

Statement of Principles of CAW Local 555 (excerpted from the *CAW-Canada Constitution*)

Democratic Unionism

Unions are voluntary organizations. We can only be effective if the membership knows the union truly belongs to them. This means a union which reflects the goals of its membership, allows the members full participation, and encourages workers to develop their own skills and understanding. Internal democracy means we view each other as equals. Discrimination or harassment violate our principles, undermine our solidarity and erode our strength. We not only oppose such responses but will actively work to overcome them.

Unions and a Democratic Society

In our society, private corporations control the workplace and set the framework for all employees. By way of this economic power, they influence the laws, policies, and ideas of society. Unions are central to our society being democratic because: Unions bring a measure of democracy to the place of work, which is so central to people's lives. Unions act as partial counterweight to corporate power and the corporate agenda in society more generally.

Social Unionism

Our collective bargaining strength is based on our internal organization and mobilization, but it is also influenced by the more general climate around us: laws, policies, the economy, and social attitudes. Furthermore, our lives extend beyond collective bargaining and the workplace and we must concern ourselves with issues like housing, taxation, education, medical services, the environment, and the international economy. Social unionism means unionism which is rooted in the workplace but understands the importance of participating in, and influencing the general direction of society.

ARTICLE 1 - Name

The name of this Local shall be Amalgamated Local 555 National Automobile, Aerospace, Transportation and General Workers Union of Canada (CAW-Canada) and shall hereafter be referred to as Local 555. This Local was previously known as the McMaster University Staff Association (MUSA) and represents employees at McMaster University, Regional Medical Associates and any affiliated or related organizations.

ARTICLE 2 - Objectives

The objectives of this organization shall be:

Section 1

To unite members in all units of Local 555 and to promote the objectives detailed in the *CAW Constitution*.

Section 2

To unite all workers under the jurisdiction of Local 555 in one organization regardless of age, ancestry, citizenship, colour, creed, ethnic origin, family status, disability, language, marital status, nationality, place of origin, political or religious affiliation, race, receipt of public assistance, record of offences, gender, sexual orientation, or same sex partnership.

Section 3

To regulate relations between Employees and the employer, including but not limited to the right to bargain collectively on behalf of the Employees. To provide representation to members who feel they have received arbitrary or unjust treatment from an employer or any of its employees.

Section 4

To obtain improvements in remuneration (e.g., salaries, benefits, working conditions and hours of work) which are fair and competitive, with equal pay for equal and/or comparable work for all Employees under the jurisdiction of Local 555.

Section 5

To promote job security with proper consideration for seniority, qualifications, and opportunities for retraining and relocation and to promote opportunities for career advancement and transfer within the employer's facilities and operations everywhere.

Section 6

To end occupational injury and disease and to improve conditions to create healthy workplaces.

Section 7

To educate our members in the history of the labour movement and its role in improving our society.

Section 8

To educate members so that they realize the power of the Union rests on their collective strength.

Section 9

To address other matters which, in the opinion of the Union, are of concern to the Union; and to perform or carry out such lawful activities that are in the best interests of its members, as directed by its members.

Section 10

To support the principle that the Union and its members participate in the governance of the employer.

Section 11

To participate in the CAW National Postsecondary Education Sectorial Council.

ARTICLE 3 - Constitution & Bylaws

The Constitution of Local 555 shall be the Constitution of the National Union, CAW-Canada, and these Bylaws shall be in all respects subordinate to the *CAW Constitution* and all applications and interpretations thereof.

ARTICLE 4 - Membership

Section 1

Local 555 shall be composed of workers eligible for membership in the National Automobile, Aerospace, Transportation and General Workers Union of Canada (CAW-Canada), over whom Local 555 has jurisdiction.

Section 2

To be considered a member in good standing, every member will be required to complete a CAW membership application, pay an initiation fee and pay monthly dues.

Section 3

Each member will receive a CAW membership card and be oriented to the Union.

