



UNIFOR

Local 72M

Bylaws

Table of Contents

Article 1

04	1.1 Name
04	1.2 Authority
04	1.3 Affiliations
04	1.4 Trade Union Status
04	1.5 Geographic Jurisdiction
04	1.6 Fiscal Year
04	1.7 Administration

Article 2

05	2.1 Local Organization
06	2.2 Local Executive Board
09	2.3 Local President
10	2.4 Local Vice Presidents TVO & TFO
11	2.5 Local Secretary
12	2.6 Local Treasurer
13	2.7 Chief Steward
14	2.8 Steward
15	2.9 Local Members

Article 3

16	3.1 Membership Meetings
----	--------------------------------

Article 4

18	4.1 Elections Committee
19	4.2 Period of Office
19	4.3 Notices
21	4.4 Eligibility List
21	4.5 Nominations
22	4.6 Issuance of Ballots
22	4.7 Tabulation of Ballots
23	4.8 Challenge

Article 5

- 24 **5.1 Eligibility**
- 24 **5.2 Membership Applications**
- 24 **5.3 Initiation Fees and Dues**
- 25 **5.4 Documents**
- 25 **5.5 Non-Discrimination**
- 25 **5.6 Benefits of Membership**
- 25 **5.7 Non-Members**

Article 6

- 25 **6.1 Dues Period**
- 25 **6.2 Dues Assessments**
- 26 **6.3 Expenses**
- 26 **6.4 Leave for Union Affairs**

Article 7

- 27 **7.1 Selection and Appointment of Committees and Representatives**
- 27 **7.2 Committees & Representatives**
- 28 **7.3 Duties and Composition**
- 30 **7.4 Welfare Expenditures**

Article 8

- 31 **8.1 Good of the Union**
- 31 **8.2 Compensation for Extra Work**

Article 9

- 33 **9.1 Amendment Procedure**
- 35 **Bylaws Approval**

1.1 Name

This organization shall be known as Local 72M of Unifor.

1.2 Authority

The Constitution of this Local Union shall be the Constitution of the National Union, Unifor, and these Bylaws shall be in all respects subordinate to said Constitution and all applications and interpretations thereof.

1.3 Affiliations

Local 72M of Unifor shall be affiliated with the Toronto and York Region Labour Council, the Ontario Federation of Labour and any other appropriate organization as approved by a two-thirds (2/3) majority vote at a Membership meeting.

1.4 Trade Union Status

The objectives of the Local Union include the regulation of labour relations and collective bargaining between employers and employees.

1.5 Geographic Jurisdiction

The jurisdiction of Local 72M shall include all bargaining unit employees of the Ontario Educational Communications Authority in Ontario and l'Office des télécommunications éducatives de langue française de l'Ontario (L'OTÉLFO).

1.6 Fiscal Year

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

1.7 Administration

(a) 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.

(b) 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, but the Executive Board may not take action affecting the vital interests of the Local Union without prior membership approval.

(c) 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.

2.1 Local Organization

2.1.1

The Local shall be organized into Steward groups, serviced by representative Stewards and Chief Stewards.

2.1.2

A Steward may be nominated from among and by the members of their Steward group or to fill a vacancy in a Steward group outside of their work area or group. Each Steward Group shall have at least one Steward and no more than four. Members are assigned to Steward Groups based upon the departments in which they work.

2.1.3

Two (2) TVO Chief Stewards may be nominated and elected from among and by the TVO Stewards for a two (2) year term, in alternating years by secret ballot. One (1) TFO Chief Steward may be nominated and elected from among and by the TFO Stewards for a two (2) year term. Once a Chief Steward is elected, the Steward position they had held becomes vacant.

2.1.4

The Steward Group structure shall be governed by the Local Officers and Chief Stewards and reflected in the Local's Executive Board List and posted. It shall be subject to review by the Executive Board when deemed appropriate by the Officers and Chief Stewards. For the purpose of electing Stewards, each bargaining unit will be divided into three (3) sections. No more than four (4) Stewards may be elected from each section:

Section 1 TVO shall include:

Video Editors, Broadcast Graphics
Distribution Services
Transmitters, Maintenance

Section 2 TVO shall include:

Production, EPS, Network,
ILC

Section 3 TVO shall include:

Revenue & Development,
Accounting, Finance, Administration, Production Support Services,
Communications, Print Graphics, I.T.

