

RETIRED WORKERS' CHAPTER
BYLAWS



unifor

Local 1524 / 1106

Canada

Adopted By Membership

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Article 1 RETIRED WORKERS' CHAPTER

- a) There shall be established within this Local Union a Retired Workers' Chapter which shall be named Retired Workers' Chapter of Local 1524/1106.

- b) The Retired Workers' Chapter shall be subordinate to the Local Union and the National Union. None of the provisions in these bylaws shall conflict with the Local Union bylaws or the Unifor Constitution, or the National Retired Workers Associate Membership Policy Letter.

Article 2 MEMBERSHIP

- a) Membership in the Retired Workers' Chapter is available to all retired members of the Local Union, provided they are eligible, under Article 12, #3 of the Unifor Constitution.

- b) Any retired member eligible for retired membership in a Local Union Retired Workers' Chapter, in accordance with (a) above, is eligible to pay voluntary dues to the Retired Workers' Chapter. Such voluntary membership dues shall be in the amount of one (1) dollar per month.

- c) Voluntary membership dues may be authorized by the retired member directly to the Local Union. The Retirees may pay such dues to the Financial Secretary of the Retired Workers' Chapter annually, as per Article 12, #34 of the Unifor Constitution.

Article 3 CHAPTER MEMBERSHIP MEETINGS

- a) There shall be a regular membership meeting of the Retired Workers' Chapter, in accordance with Article 12, #5 of the Unifor Constitution. These meeting will be held on the last Wednesday of each month at 1:00 p.m. unless change by membership action.

- b) The Local Union, in consultation with the Retired Workers' Chapter, shall develop notice procedures for regular Retired Workers' Chapter membership meetings or special meetings.

- c) All retired members of the Local Union Chapter in attendance at the meeting will constitute a quorum.

- d) The following order of business will constitute the regular agenda for the Retired Workers' Chapter meeting.
 - Roll call of Officers
 - Respect to Deceased Members
 - Reading of Minutes of Previous Meeting
 - Business Arising
 - Correspondence
 - Financial Report
 - Report of Officers, Committees and/or Delegates
 - Report of the President or his/her Designated Representative
 - Old Business
 - New Business
 - Adjournment

Article 4 RETIRED WORKERS' CHAPTER OFFICERS

- a) The officers of the Retired Workers' Chapter will include: Chairperson, Vice Chairperson, Recording Secretary, Financial Secretary, Sergeant-at-Arms and three (3) Members-at-Large.

- b) The duties of these officers shall be as prescribed by the Retired Workers' Chapter bylaws as follows:

- c) The schedule for the election of Chapter Officers shall be every three (3) years in May starting in the year 2019.

- d) The membership of the Retired Workers' Chapter shall elect a retired member from its membership to serve as a member of the Local Union Executive Board with voice and vote in accordance with Article 12, #6 of the Unifor Constitution.

The elected member will be recognized as the Advisor for the Local Union Retired Workers Chapter.

- e) Procedures for filling vacancies shall be determined by the Chapter bylaws and the Unifor Constitution.

Article 5 ELECTION OF CHAPTER OFFICERS

- a) All Officers of the Chapter shall be elected secret ballot. These Officers shall be elected by majority vote and shall serve for a period of three(3) years.

- b) Any retired member in good standing is eligible to be a candidate for Chapter office.

Composition of the Chapter Executive Board will include the Chapter officers mentioned in Article 4 above, plus the Local Union president or his/her designee as per Article 12, # 7 of the Unifor Constitution

Article 6 POWER OF ADMINISTRATION

- a) The membership in attendance at a meeting is the highest authority of the Retired Workers' Chapter.

- b) Between membership meetings, the Retired Workers' Chapter Executive Board shall be empowered to act on behalf of the membership to the extent urgent business requires prompt and decisive action, subject to the general policies established by the Retired Workers' Chapter membership, of the Local Union and the National Union.

- c) Between meetings of the Retired Workers' Chapter Executive Board, the Chairperson shall be empowered to act on behalf of the Executive Board, in consultation with the Local Union President, subject to the general policies established by the Chapter and the subsequent approval of the Chapter Executive Board and membership.

**Article 7 COMPOSITION OF RETIRED WORKERS' CHAPTER
EXECUTIVE BOARD**

Chairperson: The Chairperson shall preside at the Chapter Membership and Executive Board meetings, sign all vouchers authorizing withdrawals from the Chapter funds.

