



**BY-LAWS OF LOCAL 2-S  
UNIFOR the UNION  
(Amended 2016)**

**ARTICLE 1-OBJECTIVES**

The Objectives of the Local shall be:

1. To unite the workers within its jurisdiction in a single cohesive labour union for the purpose of collective effort.
2. To improve the conditions of the workers with respect to wages, hours, working conditions and other conditions of employment.
3. To disseminate information among workers respecting economic, social, and other matters affecting their lives and welfare.
4. To advance the interests of the workers by advocating the enactment of laws beneficial to them and the defeat or repeal of laws detrimental to them.
5. To do all things which may be necessary or proper to secure for the workers the enjoyment of their natural rights.

**ARTICLE II-NAME PURPOSE AND JURISDICTION**

1. This organization shall be known as Local 2-S, Unifor.
2. The purpose of the Local hereinafter referred to as the "local" shall be those of Unifor, hereinafter, referred to as the "union", as described in the Constitution and briefly referred to as Unifor.
3. This Local shall have the jurisdiction assigned to it by its Unifor the Union charter.

**ARTICLE III-MEMBERSHIP**

1. Membership shall be open to any person within the jurisdiction assigned to the Local in the Charter granted by Unifor or if employed on a part time or full time basis by the union and not excluded by the provisions of the Constitution.

2. Application for membership shall be submitted to the Local. The form of application for membership shall be that supplied by Unifor. A membership card will be issued to each applicant upon approval of the membership application by a local meeting.
3. The initiation fee shall be the dues amount deducted from new employees on their first two by-weekly periods. The Local may waive the Local's share of the fee. The initiation fee shall be waived for anyone transferring membership from another Local of Unifor.
4. No person, otherwise eligible for membership in the Local, shall be admitted to membership if he/she has been duly expelled, or suspended from membership in any other Local, unless they shall first be restored to good standing by the Local which expelled or suspended him/her, which shall reassume; jurisdiction for that purpose.
5. Members expelled from this Local may be reinstated in accordance with the rules adopted by; the Executive Board of the Local. Such rules shall not contravene the Constitution of Unifor.
6. Transfers of members in good standing from this Local to other Locals or from other Locals to this Local shall be in accordance with the procedure outlined in the Constitution.
7. Membership in the Local shall be terminated when a member:
  - a) shall no longer be eligible for membership.
  - b) shall be expelled.
8. All Union members in good standing, superannuated or special names authorized and passed at a Local meeting, shall be accorded an Honorary Life Membership as an Associate Member in Local 2-S, and are to accorded the rights and privileges of such membership except for voting. All persons superannuated since the formation of the predecessor Unions will be eligible.
9. Associate members wishing to become active members shall be reinstated as active members at the discretion of the Local Executive Board.

#### ARTICLE IV-DUES AND ASSESSMENTS

1. Each member of the Local shall pay to the Local dues through a payroll deduction plan.
2. The membership of this Local may levy a special assessment in the same manner as provided for the changing of Local dues.
3. Each member of the Local shall pay membership dues based on a flat dues structure. The rate will be set annually at the beginning of the fiscal year based on the projected budget of the local.

a. Part Time members shall pay a prorated amount based on the total hours they have worked in the two-week pay period.

4. The dues will be calculated to reflect the National Strike Fund Assessment when in effect.

#### ARTICLE V-STRUCTURE OF THE LOCAL EXECUTIVE

1. The Executive Officers shall consist of the following four members:

President  
Vice-President  
Secretary  
Treasurer

2. The Executive Board shall consist of the following eleven members:

President  
Vice-President  
Secretary  
Treasurer  
Saskatoon 140 1st Ave N Group A Representative  
Saskatoon 140 1st Ave N Group B Representative  
Saskatoon & District Outside Craft Group Representative  
Saskatoon 410 22nd Street W Group Representative (including store)  
Saskatoon 446 2<sup>nd</sup> Ave N Group Representative  
Prince Albert & District Group Representative  
North Battleford & District Group Representative