Section 4 TFO shall include:

Video Editors, Ingest, Graphics, Production, Production Support Services, Broadcast Support (Web/TV).

Section 5 TFO shall include:

Production Assistants, Production Coordinators, Production Unit, Studio Field, Staging, Props & Make-up.

Section 6 TFO shall include:

Communications and Marketing, Pedagogie, Maintenance, IT, Finance, Administration, Revenue and Development.

2.1.5

Should an offsite group of members based in a location other than the GTA desire Steward representation when there isn't a vacant Steward position, the E-board shall create an additional Steward position subject to an election to accommodate representation from such a group. In this situation only members from the offsite group may vote in the election for this Steward position.

2.2 Local Executive Board

2.2.1

The Local Executive Board shall consist of the President, Vice-President TVO, Vice-President TFO, Secretary, Treasurer, Chief Stewards and Stewards. Executive Board members will receive honorarium quarterly (6.3.4)

2.2.2

It is the responsibility of all Executive Board members to actively recruit new Stewards and members.

2.2.3

It is the responsibility of all Executive Board members of Unifor Local 72M to maintain confidentiality in accordance with the Oath of Office. The only exception is the disclosure of information for which there is a legal requirement.

Procedures:

a) If an Executive Board member is asked to provide information pertaining to the Local and its members, the Executive Board member will immediately inform the President of the request. Such a request will be brought to the attention of the Executive Board by the President.

b) If an Executive Board member, other than the President, discloses to any person or organization, information pertaining to the Local and its members without first obtaining approval from the Unifor Local 72M Executive Board, the consequences shall be, but not limited to: reprimand or suspension.

2.2.4

A new Executive Board member shall take the Oath of Office at an Executive Board Meeting or General Membership Meeting Installation Ceremony. The ceremony may be performed by the outgoing Local Union President or National Representative.

The Installing Officer recites:

“Give attention while I read to you the obligation:

Do you pledge on your honour to perform the duties of your respective office 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?

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?”

The new Executive Board member responds, “I do.”

The Installing Officer then recites:

“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 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 office.”

Conduct contravening the oath of office and installation ceremony, will be subject to discipline under the Unifor Constitution and Bylaws, and Local 72M Bylaws.

2.2.5

A quorum of the Executive Board shall be half of the elected members plus one (1).

2.2.6

Executive Board and Membership Meetings shall be conducted in accordance with Bourinot's Rules of Order, and the order of business may be:

1. Call to order by Chairperson
2. Approval of the Agenda
3. Installation of Officers
4. Approval of the minutes of the previous meeting
5. Acceptance of new members
6. Review of online motions and results
7. Correspondence and Announcements
8. President's Report
9. Officers' & Chief Stewards' Reports
10. Steward Reports
11. Committee and Delegate Reports
12. Unfinished Business
13. New Business
14. Adjournment

This order may be changed during any Executive Board Meeting or General Membership Meeting.

2.2.7

Executive Board meetings for matters that are shared by both bargaining units shall include executive members from both TVO and TFO and shall be held a minimum of two (2) times a year.

Executive Board meetings of TVO and TFO, conducted separately for matters unique to each bargaining unit, shall be held a minimum of four (4) times a year.

The President or their designated representative may be present at any meeting. In the event that the President of the Local is elected from TVO, the TFO Vice President will chair the TFO meetings and in the event that the President of the Local is elected from TFO, the TVO Vice President will chair the TVO meetings.

Executive Boards shall meet when requested by two-thirds (2/3) of its members. Such request shall be in the form of a petition, delivered to the Local Secretary.

2.2.8

It shall be the responsibility of Executive Board members to:

- a) attend all Local meetings and participate in the Local's digital forums (currently Google Suites and Facebook).
 - b) promptly respond to all meeting requests
 - c) promptly respond to all voting requests.
-

2.2.9

The quarterly honorarium payment may be withheld when an Executive Board member has been absent from two (2) consecutive Executive Board meetings. This shall not apply to those who by reasons of work schedules and/or locations cannot attend meetings.