Section 4

Every person, prior to acceptance as a member, will be encouraged to take the membership pledge provided for by the *CAW Constitution Article 39*.

Section 5

Each member in good standing of Local 555 has the right to: nominate and vote; express opinions on all subjects before Local 555; attend all membership meetings and express views, arguments and opinions on all matters of 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 Local 555. The aforementioned will be done 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 *CAW Constitution* and the Bylaws of Local 555.

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 Local 555 or the National Union of its legal or contractual obligations as a collective bargaining agent, or interfere with the legal or contractual obligations of Local 555 or the National CAW Union.

Violation, or abuse of these rights and privileges of membership, or engaging in conduct prohibited by this section, shall be considered conduct unbecoming a union member. (see *CAW Constitution Article 23*)

Section 6

The membership shall strive to obtain the objectives set forth in the *CAW 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 National Board Members, the National Representatives and help promote organizational activities.

ARTICLE 5 - Membership Meetings

Section 1

General Membership Meetings shall be held on specific dates and times as set out by the Local 555 Executive Board. There shall be five (5) meetings per year - in September, November, January, March and May.

Section 2

Notification of date, time and location of General Membership meetings will be provided to each Local 555 member twenty (20) working days prior to each General

Membership meeting. The agenda, minutes of the previous meeting, financial report, as well as any other relevant documents, will be provided five (5) working days prior to the General Membership meeting.

Section 3

Members shall be admitted to General Membership meetings upon presentation of their Local 555 membership card. Those members who do not have their membership card, must provide appropriate alternative identification (as identified by Local 555) and be checked off against the Local 555 membership list. These processes shall be supervised by the Guide (see *CAW Constitution Article 36, Section 7*).

Section 4

Only members in good standing may attend General or Special Membership meetings. All members may attend meetings concerning strike and ratification votes.

Section 5

It shall be the duty of the President of Local 555 (or Vice-President) to chair all General Membership meetings.

Section 6

The following order of business shall be conducted at these General Membership Meetings:

- 1 – Roll Call of Officers
- 2 – Approval of Minutes of Previous General Membership meeting
- 3 – Business Arising from Minutes
- 4 – Correspondence
- 5 – Introduction of New Members
- 6 – Report of Financial Secretary
- 7 – Reports of Standing Committees, Officers, Delegates
- 8 – Executive Board recommendations
- 9 – New Business
- 10 – Good & Welfare
- 11 – Closing

Section 7

For the purposes of General or Special Membership meetings, 10% of the current membership or one hundred (100) members, whichever is the least, shall constitute quorum.

Section 8

All discussions and debates shall be governed by Bourinot's Rules of Order, except when more specific rules of procedure are laid out in these bylaws.

Section 9

The Recording Secretary will be responsible for the minutes of all General Membership meetings.

Section 10

Special Membership meetings may be called by the Local 555 President (with approval of the Executive Board), by a majority of the Executive Board or by a petition signed by not less than 10% of members in good standing of Local 555. Such a meeting will be held within ten (10) working days of the receipt of the request. Business at these meetings shall be restricted solely to the aim(s) for which the special meeting was called.

If 1% of the local members sign a petition on an issue, they will be permitted to distribute an email to the entire membership to gauge the interest in a special membership meeting.

Section 11

Any member who attends a meeting under the influence of alcohol or drugs and/or creates a disturbance, or becomes unruly, shall lose voice and the 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 shall be deemed conduct unbecoming a union member.

ARTICLE 6 - Powers of Administration of Local 555

Section 1

This Bylaw inscribes the will of the membership for democratic control of Local 555, consistent with the opportunity and responsibility of the officers to provide effective leadership. It is the determination of the members, in accordance with the provisions of this Bylaw, that the Bylaw guards this principle as it relates to the operation of Local 555 as a whole and as herein set out.

Section 2

The membership is the highest authority of Local 555 and shall be empowered to take or direct any action not inconsistent with the CAW Constitution or Local 555 Bylaws.

