supervision over all of the affairs and interests of the Local and over

all Officers, Representatives, Shop Stewards, and Employees and shall require of them faithful and efficient performance of their duties and shall direct the organizing, negotiating, and other like activities of the Local.

- c. Shall have the authority to call upon the Officers, Executive Board Members, regular members or representatives of the Local to assist in the conduct and administration of the Local, as the business of the Local may require.
- d. Shall appoint all Non-elective Committees except the Election Committee of the Local subject to the approval of the Executive Board which may be required or prescribed to carry out their work and shall be an Ex-Officio member of all Committees and boards in accordance with these By-laws.
- e. Shall be authorized, in conjunction with any authorized Executive Officers to the Local, to sign cheques or draw upon the Funds of the Local for payment and financial obligations of the Local.
- f. Shall ascertain that all officers or other persons handling monies or funds of the Local are properly bonded as required by these By-Laws or as otherwise directed by the Executive Board.
- g. Shall be authorized to appoint/hire employees of the Local on a full-time basis, as provided for in these By-Laws, subject to approval of the Executive Board.
- h. Shall, with the approval of the Executive Board, determine and secure such offices, furniture, and equipment they deem necessary.
- i. Shall determine the personnel needs of the Local and shall engage such personnel as is needed and approved by the Executive Board and subsequent approval of the general membership and shall also engage such legal, actuarial, investment and other professional or special counsel as may be required.
- j. Shall be a member and chair of the Executive Board and shall chair all regular or special membership meetings.
- k. Shall regularly report to the Executive Board and to the membership concerning the activities of the Local.
- l. Shall interpret the By-Laws of the Local and Constitution of the National and shall decide all questions arising there under on any and all differences which may arise. The President's decisions shall be subject to appeal only to the Executive Board and from the Executive Board to the Regular Membership meeting, then as the National Constitution shall provide.
- m. Shall have the authority to require all members and shops to comply with the National Constitution and Local By-Laws and in order to carry out such authority the President's representative shall not be denied access to any information pertaining thereto, including and proceeding, books, records, accounts, or other documents and shall not be denied the right in person or by the representatives to attend and participate in all of their meetings.

- n. Shall have the power to delegate to any Officer of the Local such duties as shall be determined while remaining fully responsible for the proper discharge of such duties.
- o. Shall be a delegate to the National Convention of Unifor and also will represent Local 591G, at all conventions and conferences, if possible.
- p. Shall be responsible to the Local Executive Board for personal conduct and administration of Local policy.

VICE PRESIDENT

- a. Shall be a paid full time Executive Officer of the Local.
- b. Shall be an Executive Board Member
- c. Shall act in place and stead with full powers of the Office immediately above in accordance with the progression in Article 3, Section 3.01, when the Office is temporarily vacant.
- d. Shall have the authority to call upon other Officers, Executive Board Members, Regular Members or Representatives of the Local to assist in the conduct and administration of the Local as the business of the Local may require.
- e. Shall be a member of the Executive Board.
- f. Shall be authorized in conjunction with an authorized Executive Officer of the Local, to sign cheques or draw upon the funds of the Local for payment of any financial obligations of the Local.

RECORDING SECRETARY

- a. Shall be an Executive Officer of the Local;
- b. Shall be an executive Board Member:
- c. Shall assist the Executive Officers in the conduct of the business of the Local and shall keep accurate records of the Executive Board and Membership proceedings.
- d. Shall act in place and stead with full powers of the Office immediately above in accordance with the progression in Article 3, Section 3.01, when the Office is temporarily vacant.
- e. Shall have the authority to call upon other Officers, Executive Board Members, Regular Members or Representatives of the Local to assist in the conduct and administration of the Local as the business of the Local may require.
- f. The Recording Secretary will give the Secretary Treasurer of the National Union, the names and addresses of all the Local Union officers.
- g. The Recording Secretary will keep a correct record of the Local Union proceedings. They will read all documents and handle correspondence that does not pertain directly to another officer's duties. They will file documents and correspondence for future reference. The Recording Secretary will bring any correspondence requiring action to the members' attention. The Recording Secretary will report in writing to the Local Union's regular meeting.