2.2.10

The quarterly honorarium payment may be withheld when an Executive Board member fails to actively participate by posting regular messages regarding current discussions on the Executive Board Forum. This shall not apply in circumstances where a leave of absence, illness, or vacation is taken.

2.2.11

Executive Board members who are absent from two (2) consecutive Executive Board meetings may be removed from office. A motion passed by a majority of the Executive Board, outlining the absences shall be required. This shall not apply in circumstances where a leave of absence, illness, or vacation is taken.

2.2.12

Executive Board members and invited guests who attend Board meetings after work hours will be provided with a meal, whenever possible.

2.2.13

Child or pet care, parking and travel expenses incurred by attending an Executive Board meeting will be reimbursed upon written submission to the Treasurer.

2.3 Local President

2.3.1

The duties of the President shall be in accordance with the provisions of the Unifor Constitution and the Local 72M Bylaws.

2.3.2

The President shall be the official spokesperson for the Local Union.

2.3.3

The President may serve as Chairperson of the Local Grievance Committee and shall be responsible for the selection of other members of the Committee. In the event that the President of the Local is elected from TVO, the TFO Vice President will chair the TFO Grievance Committee and in the event that the President of the Local is elected from TFO, the TVO Vice President will chair the TVO Grievance Committee. The President shall also be an ex-officio member of all Committees except the Election Committee as provided in Article 4.1.3.

2.3.4

The President and elected members shall act as the Local's representatives at Municipal, Provincial and National Councils and Conferences.

2.3.5

The President has the authority to delegate tasks to Executive Board members.

2.3.6

The President has the authority to arrange union leave for any member conducting union business.

2.3.7

The President shall conduct regular meetings with senior officers to discuss issues of concern.

2.3.8

It is the duty of the Local President to represent the Local at National and Regional Conventions and Conferences.

2.3.9

In the event of a temporary absence of an Officer, the President may select with membership approval, a temporary replacement.

2.4 Local Vice Presidents TVO & TFO**2.4.1**

The duties of the Vice Presidents shall be in accordance with the provisions of the Unifor Constitution and Policies and the Local 72M Bylaws.

2.4.2

The Vice Presidents shall act as duty officers for Local 72M in the temporary absence of the President.

2.4.3

The Vice Presidents shall be responsible for the enforcement of Local 72M Bylaws.

2.4.4

The Vice Presidents shall have the responsibility of ensuring that the Stewards are actively recruiting new members of the Local.

2.4.5

The Vice Presidents, in consultation with the President, shall have the authority to instruct the Treasurer to withhold honorarium in the event an Executive Board member fails to carry out their responsibilities as stated in the Local 72M Bylaws.

2.4.6

The Local Vice Presidents shall submit a monthly update online to inform the Executive Board of relevant issues.

2.4.7

The Vice-President(s) will assist the President in his/her duties and attend all Local Union meetings. If the President is absent or incapacitated, the Officer identified in the Local Union's By-Laws as the interim replacement of the President or the Vice-President will perform the President's duties.

The "First" Vice-President shall be from whichever bargaining unit the current President belongs to. They will be the Vice-President to succeed the President until an election is called. An election will be called to fill the "First" Vice President position according to election procedures.

All vacancies in Local Union offices, other than the Presidency, must be filled promptly by special election, unless Local Union By-Laws stipulate other means for filling such vacancies for the temporary period pending the holding of the election. Any such special election shall follow the National Union's Policy and provisions regarding Local Union Elections.

2.4.8

The Local Vice Presidents, working with the Education Representative, shall be responsible for promoting and executing education initiatives for all E Board members including a "homegrown" course at least once annually specific to the operation and procedures of Local 72M.

2.5 Local Secretary

2.5.1

The duties of the Local Secretary shall be in accordance with the provisions of the Unifor Constitution and Policies and the Local 72M Bylaws.

2.5.2

The Secretary shall post the minutes of Local meetings in the online Executive Board Forum, within fifteen (15) working days of that meeting, for discussion and approval. Within five (5) days of being approved by the Executive Board, the minutes will be posted digitally for the members, (currently Facebook).

2.5.3

In the event that the Secretary of the Local is elected from TVO, the TFO Vice President will select a recording Secretary for the TFO meetings and in the event that the Secretary of the Local is elected from TFO, the TVO Vice President will select a recording Secretary for TVO meetings. It will be the responsibility of the selected recording Secretary to forward the minutes to the Local Secretary for posting.