Section 3

Between General Membership meetings, the highest authority shall be the Executive Board of Local 555 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, but the Executive Board may not take action affecting the vital interests of Local 555 without prior membership approval.

Section 4

Between meetings of the Executive Board, the Local 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.

Section 5

The Executive Board shall have responsibility for the staff of Local 555.

ARTICLE 7 - Executive Board

Section 1

The Executive Board of Local 555 shall consist of President, Vice-President, Financial Secretary, Recording Secretary, Sergeant-at-Arms, Guide, Three (3) Trustees, and Retiree Committee Chair (if a Chapter is active). The Health & Safety Coordinator will be appointed as a Member-at-large. All Unit Chairpersons shall be considered as Members-at-Large of the Executive Board with voice and vote.

Section 2

Executive Board members shall serve for a term of three (3) years. All Executive Board members must take the oath of office as noted in the *CAW Constitution Article 35*.

Section 3

The duties of the Executive Board members shall be as prescribed in the *CAW Constitution Article 36*, plus others deemed necessary by the membership in the administering of the local union affairs.

Section 4

The Executive Board shall meet monthly. Special Executive Board meetings may be called by the President or by a majority of Executive Board members.

Section 5

A two-thirds majority of the Executive Board shall constitute quorum at all Executive Board meetings. All Executive Board members shall have voice and vote. Decisions of the Executive Board shall be decided by a majority vote of those members present. No proxy votes will be allowed. The President shall vote only in the case of a tie.

Section 6

The Executive Board shall exercise the functions of Local 555 between General Membership meetings. The Executive Board shall enforce the Bylaws of Local 555 and its own decisions. Decisions and recommendations of the Executive Board shall be reported and approved at General Membership meetings.

Section 7

The Recording Secretary will be responsible for the minutes of all Executive Board meetings. The minutes will be sent to all Executive Board members for approval at the next monthly meeting of the Executive Board. Any member may inspect a copy of the approved minutes at the Local 555 office.

Section 8

The Executive Board shall not make any unnecessary expenditures that are not part of Local 555's annual budget (which is presented to and voted on at a General Membership meeting). A financial report shall be made available at each General Membership meeting reporting revenues and expenditures.

Section 9

In the event that the office of President becomes vacant, the Vice-President will fill the position for the balance of the unexpired term.

Section 10

In the event an Executive Board position, excluding the President, is declared vacant, it will be filled promptly by election. In the interim, the Executive Board shall have the authority to appoint a member to fill the vacancy. An election will be held within sixty (60) calendar days to fill the vacant position.

Section 11

The Local President will be an ex-officio member of all Committees except the Elections Committee. At least one member of the Executive Board shall be a member on each of the Standing Committees, except the Elections Committee. The Executive Board shall have power, subject to the provisions of the *CAW Constitution* and Local

555 Bylaws, to indicate the need for and to strike ad hoc committees from the membership of Local 555.

Section 12

When necessary, the Executive Board shall be permitted reasonable amount of paid release time to conduct their business. Such time will be within budget parameters and must be approved by the Executive Board in advance of time taken. Such approval shall not be unreasonably withheld.

ARTICLE 8 - Units of Local 555

Section 1

Each bargaining unit of Local 555 shall be known as a Unit of the Local Union. Each Unit shall have a Stewards' Council which will include Unit Chairperson, Recording Secretary and Stewards.

Section 2

A Unit has the right to adopt its own Bylaws if the Unit Membership so decides. These Bylaws will apply only to the work of the Unit and must be in accordance with Local 555 Bylaws and the *CAW Constitution*.

Section 3

Each Unit will elect the Unit Chairperson and a Recording Secretary as well as Stewards (number of Stewards determined by Unit Collective Agreements) and Bargaining Committee for the Unit, following the Elections procedure in Article 13. A Unit with sufficient numbers can also choose to elect a Unit Vice-Chair. When the Unit Chairperson is unavailable, the Vice-Chair will assume the duties of the Unit Chairperson and will otherwise assist the Unit Chair in performance of their duties.