#### ARTICLE VI -THE LOCAL EXECUTIVE BOARD

The Executive Board shall:

1. Keep the local membership informed on all matters concerning the affairs of the Local and the Union.

2. Execute all orders, resolutions and By-Laws passed by the Local and the Union.

3. Have the power to call special meetings of the Local by a majority vote of the Board members.

4. Bring to the attention of the Local any Local representative who is derelict in their duties.

5. Appoint an Occupational Health and Safety Coordinator, Equity Coordinator, STEPPP Coordinator and Benefits Coordinator of the Local or any others that may be deemed necessary from time to time.

6. Have an audit made of the books of the Treasurer of the Local not less than twice each year and to make known to the National and Local offices the result of each audit.

## ARTICLE VII-EXECUTIVE BOARD QUALIFICATIONS AUTHORITIES AND DUTIES

1. (a) Any member in good standing shall be eligible to hold office as per Article X and XI.
- (b) No elected officer of the Local shall be qualified to take office unless they have executed all compliance forms necessary to permit the Local and the Union to exercise its full rights under the Federal and provincial laws.
- (c) A vacancy in the office of the Local President shall be filled by the Local Vice-President. Vacancies in other offices of the Local shall be filled by an election within 60 days after the vacancy occurs.

### 2. The President:

The President shall be the chief executive of the Local and shall exercise a general supervision over the affairs of the Local. They shall:

- (a) preside at all meetings of the Local and the Executive Board.
- (b) act as official spokesperson for the Local.
- (c) support and enforce the Constitution and these By-Laws and act within the policies established by the Union and the Local.
- (d) exercise all duties and functions incident to the office of the President as are prescribed by the Constitution and these By-Laws, and as shall be delegated to him/her by the Executive Board.
- (e) appoint and discharge special committees subject, however to the approval of the Executive Board.
- (f) performs duties related to bargaining collective agreements.

### 3. Vice –President:

The Vice-President shall, at the request of the President, assist in the administration of the Local. They shall in the absence of the President, exercise the duties of the President and shall succeed the office of the President for the unexpired term should a vacancy occur in that office, unless the Vice-President requests the position to be filled by an election. This election shall be held within sixty days after the vacancy occurs.

### 4. Secretary:

The Secretary shall be the custodian of official non-financial records of the Local. Shall keep full and faithful minutes of all Local and Executive Board meetings and other meetings designated by the President.

### 5. Treasurer:

The Treasurer shall be the custodian of the official financial records of the Local. They shall:

- (a) collect and care for all monies belonging to the Local.
- (b) disburse funds as instructed.
- (c) keep an accurate account of all monies received and expended by the Local.
- (d) give bond in amount to be determined by the Executive Board for the faithful performance of the trust in him/her reposed, the cost thereof to be borne by the Local.
- (e) all cheques drawn on the funds of the Local shall be signed by the Treasurer and one other Executive Officer.
- (f) in the extended absence of the Treasurer, any two Executive Officers may sign cheques.
- (g) ensure that an independent external audit be conducted prior to the end of the Treasurers two year term.

## 6. Group Representatives

Group Representatives:

- (a) represent their respective groups.
- (b) assist the President and the Executive Board in carrying out the policies of the Local and the Union in their respective groups.
- (c) under the direction of the President assist the Local Negotiating Committee in accumulation and preparation of statistical data required in contract negotiations.
- (d) have such additional authority, duties and obligations as may be assigned them by the Local, the President or the Executive Board.