2.5.4

The Chairperson of the Election Committee shall be responsible for the management of online voting booths.

2.5.5

The Secretary shall be responsible for submitting leave requests and reconciling all leave requests at the end of the fiscal.

2.5.6

It is the Secretary's responsibility to help coordinate Local events such as: Holiday party, Ice cream day, Labour Day Parade, and to assist the Executive Board Elections Committee.

2.5.7

It is the Secretary's responsibility to maintain and update the motions database and membership database.

2.6 Local Treasurer**2.6.1**

The duties of the Local Treasurer shall be in accordance with the provisions of the Unifor Constitution and Policies and the Local 72M Bylaws.

2.6.2

The Treasurer is responsible for preparing and documenting all expenses and financial transactions on behalf of the Local. The bank account shall require the Treasurer's signature in addition to that of either the President, Vice Presidents or Secretary. During the absence of the Treasurer, any two (2) Officers may authorize approved expenses.

2.6.3

The Treasurer shall arrange an annual audit of the Local's books, records and accounts that shall be made in accordance with the provisions of the Unifor Constitution and the Local Bylaws. The audit shall be presented to the Executive Board. The Treasurer will arrange for quarterly reviews of the Local's books, records and accounts in accordance with the provisions of the Unifor Constitution.

2.6.4

Within thirty (30) days of the Treasurer leaving office, the Executive Board shall have an accountant conduct an audit of the Local's books, records and accounts.

2.6.5

The Treasurer shall provide a quarterly financial report at a general membership meeting. The Treasurer shall also submit a complete financial report annually to the general membership by the end of the calendar year.

2.7 Chief Steward**2.7.1**

The duties of the Chief Steward shall be in Accordance with the Unifor Constitution and Policies and the Local Bylaws.

2.7.2

The Chief Stewards, in consultation with the President, shall be responsible for taking appropriate action in matters that the Stewards are unable to resolve.

2.7.3

Chief Stewards, in conjunction with Stewards, shall be responsible for processing grievances and may be required to attend Local 72M Grievance meetings.

2.7.4

Chief Stewards shall direct and coordinate the activities of the Stewards, provide guidance and advice, and monitor their performance under Bylaws Article 2.8.

2.7.5

The Chief Stewards shall submit collaborative written quarterly reports to the Executive Board Forum. The reports shall consist of Steward-union related activities, a summary of grievances submitted, and issues important to the membership.

2.7.6

The Chief Stewards shall have regular meetings with each Steward.

2.8 Steward

2.8.1

The duties of the Steward shall be in accordance with the Unifor Constitution and Policies and the Local Bylaws.

2.8.2

Stewards shall be responsible for the application of the Unifor Constitution and Policies, the Local Bylaws and the Collective Agreement. Any violations shall be reported immediately to a Chief Steward or Local Officer.

2.8.3

Stewards shall keep all members informed of union activities and issues. Stewards shall promote the use of Local 72M's digital forums, (currently Facebook).

2.8.4

Stewards shall give counsel to members on all matters pertaining to employment and union membership. The Steward shall educate members in good union principles.

2.8.5

Stewards shall process grievances. In all grievance procedures Stewards shall work in conjunction with a Chief Steward or other Officer.

2.8.6

It shall be the duty of the Steward to meet all prospective members and encourage them to apply for membership in Unifor Local 72M.

2.8.7

Stewards shall possess copies of the Unifor Constitution, Local 72M Bylaws, current Collective Agreements, and shall have access to Bourinot's Rules of Order and all Unifor National Policies.

2.8.8

In order to better serve the membership, each Steward will be required to attend at least one education course or seminar per year.

2.8.9

Should a transmitter technician be elected as a Steward they shall be entitled to attend two (2) Executive Board meetings in person per year and the cost shall be paid by the Local.

2.9 Local Members

2.9.1

The duties of the Local members shall be in accordance with the provisions of the Unifor Constitution and Policies and the Local 72M Bylaws.

2.9.2

Members shall be familiar with the terms of their respective Collective Agreements and shall abide by these terms.