Section 4

The Unit Chairperson will hold a minimum of two meetings per year with their Unit Stewards' Council. The Unit Chairperson shall preside at these meetings, and the Unit Recording Secretary shall be responsible for the minutes. Minutes will be sent to all Stewards for approval at the next regular meeting of the Stewards' Council. Any member in good standing may inspect a copy of the approved minutes at the Local 555 office.

Immediately upon approval, copies of approved minutes shall be submitted to the Recording Secretary, Local 555 Executive Board.

Section 5

Between Executive Board meetings, the Unit Chairperson will have the authority to direct the daily activities of the Unit and shall do so in accordance with the Local 555 Bylaws and the *CAW Constitution*. The Unit Chairperson is responsible to the Executive Board and will provide a report to each Executive Board meeting. All decisions and actions of the Unit Chairperson are subject to the approval of the Executive Board.

Section 6

The Unit Chairperson is responsible to keep their Unit informed of the work of the Executive Board. It is the responsibility of the Unit Chairperson to bring up issues affecting their unit in a timely fashion to the Local 555 Executive Board. Resolutions and/or determinations of all Unit meetings which may affect the policy of Local 555 as a whole shall be subject to the approval of the Local 555 Executive Board.

Section 7 - Bargaining Committees

The number of members in each Unit's Bargaining Committees is determined by the respective Collective Agreements. Bargaining Committee members in each Unit are to be elected for a 3 year term by the membership of that particular Unit as part of the regular Elections (Article 13). The Bargaining Committee of each Unit shall include the Local President or designate, Unit chair, committee members, and a National representative. All Bargaining Committee members must take the oath of office as noted in *CAW Constitution Article 35*.

Section 8

Local 555 will have representation on each Unit's Labour Management Committee as determined by the respective collective agreement. Where not specified by the collective agreement, the members shall be appointed by the Executive Board, with subsequent approval of the membership of the Unit.

ARTICLE 9 - Joint Stewards' Council

Section 1

The Joint Stewards' Council shall exclusively perform advisory functions and shall be a non-legislative body within Local 555.

Section 2

The Joint Stewards' Council will include the members of the various Unit Stewards' Councils.

Section 3

Members having one year's continuous good standing in Local 555, in accordance with the *CAW Constitution*, are eligible to run as a Steward representing their Unit. Stewards will be elected in accordance with Local 555 Elections Bylaw, Article 13. All Stewards must take the oath of office as noted in *CAW Constitution, Article 35*.

Section 4

Steward duties shall be as follows:

- To attend all Stewards' Council, Unit Membership and General Membership meetings.
- To become familiar with the provisions of the Collective Agreement and to investigate all grievances.
- To receive complaints and grievances from their area and make every effort to conform to the grievance procedure to satisfactorily adjust and settle all grievances.
- To assist and cooperate fully with the Local Health and Safety Committee.
- To inform their members of matters and decisions of Local 555 and the National Union.
- To check weekly job postings and report any discrepancies to their Unit Chairperson.
- To become familiar with the Job Evaluation process.

Section 5

Unit Chairpersons shall notify their membership of non-fulfilment of duties by a Steward as per Section 4 above.

Section 6

In the event there is a vacancy on the Unit Stewards' Council, an election will be held within sixty (60) days to fill the vacant position for the balance of the term. In the interim, the Local 555 Executive Board shall have the authority to appoint a member from the Unit to fill the vacancy.

Section 7

The Joint Stewards Council shall hold regular monthly meetings and may decide to suspend meetings during July and August. Joint Stewards' Council meetings shall not conflict with General Membership meetings. Joint Stewards' Council meetings shall be open to all members in good standing.

ARTICLE 10 – Standing Committees of Local 555

Section 1

The Standing Committees of Local 555 shall be: Bylaws, Community Services, Education, Elections, Health & Safety, Environment, Human Rights, Recreation, Union in Politics, Women's, WSIB/LTD. The Executive Board will define the structure and the terms of reference for all Standing Committees (with approval of the Membership) and these will be incorporated into future amendments of these Bylaws.