Vice Chairperson: The Vice Chairperson shall assist the Chairperson and assume the duties of the Chairperson in his/her absence.

Recording Secretary: The Recording Secretary shall keep minutes of Chapter Membership and Executive meetings, read all documents and correspondences pertaining to the Chapter.

Financial Secretary: The Financial Secretary shall maintain contact with the Financial Secretary of the Local Union, and when to do so, sign vouchers requesting disbursements by the Local Union from the Chapter funds. He/she report monthly to the membership regarding the status of the Chapter fund.

Sergeant-at Arms: The Sergeant-at-Arms shall preserve order when called upon to do so.

In the event the office of the Chairperson becomes vacant, the Vice Chairperson shall assume that office for the balance of the term. All other vacancies shall be filled at the next Chapter Meeting.

Article 8 AREA RETIRED WORKERS' COUNCIL

- a) In accordance with the Unifor Constitution our Local Union Retired Workers' Chapter will provide four (4) delegates from our Chapter and the President of our Local Union or his/her designee.

- b) These Delegates will be elected by the Retired Workers' Chapter membership and will serve for the period consistent with their term of office.

Article 9 RETIRED WORKERS CHAPTER COMMITTEES

- a) Retired Workers' Chapter shall establish, in consultation with the Local Union any committees within the Chapter that are deemed necessary. The Chapter Committees shall be elected or appointed by the Chapter. The following are some of the suggested Committees: Organizing and Membership, Education, Recreation, Community Services, Human Rights and Political Education.

Article 10 FINANCES

- a) All membership dues collected or any dues by check off which may be received by the Local Union Financial Secretary shall be submitted to the National Secretary-Treasurer who shall allocate such monies to the respective bodies in accordance with Article 12, # 7 of the Unifor Constitution.

- b) All monies collected by and on behalf of the Retired Workers' Chapter shall be kept in the funds of the Local Union Financial Secretary and shall be disbursed upon the request of the Retired Workers' Chapter upon presentation of a voucher signed by the proper Chapter officers.

"Chapter members or officers who incur special expenses in carrying out authorized Chapter business may be reimbursed from the Retired Workers' Chapter fund. It is not intended, however, to pay lost time, wage or salary, nor to reimburse members for attendance at Chapter Membership, Chapter Board, Local Union Executive or Committee Meetings"

Guidelines for reimbursement of expenses when the above conditions are met shall be as follows:

- i) For authorized attendance at activities, conferences or councils out town or requiring an overnight stay, the reimbursement shall be for incurred transportation costs, including parking, hotel accommodations, registration fees (not including cost of meals) and a set amount per day to cover food and incidental expenses.
 - ii) The Retired Workers' Chapter will receive an up-to-date financial report of the Chapter funds and expenditures from the funds provided by the Local Financial Secretary each month.
 - iii) Any member required to perform services for the Retired Workers' Chapter or at any Convention, Conference or Council shall receive expenses according to the current Unifor Local 1106 By-Law
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- c) The Retired Workers' Chapter will subsidize one (1) half of an entry fee once a year per retired member and their spouse, to any Unifor sponsored recreation event. This will not include mileage, lodging or any expense over and above entry fee. This is for dues paying Chapter members and their spouses only.

- d) The Executive Officers of the Retired Workers' Chapter shall be limited to the sum of twenty-five dollars (25.00) for any one (1) donation to any patriotic, benevolent or fraternal fund. No loans at any time to anyone.

- e) Donations in excess of fifty (50.00) dollars will only be made by serving notice of motion at the previous Chapter meeting.

Article 11 AMENDMENT PROCEDURE

These By-Laws may be amended, by the following procedures:

- i) Proposals to amend the By-Laws may be submitted at any regular Chapter meeting by any member within the Chapter. The proposal or proposals submitted will be reviewed by the Retired Workers' Chapter Executive Board.

- ii) The recommendation of the Chapter Executive Board relative to the submitted By-Law provision or provisions shall be presented at next regular Chapter meeting for action by the Chapter membership. A two-thirds (2/3) vote of the membership in attendance at the Chapter meeting will be required for adoption.

- iii) Upon adoption by the Chapter membership, the proposed amendments shall be placed on the agenda, at the next membership meeting of the Local Union for ratification.

- iv) Upon ratification by the Local Union and in accordance with the Unifor Constitution these bylaws and any future amendments

must be submitted to the Unifor National Executive Board for approval.