2.9.3

It shall be the responsibility of all members to conduct themselves in accordance with the obligation of membership in the Unifor Constitution

2.9.4

It shall be the duty of all members to attend Membership Meetings.

2.9.5

A member accused of conduct detrimental to the object and principles of Unifor may be subject to charges as per the provisions of the Unifor Constitution, and Local Bylaws.

2.9.6

Only members in good standing may sign nominations, hold office or serve on any Committee within this Local.

2.10 Review of Decisions

Any member dissatisfied with the action or decision of the Local Union or any representative thereof, other than the action or decision of the membership of the Local Union shall take her/his appeal or complaint to the Local Union Recording Secretary within 30 days as permitted by Article 18B of the Constitution.

(a) The Executive Board shall refer the matter to the Bargaining Committee if it involves collective bargaining. Otherwise, the Executive Board shall consider the matter itself.

(b) Whichever of these bodies the matter is referred to shall consult with the grievant, permit her/him full opportunity to be heard, and shall reach a decision.

(c) A request for a further review shall be within 30 days of a decision by the Local Union or Bargaining Unit. The review shall adhere to Unifor's Procedure Policy on Constitutional Matters, Time Limits and Procedures, and Second Level of Review.

2.11 Rights of Retirees

A retired member is a member of Local 72M who has severed his/her employment relationship with TVO / TFO in the expectation of receiving a pension or retirement income.

A member who retires is entitled to “retired membership status” and does not have to pay dues. The retired member has all the privileges of membership except the right to vote on contract demands, strike votes, ratifications of collective agreements and on matters pertaining to the administration of the collective agreement.

A retired member cannot run for Local Union executive office and cannot vote in elections for workplace representatives.

Twenty-five or more Retired Workers can apply to establish a Local 72M Retired Workers Chapter by submitting its proposed By-Laws to the executive of Local 72M. When such an application is made, Local 72M will review the proposed By-Laws and amend its own By-Laws to establish the Retired Workers Chapter.

The Chapter shall hold regular meetings of its members. The Chapter’s members shall elect a Retired Worker to be a representative of retired members on the Local 72M Executive Board with voice and vote, using election procedures which conform to Unifor’s Constitution.

The Local Union President or designee shall be a member of the executive of the Local 72M Retired Workers Chapter with voice and vote. The Local 72M Retired Workers Chapter shall adhere to National Union policies.

3.1 Membership Meetings

Meetings shall be conducted in accordance with Bourinot's Rules of Order.

3.1.1

Membership meetings for matters that are shared by both bargaining units shall include members from both TVO and TFO and shall be held a minimum of four (4) times a year.

3.1.2

Membership meetings for members of TVO and TFO, conducted separately for matters unique to each bargaining unit, shall be held a minimum of four (4) times a year. The President or their designated representative may be present at any meeting. In the event that the President of the Local is elected from TVO, the TFO Vice President will chair the TFO meetings and in the event that the President of the Local is elected from TFO, the TVO Vice President will chair the TVO meetings.

3.1.3

A quorum at a Membership meeting shall consist of 10% of the membership.

3.1.4

The President shall designate a member as Sergeant-at-Arms for each General Membership Meeting. It shall be the duty of the Sergeant-at-Arms to keep attendance records and ensure that late arrivals do not disrupt the business in progress.

3.1.5

Visitors may be invited at the discretion of the Local Executive Board.

3.1.6

In order to vote on a motion proposed at any membership meeting, a member must be in attendance and have heard all discussion on the motion in its entirety. Proxy votes shall not be permitted.

3.1.7 Voting Online

Should the Executive Board decide to conduct a vote online, the following shall apply:

- a) Prior to the voting each member shall verify their correct name and email address with their Steward.
 - b) Information meetings must be held for the membership prior to the online vote. In addition, all relevant information pertaining to the vote must be made available to the membership prior to when voting begins. The information may be emailed to members.
 - c) Notice must be clearly given to members at least seven (7) days in advance of the time and place of nominations. There must be at least seven (7) days between the date of nominations and the date of the election with a minimum of fifteen (15) days total notice to all members of nominations and elections.
 - d) The vote must be conducted using a third party service, (currently votingplace.net).
 - e) Results must be made available to the membership as soon as possible
 - f) A simple majority, fifty percent plus one (50% + 1) of all valid ballots cast shall apply to all online votes.
-