The Executive Board (with approval of the Membership) may decide to set up any additional committees and determine the terms of reference for these additional committees.

Section 2

Standing Committee members will be elected for three (3) year terms in accordance with Article 13 of these Bylaws. Standing Committee Chairpersons shall be chosen from within the Committee. All Standing Committee members must take the oath of office as noted in *CAW Constitution Article 35*. It is the Chairperson's responsibility to call meetings, preside at meetings, and ensure that minutes are recorded and submitted to the Executive Board in a timely fashion. When necessary, Standing Committee Chairpersons may be required to attend an Executive Board meeting to report on the Committee's activities. Standing Committee Chairpersons shall provide a report to each General Membership meeting. Standing Committees will meet outside of working hours.

Section 3

An Executive Board member will sit on each Standing Committee in an advisory capacity, except for the Elections Committee. Committee members will be elected from members in good standing of Local 555. Committee members shall attend meetings of their respective committee. Committee members shall work for the benefit of all members of Local 555. The President shall be an ex-officio member of all Committees, except for the Elections Committee.

Section 4

All Committees shall perform all duties assigned to them by the *CAW Constitution* and Local 555 Bylaws and such additional duties as they may be directed to perform from time to time by the Executive Board or by the membership.

Section 5

When requested, Local 555 may provide representatives to various University (or other employer) Committees. These members shall be appointed by the Executive Board, with subsequent approval of the membership of Local 555.

ARTICLE 11 - Attendance Rules

Section 1

All members of Local 555 holding an elected position are required to attend:

1. Two out of three consecutive General Membership meetings unless officially properly excused by the Elections Committee;
2. Two out of three consecutive meetings other than General Membership meetings expected of their respective office or position, unless officially properly excused by the Elections Committee.

Section 2

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 shall not be permitted to run for any elected office for the balance of the term of office from which they were removed, except as a delegate to the Constitutional Convention.

In the event there is a vacancy caused by the removal, an election will be held within sixty (60) calendar days to fill the vacant position for the balance of the term. In the interim, the Local 555 Executive Board shall have the authority to appoint a member from either the Local for an Executive Board vacancy or from the Unit to fill the vacancy.

Section 3

Any affected member may appeal the decision of the Elections Committee regarding attendance rules, at the next General Membership meeting.

Section 4

The Recording Secretary of any meeting (Executive Board, General Membership, Standing Committees) will record names of those present, and those absent with or without proper excuse.

Section 5

All applications for excuse must be submitted in writing to the Elections Committee prior to the meeting or in the case of an emergency within 24 hours of the conclusion of the meeting or the member will automatically be considered to be absent without excuse.

ARTICLE 12 - Delegates from Local 555

Section 1

Members having one year's continuous good standing in Local 555, in accordance with the *CAW Constitution* are eligible for nomination as a Local 555 delegate. All elected delegates must take the oath of office as noted in *CAW Constitution Article 35*.

Section 2

Election of delegates and alternates to the CAW Constitutional Convention, the CAW Council, the CAW Bargaining Convention, and Sectorial Councils shall be in accordance with the provisions of the *CAW Constitution Article 9* and following the procedures set out in Local 555's Elections Bylaw Article 13.

Section 3

Election of delegates and alternates to other affiliated organizations (eg., Hamilton & District Labour Council, OFL, CLC, etc.) shall be done in accordance with the procedures set out in the Local 555 Elections Bylaw.

Section 4

All delegates or delegate groups shall give a report to the next General Membership meeting.

Section 5

The Executive Board will have the right to decide if observers should be sent to any conferences or conventions.

ARTICLE 13 -Elections and Election Committees

All elections will be conducted in accordance with CAW Guide to Local Union Elections and the CAW Constitution. Alternate arrangements may be approved by the National Executive Board. The membership shall decide whether an election will be run by an outside agency or by the Local 555 Elections Committee.