- h. The Recording Secretary will make available to each member a copy of the National Constitution and Local Union By-Laws.
- i. Shall be authorized in conjunction with an authorized Executive Officer of the Local, to sign cheques or draw upon the funds of the Local for payment of any financial obligations of the upon a temporary vacancy in the President, Vice President or Treasurer position and with the approval of the Executive Board.

TREASURER

- a. Shall be an Executive Officer of the Local.
- b. Shall be a member of the Executive Board.
- c. Shall be authorized in conjunction with an authorized Executive Officer of the Local, to sign cheques or draw upon the funds of the Local for payment of any financial obligations of the Local. The Treasurer will sign requisitions for funds that have been authorized by the Local Union.
- d. The Treasurer will report in writing to the Local Union's regular meeting. The report will include amounts received and spent since the last report, listed by kind of income and expenditure, as well as the amounts remaining in the Local Union's funds.
- e. The Treasurer will deposit all Local Union income and money in the accounts set up in the name and number of the Local Union in banks, credit unions or trust companies as the Local Union Executive Board directs.
- f. The Treasurer will keep an inventory of all Local Union property. The Treasurer will notify members in arrears of the amount of their debt. The Treasurer will turn over the books to the person assigned to audit the financial books and records of the Local Union, for audit and approval.
- g. The Treasurer shall submit National Union dues to the Treasurer of the National Union by the last day of the month following collection. The Treasurer shall also deliver, at the same time, a complete dues list, including the names of the persons who paid their dues, the relevant rate of pay, regularly scheduled hours worked, and any other information requested by the Treasurer of the National Union.
- h. The Treasurer will notify the Treasurer of the National Union and keep a record of all members initiated, suspended, deceased, transferred in or out or reinstated. The Treasurer will keep a complete record of all active members of the Local Union, including the date of initiation, the date and cause of suspension or expulsion of Associate Members, the date of reinstatement, the date of death, home address and any other information needed to keep a record of the history of a person's membership or Associate Membership.
- i. The Treasurer shall record all financial transactions in the books of the Local Union.

9. Local Executive Board

- a. The composition of the Executive Board will be as follows:
 - President (Full time)
 - Vice President (full Time)
 - Treasurer
 - Recording Secretary
 - Seven (7) elected Executive Board Members
- b. There shall be an Executive Board which shall consist of four (4) Officers and seven (7) elected Executive Board Members
- c. The Executive Board shall reflect a balance of gender, equity and industries and the 7 Executive Board Members shall be from a different workplace.
- d. At least one of the Executive Board will be a Youth member. The Youth member is defined in accordance with the constitution.
- e. At least one of the Executive Board will be a person who identifies as a woman.
- f. At least one of the Executive Board will be an indigenous person/worker of colour.
- g. Executive Board Members shall be elected in accordance with the Unifor Election Policy and Article 15.B of the Unifor Constitution.
- i. The Executive Board in accordance with and subject to the By-Laws and actions of the membership shall:
 - i. Determine and govern in respect to matters of policy and funds, properties and financial affairs of the Local, including the establishment of rules concerning special dues remittance and other special relief benefit for members;
 - ii. Review and hear appeals in respect to the application and interpretation of the By-Laws;
 - iii. Develop, make and implement policies for the furtherance of the objectives of the Local;
 - iv. Take action in respect to the sanction and supervision of strikes and other economic measures and funds relating thereto;
 - v. Hear and determine all charges brought against a member for any violation of these By-Laws or the National Constitution and shall have the authority to impose sanctions against a member found guilty consistent with the provisions of these By-Laws and the National Constitution or impose additional or other disciplinary actions against members in such cases;