3.1.8

Special Meetings may be called by:

- a) the President or Vice President
 - b) a two-thirds (2/3) majority of the Executive Board
 - c) members with a petition signed by 25% of the members of either or both bargaining units in good standing, provided however, that two (2) business days' notice shall be given to the membership of such a meeting and provided further that no business shall be acted upon at any Special Membership Meeting except that concerning which the membership has received notice. Such petition shall be presented to any of the Local Officers.
-

3.2 Security

When it is necessary for the security of the Union, or the protection of any of its members or visitors, there may be omitted from the Minutes of any Membership Meeting or Executive Board Meeting, any discussion or question, or names connected to a motion. This must be done by a motion which shall clearly state that "for reasons of security, motion detail was omitted from the minutes" and this motion of omission must be included in the published minutes, deleting, however, the names of any members connected therewith.

4.1 Elections Committee

4.1.1

All elections shall be supervised by an Election Committee selected by democratic election at a General Membership Meeting or by an alternate process approved by the membership or in accordance with Local Bylaws. Executive Board candidates may not be part of the Elections Committee.

4.1.2

When an incumbent leaves a position during his or her term of office an election shall be conducted.

4.1.3

No member shall serve on an Elections Committee for an election in which they are seeking office.

4.1.4

The Elections Committee shall:

1. Be familiar with the provisions for elections set out in this article
 2. Operate within the schedule set out in this article
 3. Announce dates for the issuing of ballots, due date and counting of ballots, or other voting system.
 4. Issue ballots
 5. Count ballots
 6. Announce to the candidates and members the results of the election
 7. Keep all ballots and other election records, in any election, in a sealed and secured box following each day of polling and for one year immediately following an election. The ballots may then be destroyed unless a review is pending. If a Review of Decision is pending, the ballots must be preserved until the review has been finally decided.
-

4.1.5

Only TVO members may vote for the TVO Vice President and TVO Stewards.
Only TFO members may vote for the TFO Vice President and TFO Stewards.
All members may vote for the President, Secretary and Treasurer.

4.2 Period of Office

4.2.1

Executive Board members shall hold office for terms of two (2) years.

4.2.2

Terms of office for President, Vice-President TFO, Treasurer, and Stewards of odd numbered groups shall start in odd-numbered years.

Terms of office for Vice-President TVO, Secretary, and Stewards from the even numbered groups shall start in even-numbered years.

4.2.3

When an incumbent leaves a position during his or her term of office, the successful candidate elected as per Article 4.1.2 shall serve the balance of the term, unless the period is six (6) months or less, in which instance the successful candidate shall serve the remainder of the term.

4.2.4

All successful candidates shall take office on July 1st, or as soon thereafter as they are elected.

4.2.5

When a position on the Executive Board becomes vacant, the Elections Committee shall post notice of the vacancy on the current digital forum in use, (presently Facebook), and union bulletin boards.

4.2.6

The successful candidate, either by election or acclamation, shall take office immediately.

4.2.7

A vote on the question of recalling a Steward may be initiated by a petition setting forth the reasons why the recall is sought, and signed by at least 25 percent of the current members working under the jurisdiction of the Steward.

Twenty-five percent of the current members working under the jurisdiction of the Steward must be present at the recall meeting to establish a quorum.

A two-thirds vote of those present and voting is necessary to recall.

4.3 Notices

4.3.1

The Elections Committee prior to May 10, shall post notices of election advising members of which positions are to be contested and where nomination forms may be obtained. The closing date for nominations shall be fourteen (14) days from the notice date.

4.3.2

The Elections Committee in conjunction with the Communications Committee shall post notices digitally and otherwise regarding the dates and conditions of all elections:

1. If elections are to be conducted online:

a) Prior to the voting each member should verify their correct name and email address with their Steward.

b) All relevant information pertaining to the election must be made available to the membership before any online vote can take place. The information may be emailed to members.

c) Each candidate will have the right to submit one introductory digital document which shall be emailed to the membership by the Elections Committee at least two (2) business days prior to when voting begins.

d) Notice must be clearly given to members as to when voting begins and when voting closes. The period between when voting begins and when voting closes is not to be less than three business days or more than five.

e) The vote must be conducted using a third party service, (currently votingplace.net).

f) Results must be made available to the membership as soon as the results are available.

g) A simple majority, fifty percent plus one (50% + 1) of all valid ballots cast shall apply to all online votes.