## ARTICLE VIII -INSTALLATION OF OFFICERS

**OATH OF OFFICE AND INSTALLATION CEREMONY** The installation ceremony of the national officers, regional directors and members of the National Executive Board may be performed by the retiring President, Acting President or honorary delegate. At the Regional Councils or the Quebec Council, the installation ceremony may be performed by a national officer or the appropriate regional or Quebec director. At the Local Union level the ceremony may be performed by the outgoing Local Union President or National Representative. The Installing Officer says: "Give attention while I read to you the obligation: "Do you pledge on your honour to perform the duties of your respective offices as required by the Constitution of the Union and to bear true and faithful allegiance to Unifor. Do you pledge to promote a harassment and discrimination-free environment and work to ensure the human rights of all members are respected? Do you pledge to support, advance and carry out all official policies of the Union and to work tirelessly to advance and build the membership of our Union? Unifor Constitution Page | 77 Do you pledge to deliver all books, papers, and other property of the Union that may be in your possession at the end of your term to your successor in office, and at all times conduct yourself as becomes a member of this Union?" Officers respond, "I do." The Installing Officer then says: "Your responsibilities are defined in the By-Laws, Constitution and policies of Unifor. Should any emergency arise not provided for in these, you are expected to act according to the dictates of common sense, guided by an

earnest desire to advance the best interest of the Union. I trust you will all faithfully perform your duties so that you may gain the esteem of your brothers and sisters and the approval of your conscience. "You will now assume your respective offices."

## ARTICLE IX – STEWARDS

1. There shall be elected or appointed (as determined by the executive board), for each group or sub-unit thereof, a Steward and a Deputy Steward.

2. Stewards and Deputy Stewards shall be elected for a period of two years by the members of their group or sub-unit thereof, and elections shall be held in January of each odd year.

3. When a vacancy occurs in the position of Steward or Deputy Steward, a successor shall be immediately elected by his/her constituents or appointed by the Executive Board.

4. Duties of the Steward shall be as follows:

(a) to become familiar with all provisions of the Collective Bargaining Agreement with Saskatchewan Telecommunications and thoroughly investigate all grievances coming within his/her jurisdiction.

(b) to be completely familiar with the grievance procedure.

(c) to receive complaints and grievance from their constituents and to make every effort in conformity with the grievance machinery to satisfactorily adjust, and settle all grievances.

(d) to report all grievances in writing to the Executive Board.

(e) to instruct the Deputy Steward in their duties.

(f) to turn over all papers, documents, funds or other property at the conclusion of their term of office, to the local or their successor in office and obtain a receipt therefore.

(g) to be completely familiar with the guide and instructions prepared for the use of Stewards and all similar material received from time to time.

(h) to carry out such other duties as may be prescribed from time to time by the Local.

5. Duties of Deputy Stewards:

To become familiar with the duties of a Steward and act as Steward in the temporary absence of the Steward.

## ARTICLE X-ELECTIONS

1. Executive Board

The term of office of all Executive Board members shall be two years. Elections for such Executive Board members shall be completed before the December meeting of the Local. Nominations and elections shall be by secret ballot. Only members of the Local

In good standing shall be eligible to vote or hold office.

(a) President, Vice-President, Secretary and Treasurer shall be elected by the membership at large, nominations for president to begin in July and elections during the period of August 1 to December 31 of each even numbered year. Nominees for the above positions shall be elected by a mail out ballot and by majority vote.

(b) Group representatives and shall be nominated and elected by their respective groups in each even numbered year immediately following the elections of the Executive Officers. The nominee receiving the greatest number of votes shall be declared elected.

(c) The work location of the president will be Saskatoon City. Relocation expenses if required will be paid as per full time president committee report March 18, 1981.

(d) Members can only hold one position on the Executive Board.

## 2. Convention Delegates

(a) The President of the Local shall be the chairperson of the delegation and the first delegate to all Unifor, C.L.C. and subsidiary body conventions. All delegates with the above exceptions, shall be elected at a General Membership Meeting. The successful delegate or delegates shall be those receiving the largest number of votes cast. Special delegates i.e. youth delegates may be approved by the Executive Board. The total number of delegates to attend to be approved at a general meeting.