- vi. Act on behalf of the Membership, with full powers between General Meetings;
 - vii. Perform such other duties as may be necessary or be provided under the By-Laws and under the constitution of the National;
 - viii. Report to the Membership at the earliest meeting next following a meeting of the Executive Board of all actions or recommendations of the Executive Board requiring approval of the membership which shall be acted upon at such meeting;
 - ix. Act on all matters referred to them by the Membership and report their decisions or recommendations to the Membership;
- h. The Executive Board shall meet at least once a month except in the months of July and August.
 - i. Special Executive Board Meetings can be called by either the President or by the majority of the Board Members. Executive Board Members must be provided as much notice as possible of the meeting, but no less than 72 hours' notice.
 - j. The Executive Board has the authority to direct payment of all ordinary bills and expenses. For other expenditures and donations, the Executive Board has the authority to spend up to \$500 which will be reported at the next membership meeting. Any single disbursement above this amount will require prior membership approval.
 - k. A simple majority of the Local Union Executive Board shall constitute a quorum.
 - l. The Recording Secretary will keep a correct record of the Executive Board proceedings. Executive Board Meeting minutes shall be available to the membership at the subsequent General Membership Meeting(s).
 - m. All decisions and recommendations of the Executive Board shall be referred to the next regular membership meeting.
 - n. A Local Executive Board Member may be recalled by the members for failing to perform the duties of their office in accordance with Article 15.B of the Unifor Constitution. An elected Executive Board member can face recall only once during his/her term of office.
 - o. All Local Union Executive Board members handling union business, funds or other property of the Local Union shall, at the completion of their duties, turn over all papers, documents, funds and/or Local Union property to the properly constituted Local Union Officers.

10. Workplace Representatives

- a. Workplace representatives will be elected by members in their respective bargaining unit pursuant to the Policy Regarding Local Union Elections for a period of three (3) years.
- b. In the event of insufficient candidates for the allotted positions following workplace representative elections, the Local Executive Board in consultation with the Unit Chairperson can appoint members to those positions.
- c. In the event of a vacancy in a workplace position, an election will be held as soon as possible. □The Election Committee, in consultation with the Local Union Executive will set the date, time and place for the election in accordance with the Unifor Election Policy and Article 15.
- d. Unit Chair: The Shop Steward in each shop who polls the most votes, in the tri-annual Shop Steward election, shall be recognized as the Unit Chair unless, with approval of the Officer responsible for the shop, the elected stewards voluntarily agree to select a Unit Chair. The Unit Chair will be the principal liaison with the Union Office. In shops electing only one (1) Shop Steward, the Shop Steward shall be the Unit Chair.
- e. An elected workplace representative may be recalled by the members he/she represents for failing to perform the duties of their office in accordance with Article 15.E of the Unifor Constitution.
 - (i) Members he/she represents will sign a petition listing the specific complaints against the representative and file it with the Local Union. The petition must be signed by a minimum of fifty (50%) of the members the workplace representative represents. 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. At least fifty percent (50%) of the members the workplace representative represents must be present at the recall meeting to establish a quorum.
 - (ii) A two-thirds vote of the members present at the special meeting is required to recall.
 - (iii) An elected workplace representative can face recall only once during her/his term of office.
- f. Duties of Shop Stewards:
 - i. The Shop Steward shall check into all grievances reported to them by members in their shop and endeavor to settle such grievances amicably or, failing to do so, shall report them to the Local office immediately.
 - ii. Shall report all contract violations by the employer or a member to the Local office.

- iii. Shall carry out such orders or instructions as they are received from a Local Officer or any official communications received from the Local.
- iv. Shall distribute to the members in their shop such documents, bulletins or other material as they receive from the Local which requires such distribution.
- v. Shall report to a Local Officer, the refusal or non-co-operation of any member in assisting them in carrying out their responsibilities as Shop Steward.
- vi. Shall furnish promptly to the Local office such reports, forms or other information as may be required or requested by the Local.
- vii. Shall attend all Shop Steward Meetings unless impossible to do so and in this event, they shall appoint an alternate.
- viii. Shall attend the November general membership meeting.
- ix. Shall immediately notify the Local office if their employment terminates.
- x. The decision of a Shop Steward on matters of interpretation of the Collective Agreement in their shop or shop division will be binding unless the decision is reversed by the Executive Officer responsible for the unit or the Executive Board.
- xi. The Shop Steward shall report any changes in personnel, in methods of production and equipment.
- xii. The Shop Steward(s) shall be on the Shop Negotiating Committee.

d. Shop Negotiating Committee:

Where it is not covered by the Collective Agreement

1 (one) Committee member for Shops of 1 to 25 members

2 (two) Committee members for Shops of 26 to 75 members

3 (three) Committee members for Shops over 75 members

- (i.) Members working in a particular shop shall make their recommendations for contract changes to the Shop Negotiating Committee which is to represent them; this shall be accomplished at a special meeting called for that purpose. Such shop negotiation committee shall consider all recommendations, along with recommendations of the full-time Officers, the Executive Board, Local and National Union and formulate and develop a full proposal for negotiation in the respective shop.
- (ii.) The Shop Negotiating committee shall engage in negotiations with the employer and shall report the results of such negotiations to the Executive Board and to the membership of the respective shop along with its recommendations.
 - (iii.) Acceptance or rejection of the collective agreement terms shall be by secret vote at a special meeting of the shop covered by that collective agreement.
- g. All Workplace Representatives handling union business, or other property of the Local Union shall, at the completion of their duties, turn over all papers, documents, and/or Local Union property to the properly constituted Local Union Officers.

11. Committees

- a. The Local union should establish the following Standing Committees
 - Constitution and By-Laws
 - Organizing
 - Human Rights
 - Pride
 - BIWOC
 - Women
- b. The Executive Board may appoint at least one of its members to each of the standing committees in liaison or advisory capacity.
- c. Standing Committee members may be appointed by the Local Executive Board or elected by the membership.
- d. Standing Committees will select amongst themselves, by vote or agreement a designated Chairperson.
- e. Standing Committees will select amongst themselves, by vote or agreement a designated Recording Secretary. The Recording Secretary of the committee will keep a correct written record of the committee proceedings
- f. The committees shall perform all duties assigned to them by the Constitution and By-Laws and such additional duties as they may be directed to perform from time by the Executive Board or the membership.

12. Elections and Election Committees

- a. Any member in good standing shall be eligible as a candidate for any elected position in Local 591G subject to the following: Candidates for Local Executive Officer positions must be a member in good standing for one (1) year immediately prior to the opening of nominations.
- b. Local Union nominations and elections will be governed by Article 15 of the Constitution and the Unifor Policy Regarding Local Union Elections.
- c. Standing Election Committees will be elected for a three (3) year term as per Unifor's Constitution Article 15 B. The committee will be responsible to conduct and supervise all elections of the Local Union.
- d. Election of the President and Vice President: Nominations will take place at the October general membership meeting in 2026 and every three years thereafter. The President and Vice President shall be elected by a secret vote of the entire membership.

- i. Ballots Description: mailed Ballot or electronic ballot: Candidates' names shall appear in the following order: in alphabetical order on the ballot under each respective position; For an electronic ballot, ballots shall be distributed electronically with a voting deadline of no earlier than three (3) calendar days from the date the ballots are sent to voters.

- e. Nominations and elections for Executive Board members will be held every three years in the month of January and Elections will be held at the January general membership meeting. The Local shall notify each member through the Local's newsletter/email or other official notice of any approaching election. This notice shall be delivered at least ten (10) days in advance of nominations. Election results shall be provided by the Election Committee at the first General Membership Meeting following the election, and Executive Board Officers shall take office at that meeting.

- f. Voting – At Membership Meetings:
 - i. Inspector will tile the doors until voting is completed.
 - ii. Ballots shall be distributed by the Ballot Committee in sufficient number to supply each member in attendance with one ballot.
 - iii. Ballot Committee shall distribute one (1) ballot to each member in good standing at the meeting for each elective Executive Board Member Vacancy.
 - iv. After a member has voted, they shall deposit the ballot in a sealed ballot box.
 - v. The Chair shall call three (3) times for all ballots to be deposited. After the third call the Chair shall declare balloting to be completed.
 - vi. The Ballot Committee shall open the ballot boxes, tabulate the ballots and announce the results to the membership.

- g. If a member is nominated to more than one Executive Board position, they must designate the position they want to represent and resign all other Executive Board positions.

- h. Nominations and elections of workplace representatives shall be held in the month of January and Elections will be held in the month of January. □The Local shall notify each member through the Local's newsletter/email or other official notice of any approaching election. This notice shall be delivered at least ten (10) days in advance of nominations. Election results shall be provided by the Election Committee at the first General Membership Meeting following the election and workplace representatives shall take office at that meeting.

- i. Installation of the Executive Board and the Executive Officers shall take place at the January membership meeting following their election.