2. If elections are to be conducted by traditional mail:

a) Prior to the mailing of ballots each member shall verify their correct name and address with their Steward.

b) The positions which have been filled by acclamation, those positions which are contested by ballot and the names of candidates and those positions which are vacant.

3. Upon the mailing of ballots; notice that ballots have been mailed and the procedures to follow if the ballots are not received.

4. The due date and date of tabulation of the ballots.

5. The day following the tabulation; the results of the tabulation.

4.3.3

Where an election is held to fill a vacancy caused by other than an expired term of office, the notice specified in 4.3.1 shall be posted within fourteen (14) days of the office becoming vacant.

4.4 Eligibility List

4.4.1

The Local Secretary shall prepare a list of all members in good standing prior to the close of nominations. This list shall be used by the Elections Committee to mail ballots and to determine eligibility. Copies of this list shall be distributed to all Stewards so that they may verify the information for the members of their group. Corrections must be returned to the Secretary no later than the last day of nominations. This list shall be used by the Local 72M Elections Committee for the mailing of the ballots.

4.5 Nominations

4.5.1

Members may sign only one nominating petition for each position. If nominating petitions for the same office are found with duplicate signatures, then all but the first such petition filed with the Election Committee shall have the duplicate signatures erased. Where nomination petitions are challenged the candidate(s) will be notified within twenty-four (24) hours.

4.5.2

All nominations must be signed by the candidate to indicate acceptance of the nomination within three (3) business days. The candidate will automatically be considered as declining if they fail to so accept within this time limit.

4.5.3

Nominations for annual elections shall be submitted to the Election Committee no later than the closing date for nominations.

(a) Any Local Union member may nominate himself/herself or others for an elected position.

(b) If an Executive Officer, whose term is not expiring, wants to be a candidate for another Executive Office, s/he must resign from her/his present office long enough in advance of the nominating meeting to permit the nomination and election of candidates for both offices during the same election. The resignation would become effective at the time of installation.

(c) Only nominated candidates may be elected.

4.5.4

No member shall simultaneously hold more than one elected office.

4.5.5

Nothing in Article 4.5.6 should be construed as preventing a member in good standing from being a candidate for office while holding another office.

4.6 Issuance of Ballots

4.6.1

Prior to the issuance of ballots the Election Committee shall verify that all candidates and their petitions conform to the provisions of this article.

4.6.2

For elections by mail, ballots shall be issued to all members in good standing, according to the list prepared in Article 4.4.1. Separate ballots shall be prepared for each office being contested. All ballots shall be mailed on the issuing date. Ballots in annual elections shall be mailed no later than fourteen (14) days following the closing date for nominations. The due date for annual elections shall be determined by the Elections Committee, but shall not be later than June 30.

4.6.3

For the purposes of a by-election, or a runoff election, the period between the issuance of ballots and the due date shall be fourteen (14) days.

4.6.4

Every eligible voter shall receive ballots for each office; except Steward, where members shall vote only within their Steward Group.

4.6.5

The following instruction, with a small unmarked envelope, and a stamped pre-addressed return envelope marked with the voter's name shall be enclosed in each balloting envelope. The due date shall be clearly marked on the ballots.

"The voter shall mark the ballot(s) and place them in the small envelope. The small envelope shall not be signed or identified in any way. The small envelope should be enclosed in the large pre-addressed envelope which shall be signed by the voter across the sealing flap. IF THE SEALING FLAP OF THE LARGE ENVELOPE IS NOT SIGNED, THE VOTE WILL NOT COUNT"

4.6.6

In all elections each candidate will have the right to submit one introductory letter (8.5 x 11 inch) which shall be duplicated and distributed with all ballots.

4.6.7

The Elections Committee shall provide a secure ballot box for the return of ballots.

4.7 Tabulation of Ballots

4.7.1

A simple majority, fifty percent plus one (50% + 1) of all valid ballots cast shall apply to all elections.