Section 1

All members in good standing of Local 555 shall be eligible to run for any office or position in the local union except where the Constitution or these Bylaws specifies more restrictions. A member's right to vote begins on the first day of the month for which dues are paid.

Section 2

The Election Committee will normally be elected at the September membership meeting by secret ballot in accordance with the CAW-Canada's Guide to Local Union Elections and will hold office for a three (3) year term. The Election Committee will consist of four (4) members, one of whom will be the Chairperson. The Chairperson will be appointed by the committee at their first meeting.

All elections and votes will be conducted by the Elections Committee as per the CAW-Canada's Guide to Local Union Elections and the *CAW Constitution*.

Section 3

In September the Elections Committee will make nomination forms available for all elected positions.

- (a) All members in good standing for one year immediately preceding the nomination shall be automatically nominated for each office for which they are eligible if they accept the nomination in writing prior to the November General Membership meeting or accept the nomination verbally at the November General Membership meeting.
- (b) Following the close of nominations at the November General Membership meeting, a notice containing both the time and place of elections shall be given at least ten (10) working days in advance of the election and in case of a run-off, fifteen (15) working days.
- (c) All Units will elect such other stewards and committee persons as may be necessary to conduct the business of the Unit.
- (d) All Workplace Representatives, including Unit Chairpersons and Stewards, shall be elected by secret ballot as soon as possible after being certified as a new Local 555 bargaining unit for a three (3) year term.

Section 4

No member shall at the same time be a candidate for or hold more than one of the offices of the Executive Board.

Section 5

Elections shall occur in the month of November or December of each year in accordance with the *CAW-Canada's Guide to Local Union Elections*. A sufficient number of polls should be provided to ensure every member a convenient opportunity to vote. Every effort should be made to minimize the time a member must wait in line to vote. Advance polls will be provided for all Local 555 elections and votes (except ratification votes, see *CAW Constitution Article 19*). There will be no proxy voting.

Section 6

Executive Board members shall be elected by a majority of votes cast (50% + 1) (CAW Constitution Article 34, Section 5).

Section 7

Candidates (other than Executive Board Officers) shall be elected by a single plurality vote via secret ballot.

Section 8

Elected members will take office immediately following the election, once they have been sworn in at a General Membership meeting, by the Executive Board or by a national representative of the CAW.

Section 9

In the event that there is no candidate for a position, the Executive Board will appoint a member in good standing of Local 555 who will hold the position in an acting capacity until approval at the next General Membership meeting.

Section 10

The election of delegates to the CAW Constitutional Convention and to the CAW Bargaining Convention shall be as follows:

- (a) Following receipt of the "Convention Call", the Elections Committee will issue a call for the nomination of delegates and alternates.
- (b) At least twenty (20) working days prior to the March membership meeting, nomination forms will be sent to all members.
- (c) All members in good standing shall be automatically nominated for each office for which they are eligible if they accept the nomination in writing prior to the March General Membership meeting or accept the nomination verbally at the March membership meeting.
- (d) Following the close of nominations at the March General Membership meeting, a notice containing both the time and place of elections shall be given at least ten (10) working days in advance of the election.
- (e) Candidates for convention delegate shall be elected by plurality vote.

ARTICLE 14 - Recall Procedure

Section 1

Elected Workplace Representatives (other than the Executive Board) may be recalled by petition setting forth specific complaints and signed by a minimum of twenty-five

percent (25%) of members in good standing that they represent for failure to perform the duties of their office. Such petitions would be presented to the Elections Committee.