(b) Elections of delegates shall be completed not less than thirty days nor more than one hundred and fifty days prior to the Convention.

(c) There is no provision for the automatic transition of Executive Board members to the status of delegate. Delegates must be elected in accordance with the National Constitution.

(d) Convention votes shall be assigned to the delegates on an equal ratio. Any votes remaining after such equal division shall be assigned to the chairperson of the delegation.

## 3. Attendance

Any member, elected to any position in the local is subject to the following attendance requirements:

a) Two out of three consecutive membership meetings unless officially excused for cause by the Executive Board.

b) Two out of three consecutive meetings other than membership meetings of their respective office or position, unless excused by the Executive Board.

c) Failure of any elected official to comply with the above attendance rules may result in automatic removal from their respective office or position and they may not be permitted to run for any elected office for the balance of the term of office from which they were removed or any other discipline deemed appropriate by the disciplinary committee.

d) To be eligible as a convention delegate you must have attended two of three Consecutive meetings within the last 6 months prior to election of delegates.

## ARTICLE XI –MEETINGS

## 1. General Meetings

(a) There shall be at least ten monthly meetings each year. The date of such meetings shall be set by the Executive Board, who shall give at least seven days' notice of same. Executive Board members shall be required to attend at least 1/2 of the General meetings each calendar year. If more than 1/2 of the meetings are missed without an excused absence, the executive board member will be asked to resign. It is understood that an excused absence will be defined as follows:

-On union or job related business such as a school, course, meeting, or any other special project requiring the member to be out of town on the night of the meeting.

-Other special circumstances which must be discussed and approved at the next executive board meeting.

(b) Special meetings shall be called by the President or by the Secretary of the Local, upon receipt of a request therefore from five members in good standing. Notice of such meeting shall be posted in a conspicuous place, or where that is not possible, a written notice shall be given to each member, at least five days before the date of said meeting. The notice shall state nature of the business to be transacted at the meeting, and no business other than that specified in the notice shall be transacted at such meeting.

(c) Copy of minutes of each meeting to be sent to all stewards and Executive Board members.

## 2. Group Meetings

(a) Each Group representative shall call a meeting of the group which such member represents, when requested by five or more members of the group.

(b) The Group representative shall be the Chairperson of said meetings and shall prepare an agenda for same and select a Secretary from the group to record the minutes of the meeting for the information of the Executive Board.

(c) In the event that a Group representative is unable to attend a Group meeting, the President shall appoint another member of the group to perform the duties of the absent Group representative.

## 3. Executive Board Meetings

(a) The Executive Board shall meet once a month if deemed necessary by the board members.

(b) Copy of minutes of such meeting not attended by members to be forwarded promptly to same.

## ARTICLE XII-QUORUM

A quorum for the transaction of business shall be a majority of the members with the following exceptions:

General Meeting: Tabled Officers present plus 5 members

Group Meeting: members present



## ARTICLE XIII-COMMITTEES

### 1. Regular Committees

The regular committees of the Local shall be:

- (a) Membership committee
- (b) Election committee
- (c) Trustee committee
- (d) Social and Welfare committee
- (e) Women's committee
- (f) Occupational Health and Safety committee
- (g) any others deemed necessary from time to time.

### 2. Membership committee

A membership committee shall be the Executive Board of the Local, with the secretary acting as the chairperson. A Local meeting shall pass upon and either accept or reject the committee's recommendation for membership according to the membership qualifications required by the Local involved. In no event, however, shall the qualifications for membership established by the Local contravene the qualifications for membership set forth in the Constitution of Unifor.

### 3. Election Committee

(a). The Election committee shall consist of at least two members who shall be elected at a regular meeting of the Local, and who shall be responsible for conducting the election of Officers, and referendums of the Local. The committee chair can deputize additional members to the committee as required.