- j. Safe and secure keeping of ballots

All ballots and other election records must be kept in a sealed and secured box following each day of polling and for one year immediately following the election. After this, the Local Union can destroy the ballots, unless there is an active Review of Decision or Charges filed concerning the election. If a Review of Decision or Charges is are pending, the Local Union must preserve the ballots until the review or charges have been finally decided.

- h. Election Reviews

An request by a member for a Review of Decision concerning an election-related decision or action must follow the process set out in Article 18.B of the Unifor Constitution, the Procedure Policy on Constitutional Matters, and the Policy Regarding Local Union Elections.

- h. All vacancies in Local Union offices, except Local President, must be filled promptly by election for the balance of the term. The Election Committee, in consultation with the Local Union Executive will set the date, time and place for the election in accordance with the Unifor Election Policy and Article 15.B of the Unifor Constitution. The Local Union may temporarily fill the vacancies until the election.

13. Delegates from Local

- a. All delegates to National Conventions, Regional and Canadian Councils shall be elected pursuant to provisions of Article 15.B of the Constitution with the exception of Local President as set out in (b).
- b. The Local President is automatically a delegate to all Conventions and Councils. If the Local President is not able to attend, the Local Vice-President will attend in their place.

14. Finances and Expenses

- a. Fiscal Year

The fiscal year of this Local Union shall begin on July 1 and end on June 30.

b. Audits

The Local shall submit their financial records for audit by Local Union Trustees quarterly, or have a professional Chartered Accountant audit their Local Union books annually.

c. Initiation Fee

An initiation fee of \$20.00 will be charged against new members entering an existing bargaining unit.

d. Per Diem will be paid in accordance with the reimbursement policy which are as follows:

- \$90.00 per day, plus hotel (where an overnight stay is required and pre-approved) and provided a receipt is supplied. Exception is for Unifor Education Family Centre in Port Elgin, Ontario.
- \$45.00 per day, on a return day from an overnight stay provided the distance is greater than 160 km.
- \$45.00 per day, same day return, provided the member travels at least 160 km one way from the workplace.
- In the event there are changes to the Local Union Expense policy by the National Union, the new policy will apply.

e. Mileage will be paid at \$0.70/km as per the National Union's rate. Mileage allowance will be reduced to \$0.64/km after the first 5,000 km. In the event there are changes to the Local Union Expense policy by the National Union, the new policy will apply.

f. Mileage will be only be paid when conducting Union business away from the workplace. If members are carpooling the mileage rate will only be paid to the driver.

g. In the event an overnight stay is required with prior approval, room and taxes will be compensated with receipt attached.

h. Approval must be obtained from the Executive Board prior to purchasing airfare. Airfare should be the lowest cost economy fare.

15. Compensation of Local Union Officers and Lost Time Wages

a. Lost Time Wages

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 the employer would otherwise compensate them. The amount of lost time should not exceed the amount which the Local Union representative or member would otherwise have received from their employer for the same period of time for which they are being compensated by the Local Union.

b. Full-time Officer Compensation

- i. Full time Officers shall commence at their current rate from their own collective agreement at 45 hours per week in accordance with their own collective agreement. The maximum the President's position may earn is the Unifor National Representative salary. The maximum the Vice President's position may earn is 90% of a Unifor National Representative salary.
- ii. The full time Officers of Local 591G shall receive in addition to the above, increases to be applied on the date of each year that Contract improvements are applied to the membership by a percentage amount reflecting the weighted average wage increase of the membership in the preceding year as outlined in the Unifor constitution.
- iii. Full time Officers will have health benefits as outlined in the Unifor Graphical Benefits Plan of Ontario.
- iv. Full time Officers will earn a reasonable car allowance as outlined by the car allowance policy.
- v. Expenses will be paid in accordance with the Unifor Expense policy.

16. Attendance Rules

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

1. Two out of three consecutive membership meetings unless officially excused for cause by the Local Union Excuse Committee;
2. Two out of three consecutive meetings other than membership meetings expected of their respective office or position, unless officially excused for cause by the Local Union Excuse Committee;
3. 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 elective office for the balance of the term of office from which they were removed, except as a delegate to the Constitutional Convention.