The Elections Committee will notify the elected Workplace Representative of the specific complaint and will give due notice of a special meeting for recall. Twenty-five percent (25%) of the current members working under the jurisdiction of the elected member must be present at the recall meeting to establish a quorum. A two-thirds (2/3) vote of those present and voting is necessary to recall. *See CAW Constitution Article 41, Section 2.*

Section 2

Executive Board members may be recalled for failure to perform the duties of their office, by a petition setting forth specific complaints and signed by a minimum of twenty-five percent (25%) of members in good standing that they represent. Such petitions would be presented to the Elections Committee of Local 555. The Elections Committee will notify the Executive Board member of the specific complaint and will give due notice of a special meeting for recall. Fifty percent (50%) of the membership must be present at the recall meeting to establish a quorum. A two-thirds (2/3) vote of those present and voting is necessary to recall an elected Executive Board member. *See CAW Constitution Article 34, Section 14.*

ARTICLE 15 - Finances

Section 1

The fiscal year of Local 555 shall begin on January 1 and end on December 31.

Section 2

The initiation fee for all new members of Local 555 will be \$10.00 (\$5.00 to be placed into a new member orientation fund) (see *CAW Constitution Article 17, Section 1*). The local will pay the initiation fee for new members.

Section 3

Union dues shall be as set down in the *CAW Constitution Article 17, Section 2*. The Local may set higher dues or lower dues to the minimum allowed with approval of the majority of the affected members who cast ballots approving the change in a secret ballot vote at a Membership meeting called in accordance with the *CAW Constitution Article 43*.

Section 4

The signing officers of Local 555 shall be two of the following three elected officials: Local President, Financial Secretary and Vice-President. Cheques will normally be signed by the President and Financial Secretary. The alternates for signing cheques shall be the Vice-President in the absence of the President and the Chairperson of the Trustees in the absence of the Financial Secretary.

Section 5

Where necessary, Local 555 membership may employ staff. The Executive Board shall be responsible for the administration of the Local 555 Union.

Section 6

Books and records of Local 555 may be inspected by any member in good standing upon giving reasonable notice and arranging a time satisfactory to the Financial Secretary. Each member of the Executive Board shall have access to such books and records at all times.

Section 7

Trustees shall perform a twice-yearly internal audit or have a Chartered Accountant selected by the Local Union Executive Board perform an annual audit of the financial records of Local 555 and shall report the results of such audit to the members at the subsequent membership meeting. (see *CAW Constitution Article 36, Section 5 and Article 44, Section 2*).

Section 8

A member serving on full or part-time release from the employer on union business shall be entitled to their regular compensation and benefits without loss. The member will be paid at the salary rate of their home position and continue to be eligible for any normal progression through steps and normal wage increases according to their normal anniversary date.

ARTICLE 16 – Members’ Expenses

Section 1

The Local shall pay member’s ordinary expenses for business conducted on behalf of the membership that have been authorized by the Local President, and reported to the Executive Board.

Section 2

No expense claims shall be older than sixty (60) calendar days from the time they took place. Failure to comply with this Article could result in the non-payment of a member's expense.

Section 3

Members using their own vehicles on approved Union business shall be compensated thirty-five (35) cents per kilometre, paid to the driver only.

Section 4

The per diem for out-of-town business for Local 555 will be based on the following breakdown (which may change according to CAW policy re Local Union expenses):

1. \$90.00 per day, plus hotel, where an overnight stay is involved, and provided a receipt is supplied.
2. \$45.00 per day, same day return, provided the member travels at least 160 km one way from home and no meals are provided.
3. \$45.00 per day, on a return day from an overnight stay, provided distance is greater than 160 km.
4. \$20.00 per day, for out-of-pocket expense for eight (8) hour meetings where travel is less than 160 km one way, or if meals are provided, ie., CAW Family Education Centre, Port Elgin, Ontario.

ARTICLE 17 - Appeals

Section 1

Any member dissatisfied with the action or decision of Local 555 or any representative thereof shall submit (in writing) their appeal or complaint to the Local 555 Recording Secretary as permitted by the *CAW Constitution* within 60 calendar days of the particular action/decision (see *CAW Constitution Article 24*).

Section 2

The Executive Board shall refer the matter of Article 17, Section 1, to the Bargaining Committee if it involves collective bargaining. Otherwise the Executive Board shall consider the matter itself.