(b) The method of conducting Local elections and the duties of the Local Election Committee shall be as follows:

(i) to obtain from the Executive Board of the Local, before the election, a list of the eligible voters and candidates. It shall be the duty of the Executive Board of the Local to turn over this information to the Election committee upon its request.

(ii) To ascertain the eligibility of the candidates; to provide for printing of the nomination forms and the ballots; set the period for nominations and balloting; maintain the proper nominations and the ballots and issue to the members precise and clear instructions re: nominating and balloting.

(c) To make available to the membership by mail or otherwise, directed to each Steward, a supply of nomination forms and, where necessary, a list indicating the names of all members eligible for nomination in the group or unit concerned.

(d) To conduct the counting of the ballots, provide an adequate check to prevent fraud, and report the results of an election to the Executive Board immediately they are known.

The Executive Board shall promptly publicize the results of all elections upon receipt of report from the Election committee.

(e) To take the necessary precautions and make such other regulations as will insure a fair and impartial election.

(f) All ballots cast at an election shall remain in the custody of the Election committee.

(g) Ballots must be kept sealed for a period of one (1) year after the election, or longer in the event of an appeal.

(h) In the case of a tie vote, the two candidates tied with the highest number of votes shall be candidates in a runoff election.

(i) An Election Committee Member may not officiate in any election that they are a candidate in.

#### 4. Trustee Committee

(a) The Trustee Committee shall consist of three members who shall be elected at a general meeting of the Local, and shall be responsible for the general supervision over the property of the Local, subject to such instructions as they may from time to time receive from the Local.

(b) The term of the Trustee Committee member is three years with the election of one member at the December meeting each year.

(c) The committee shall select one member of the committee as chairperson.

(d) The chairperson duties shall include:

- Attending all quarterly audits and ensuring that the trustees attend audits on a rotational basis such that there are two trustees at each audit.
- Selecting and organizing audit dates.
- Submitting a written audit report.
- Preparing and/or presenting an Audit Report for the General meeting immediately following the audit.

#### 5. Social and Welfare Committee

The Social and Welfare committee shall be responsible for effectuating the Local's Social and Welfare program.

#### 6. Women's Committee

The Women's Committee shall be elected at a regular meeting of the Local and shall be responsible for pursuing and effectuating all issues relating to women.

#### 7. Occupational Health and Safety Committee

The Occupational Health & Safety Committee shall consist of members elected from their work locations, the number to be determined by the Occupational Health and Safety Act and Unifor Central Health and Safety Committee. The Committee's responsibility will be to uphold and enforce health and safety issues according to the Act and Collective Agreement.

#### 8. Committee Reports

It shall be the responsibility of each Committee chairperson to report pertinent information and activities to the Local membership.

#### 9. Committee Terms of office

All committee chairpersons and/or members will be elected at the December general meeting in even numbered years for a 2 year term, except the Trustee Committee and Occupational Health and Safety Committee. One Trustee Committee member shall be elected at the December general meeting, each year, for a 3 year term, to replace the retiring member. The Occupational Health and Safety members shall be elected during November and December in the odd numbered years in their respective work place location.

### ARTICLE XIV-SALARIES WAGES AND EXPENSES

The salary, terms and conditions pertaining to the full time Local 2S President shall be in accordance with the contract for the full time President Local 2S. The contract will be reviewed in the last 6 months of the current term by the President Contract Committee. The committee shall consist of the Treasurer, 2 other members of the Executive and a Rank and File member elected at the General Membership meeting in December of odd numbered years.

Changes to the contract can be made by the employee and the Executive Board in instances where the basic premise of the agreement does not change. If there is a major change in intent, such as basing the pay on a National Rep for example, that would require membership approval.

3. All Executive Board members, Stewards and members performing authorized business of the Local during their regular tour of duty for an employer shall receive for such time, wages at their regular SaskTel rate for their normal hours of work – no overtime. In addition to lodging and economy transportation expenses, when available, each member on business of the Local, away from home or his/her place of residence, shall be paid actual expenses to compensate him/her for all necessary expenses.