17. Review of Decisions

- a. A member has the right to request a review by a deciding authority arising from any action or decision which the member believes did not have fair and reasonable consideration, or lacks a rational basis and which results in an injury or penalty to them.
- b. Any member who wishes to request a review of a local decision or action (other than an action or decision of the membership of the Local Union), shall send their request for review to the Local Union President, or the accountable body to which the deciding authority reports.

The request for review must be made within thirty (30) days of the decision or action; or the date the member became aware of the decision or action; or the date the member ought reasonably to have known of the decision or action.

The request for review shall be in writing and must be:

- specific in describing the action or decision to be reviewed;
 - specific in describing why the action was not fair or reasonable or did not have a rational basis;
 - specific in describing how the action or decision results in an injury or penalty to the member;
 - specific in describing the remedy or outcome requested.
- c. The Local Union or accountable body shall consider the matter at its next regular meeting. If there is no regular membership or bargaining unit meeting which can respond to the request, the Local Union Executive Board or bargaining unit committee, as applicable, shall conduct the review and provide a written decision. The member shall have a full opportunity to present arguments.
 - d. A member may request a further review by notifying the “Office of the National President – Committee on Constitutional Matters”. This notice must be in writing and submitted within 30 days of receiving the decision by the Local Union or accountable body. A full record of the matter shall be forwarded to the Committee.
 - e. Reviews of decision shall adhere to the procedures set out in Article 18.B of the Constitution, and the Unifor Procedure Policy on Constitution Matters.

18. Charges

- a. A member in good standing, a group of members, or the Local Union may file a charge if they have reasonable cause to believe that another member has violated the procedures and responsibilities established by the Constitution or the Code of Ethics which forms part of the Constitution.

b. Any alleged act of personal conduct which constitutes harassment as defined by the National Union Anti-Harassment Policy shall be subject to investigation and resolution as established by the that Policy, and shall not be the basis of a charge under Article 18.C of the Constitution.

c. A charge must be filed within thirty (30) days of a violation of the Constitution or knowledge of a violation. It shall be in writing and be specific in describing the basis of the charge including the Articles of the Constitution or Code of Ethics that are alleged to have been violated, and the actions of the accused that give rise to the charge. Charges shall adhere to the procedures set out in Article 18.C of the Constitution, and the Unifor Procedure Policy on Constitution Matters.

d. The charge shall be submitted first to the Local Union Executive Board of the person accused, which shall make a determination if the charge is proper. A charge shall be considered proper if it is timely and there are sufficient facts or information that indicate a violation of the Unifor Constitution may have taken place. An accusation which is considered frivolous or vexatious is not proper.

e. If the Local Union determines the charge is proper, it shall notify the accused by email or registered letter of the Local's decision within 7 days; and immediately inform the Office of the National President that a charge has been filed and the Local's decision on the matter. The Local Union shall forward the charge and a full record of all matters relating to the charge to the Office of the National President. The full record includes all documents or correspondence which may be relevant.

f. If the Local Union determines the charge is improper, the Local Union will notify the member in writing. The member laying the charge may appeal the decision, provided the member gives written notice to the Office of the National President within 30 days of receipt of the Local Union's decision. The member's appeal to the Office of the National President shall include the record of the charge sent to the Local Union. The appellant member may not alter or amend the charge, or include additional information not considered by the Local Union. It must be signed and dated by the member laying the charge.

19. Strikes and Strike Committee

- a. All strikes shall be called or terminated only in strict conformance with Article 17.B of the Constitution.
- b. A Strike Committee shall be established when required.
- c. Strike sanction requests by a Local Union shall be sent to the National President. It must first be authorized by a vote of the affected members of the Local Union in good standing and voting. The requests shall set forth the issues in writing including such information as may be pertinent and required.