Section 3

Whichever body to which the matter is referred, shall consult with the complainant, and permit the complainant full opportunity to be heard, and shall reach a decision.

Section 4

Within 30 calendar days of receiving a notice of such a decision, the complainant, if wishing to appeal further, shall submit their appeal to the Local 555 Recording Secretary in writing, for consideration by the earliest possible General Membership meeting.

Section 5

If the complainant wishes to appeal beyond a decision of the General Membership meeting, they are referred to *CAW Constitution Article 24*.

ARTICLE 18 - Strikes and Strike Committee

Section 1

All members are eligible for strike and ratification votes.

Section 2

All strikes shall be called or terminated only in strict conformance with *CAW Constitution Article 45*.

Section 3

A Strike Committee shall be established in each Unit when required.

ARTICLE 19 - Publications

Section 1

There shall be an official publication of Local 555. Publishing and distribution costs shall be paid by the local from its general operating revenue.

Section 2

The Editor of the publication shall be the Chair of the Education Committee. The Editor shall be charged with the responsibility of overseeing content, publication and distribution.

Section 3

It shall be the responsibility of the Editor not to publish any article which is deemed to contradict the objectives and principles of this union. When such an article is submitted, an explanation of the reasons for censure will be given to the author of the article and, where possible, the Editor will present the explanation to the next local general meeting.

Section 4

Policy expressed by the publication shall be union policy and not that of the Editor or other individuals. Individual views and/or opinions are encouraged by the union, but it is understood that these views and opinions do not necessarily reflect the policies of CAW Local 555.

Section 5

It shall be the policy of CAW Local 555 to educate and communicate to the members, union policy and matters of interest which will affect the members. Editing shall be exercised without prejudice where necessary as a condition of publication where it is obvious or becomes apparent that an article's content:

- (a) can be considered as campaign literature which would affect a candidate during a union election period;
- (b) is of a libelous nature;
- (c) contains false information or statements which are derogatory towards members of the union and/or the union itself;
- (d) can be considered as campaign literature during a public election period for which official local union sanction has not been obtained.

Section 6

It shall be the policy of CAW Local 555 to produce a special publication every local union election in which candidates can express their views and opinions.

Section 7

It shall be the policy of CAW Local 555 not to print campaign literature for anyone running for a public position unless local union sanction has been obtained.

ARTICLE 20 - General

Section 1

All Local 555 Officers, Committees, Stewards and other members handling funds or other property of Local 555 shall, at the completion of their duties, turn over all papers, documents, funds, electronic files and/or Local 555 property to the properly constituted Local 555 Officers.

Section 2

For the purposes of these Bylaws, Saturday, Sunday and statutory holidays are not considered working days.

ARTICLE 21 - Good & Welfare

Section 1

In the event of death of a member, a charitable donation or floral tribute not exceeding \$100 may be provided to the member's family.

In the event of death of someone in the member's immediate family, a charitable donation or floral tribute not exceeding \$50 may be provided to the member.

In both cases, the Executive Board may select a representative to attend the funeral if circumstances permit.

In the event of other difficult circumstances in a member's life, a card or monetary gift (not exceeding \$50) may be issued from Local 555.

Section 2

In the event of a member's marriage, or a member has a child (by birth or adoption), a congratulatory card will be provided.

In the event of a member's retirement, a gift (value not exceeding \$50) may be presented. The Executive Board may select a representative to attend the retiree's farewell party if circumstances permit.

ARTICLE 22 - Amendments to the Bylaws

These Bylaws may be amended by presenting a motion in writing to a General Membership meeting, setting forth the amendments sought. The motion shall be read to that meeting and referred to the Bylaws Committee which will report to the succeeding General Membership meeting, the notice of which must include the particular Bylaw amendments that will be considered. If approved by two-thirds of the membership present at this succeeding meeting, the amendment shall be considered adopted by the membership. See *CAW-Canada Constitution Article 30, section 2*.