4. All members performing authorized business of the Local on scheduled time off shall receive regular time off in lieu of, upon authorization by a tabled officer of the Local.

5. All claims for salaries, wages and expenses must be submitted on vouchers provided by the Local and authorized by a tabled officer of the Local prior to reimbursement.

(a). Expenses for Executive members charged to servicing shall have the maximum allowable amounts per month established at the January General meeting.

6. All claims for incidental office expenditures in excess of \$750.00 must be taken to the general membership at a monthly meeting for approval. All claims regardless of the amount require an expense voucher submitted for the actual cost and supported with a receipt.

## ARTICLE XV-STRIKES

The calling, conduct and termination of strikes shall, at all times, follow the rules prescribed by Unifor and its Constitution.

## ARTICLE XVI-REFERENDUM

The Executive Board shall order a secret referendum vote if a petition signed by twenty per cent of the Local membership or a petition signed by five members of the Executive Board is received which calls for or certifies the desire for a referendum on any particular subject. A majority of the votes cast shall decide the referendum.

## ARTICLE XVII-CHARGES TRIALS AND APPEALS

### 1. Charges:

Members of this Local may be fined, suspended or expelled for any of the acts enumerated in the Union Constitution.

### 2. Trials:

Any accused person shall be tried under the provisions of the Union Constitution.

### 3. Appeals:

A member or officer of the Local, upon being found guilty by a Local Disciplinary Committee, may appeal as provided in the Unifor Union Constitution.

### 4. Local Disciplinary Committee:

(a) A Disciplinary Committee of this Local shall be composed of 5 members of this Local and are not parties to the proceedings.

(b) Members of the Disciplinary Committee shall be selected by the members in a general membership meeting of the Local.

### 5. Recall of Local Officers:

Local Officers may be recalled in conformity with the provisions of the Union Constitution.

## ARTICLE XVIII-UNIFOR SASKATCHEWAN COUNCIL

1. This Local shall be a member of Sask Council, which shall consist of representatives of Locals 1-S, 2-S, and 3 Unifor.

2. The delegates to Sask Council shall be the President of the Local and other temporary members as warranted, appointed by the Executive Board to serve at each session. In selecting these members the board shall give due consideration to the geographical area or department involved in the action to be considered by the Committee.

3. This Local shall pay its proportionate share on a per capita basis, of the expenses incurred by Sask Council.

#### ARTICLE XIX-WESTERN REGION COUNCIL

1. This Local will be a member of a regional body known as the Unifor Western Regional Council which shall consist of representatives of Locals under the jurisdiction of Unifor.

2. This Local shall pay its proportionate share of the Council expenses as established by the Council and ratified by the Locals.

#### ARTICLE XX-CONTRACT CONFERENCE

1. Delegates to a contract conference shall be elected at a general meeting.

2. The Local shall pay its proportionate share on a per capita basis, of the expenses incurred by the delegates attending a Contract Conference.

#### ARTICLE XXI-ORDER OF BUSINESS

The order of business at a Local meeting shall be as follows:

1. Call to order.
2. Roll call of Officers (optional).
3. Communications.
4. Committee reports.
5. Old business (approval of minutes from previous meeting)
6. New business.
7. Good and Welfare
8. Adjournment.

The order of business may be suspended by a two-thirds vote of the members present.

#### ARTICLE XXII-AMENDMENTS

By-Laws must be ratified in accordance with Section 22 of the "Guide for Local Union By-Laws".

#### ARTICLE XXIII-MISCELLANEOUS

1. Wherever in these By-Laws the word Constitution is mentioned, the Constitution is meant to be that of the Unifor.
2. Proxy voting shall not be allowed in Local voting procedure.
3. The fiscal year of the Local shall be a calendar year.