- I. Strike sanction requests must be authorized by the Local Executive Board.
- II. No Local Union shall call a strike without the approval of the National President, and with the strike sanction having been granted by the Local Executive Board.
- III. When a strike has been authorized by the National President, no strike shall occur until the following procedures have been complied with:
 - (i) A legal strike vote is cast by secret ballot or another secure, confidential ballot, by the members in the bargaining unit involved.
 - (ii) Approval by the Local Union or as their own By-laws might otherwise provide.
- IV. A Local Union shall not be entitled to National Union strike benefits unless it has complied with these requirements.
- V. No Local Shop or Group shall solicit any funds in support of a strike or lockout without prior approval of the Executive Board.
- VI. All strikes shall be called or terminated as per Article 17, Section B of the Constitution

d. Dedicated Strike Fund:

- i. An assessment of 0.15% per week shall be levied from each member and deposited into a dedicated Local Strike Fund commencing January 1, 2010.
 - ii. The assessment shall be levied until the Local Strike Fund assets reach \$250,000 and shall cease when the \$250,000 is reached. When the Local Strike Fund falls below \$150,000 the assessment shall be automatically reinstated.
 - iii. Local strike benefits shall be paid out of the Strike Fund.
- e. Local strike benefits shall be payable in the case of a legal strike, lockout or recognition of a lawful picket line as determined by the Local Executive Board and National Union. Such benefits shall be subject to the approval of the Local Executive Board. Continuation and duration of payment of such benefits will be at the Local Executive Board's discretion. Members on strike must attend picket duties as defined by the executive board to qualify for strike benefits. Only members who are at the dues rate of 1.7% are eligible for Local Strike Fund payments.
- i. Members qualifying shall be entitled to receive \$100.00 weekly pro rated per each day at the start and end of the strike.
 - ii. The strike benefits shall be separate and apart from the strike benefits paid by the National Union under the Constitution of Unifor.

20. Amendments

- a. These By-Laws may be amended by presenting a motion in writing setting forth the amendments sought to a membership meeting. The motion shall be read to that meeting and referred to the Constitution and By-Laws Committee which will report to the succeeding membership meeting, the notice of which must contain a notice of the particular By-Law amendments that will be considered. If approved by two-thirds of the membership vote thereon at this succeeding meeting, the amendment shall be considered adopted by the membership. Amendments to existing By-Laws, or new By-Laws must be submitted to the National Executive Board for approval. The amendments, or the new By-Laws are not effective until approved by the National Executive Board.
- b. When submitting By-Law amendments to the National Union, the Local is required to provide a cover letter indicating such amendments were approved as per the above and the date the meeting took place.
- c. Amendments must be clearly marked in colour, showing all amendments, deletions and additions.

21. Dues

- (a) The regular weekly dues of Local Members not covered by a Collective Agreement but who retain a relationship with the Local because they belong to the Benevolent Trust Fund shall be as follows:

Dues to be \$12.00 + \$1.00 Per Cap Assessment per week for members outside a Collective Agreement and all Journey Persons and Bindery Journey I.

- (b) The regular weekly dues of Local Members working in Union Shops shall be as follows:
 - (1) For members working in a Union Shop one point seven percent (1.7%) of regular earnings as outlined in the constitution.

Dues may be assessed and approved for members in new bargaining units for the purpose of organizing or merger as approved by the Executive Board and at a General Membership Meeting.

22. UNIFOR Local 591G Benevolent Society Incorporated (the Corporation)

Property Committee:

- (a) There shall be a Property Committee composed of the directors of the Building Corporation which shall include the President, Vice President, Recording Secretary and Treasurer. Subject to the authorization of the Executive Board and membership, as expressed by special resolution, the Property Committee shall

have the power and authority, for and on behalf of the members, to negotiate for and to purchase and hold real property.

23. Other Matters

- a. The Local shall be affiliated with such Federal, Provincial and Civic Labour Organizations, and any such organizations that tend to promote and protect the aspirations of Labour and Union, as shall be determined by the Executive Board and the General Membership.
- b. Union Labels: The use of Unifor label may be granted to firms as provided in the Constitution of the National Constitution or rules governing the “Union Bug”. It shall be the duty of the President to determine that conditions in the shop are not in violation of the Union Label Licence Agreement or the applicable Collective Bargaining Agreement.
 - i. The Shop Steward shall be the custodian of all Unifor labels, stamps, or dies in the shop.
 - ii. The Local reserves the right to cancel any and all labels or “Union Bugs” whenever, in its judgement, conditions warrant such action. A complete and accurate record shall be maintained by the Local of each and every label issued.

24. Appendices

The following documents are incorporated by reference:

- A) Unifor Constitution
- B) Unifor Election Policy
- C) Unifor Expense Policy and NEB memo Re: CRA Compliance
- D) Unifor Procedural Policy on Constitutional matters