4.7.2

Where no candidate receives a majority of the votes cast, the Elections Committee shall conduct a runoff election as expeditiously as possible between the top two candidates.

4.7.3

Ballots shall be counted on the due date. Ballots received after the due date shall be unopened.

4.7.4

Before tabulating the ballots, the Elections Committee shall separate the large envelopes from the small envelopes, and keep them separate to preserve the secrecy of the ballot. The Elections Committee shall also prepare a list of the number of members of each Steward Group who cast ballots.

4.7.5

Each candidate may designate one person other than themselves to be a scrutineer.

4.7.6

Each candidate shall be notified as soon as possible following the tabulation as to the outcome. The results shall be posted the next day.

4.8 Challenge**4.8.1**

Any member may challenge the legality of any election by making a complaint in writing to the Elections Committee. The Elections Committee shall act immediately upon such complaint, and shall make a full investigation and report within ten (10) days of receiving a challenge. All questions concerning the conduct and challenge of elections shall be determined by the Elections Committee.

4.8.2

Notice of intention to appeal an Elections Committee decision in matters pertaining to election irregularities shall be specific, signed in writing to the Unifor National, and submitted within 30 days of a decision by the Local Union.

Time limits and procedural requirements will adhere to the Unifor's National Constitution, Article 18 Constitutional Matters B: Review of Decision #2, #7, and Unifor's Procedure Policy on Constitutional Matters, Second Level of Review #20.

4.8.3

Where an election is appealed to the Unifor National Executive Board, the matter falls under the jurisdiction of the Unifor National Executive Board as provided in the Unifor Constitution. Article 4.8.2 notwithstanding, the Executive Board shall instruct the Elections Committee to turn over all ballots, lists, and notices pertaining to the election to the Unifor National Executive Board. At such time these materials shall be beyond the jurisdiction of the Local, and can not be destroyed by the Local.

5.1 Eligibility

5.1.1

Eligibility for membership shall be in accordance with the provisions of the Unifor Constitution and the Local Bylaws.

5.1.2

Members seconded out of the bargaining unit shall notify their Steward to ensure the records of the Local are updated.

5.2 Membership Applications

5.2.1

A completed application form, together with the proper initiation fee, shall be submitted to a member of the Executive Board for membership in Local 72M.

5.3 Initiation Fees and Dues

5.3.1

Initiation fees shall be ten dollars (\$10.00).

5.3.2

Initiation fees will be waived for members returning to the jurisdiction of the Local after an absence of not more than 24 months.

5.3.3

Union dues shall be levied in accordance with the Unifor Constitution.

5.3.4

In the event of an organizational campaign of a new group, the initiation fee shall be two dollars (\$2.00).

5.4 Documents

5.4.1

When a member is accepted into Unifor Local 72M the Secretary shall assign a Steward to see that the new member is given a welcome letter that includes access to:

- a) Collective Agreements
- b) Local 72M Bylaws
- c) Unifor Constitution
- d) Executive Board Contact Information

5.5 Non-Discrimination

Local 72M shall be governed by the Unifor Harassment Policy.

5.6 Benefits of Membership

5.6.1

All members in good standing of Unifor Local 72M are entitled to hold elected office.

5.6.2

All members in good standing of Unifor Local 72M are entitled to attend and vote at Membership meetings.

5.6.3

All members in good standing of Unifor Local 72M are entitled to all provisions stated in the Unifor Constitution and Local 72M Bylaws.

5.6.4

All members in good standing are entitled to take part in all Unifor Local 72M functions i.e. Labour Day Parade, Holiday Party, Ice Cream Day

5.7 Non-Members

Bargaining unit employees who are not members in accordance with Bylaw Article 5 of Unifor Local 72M are only entitled to attend Bargaining Unit meetings when a Collective Agreement ratification vote is on the agenda, in accordance with current applicable labour laws.

6.1 Dues Period

Union dues shall be deducted as per the provisions of the current applicable Unifor Local 72M Collective Agreements.

6.2 Dues Assessments

Assessments shall be governed by the Unifor National Constitution.

6.3 Expenses

6.3.1

Subject to the approval of two (2) Officers, out-of-pocket expenses incurred by Local 72M members while conducting authorized union business shall be paid upon the submission of proper receipts. Officers may not approve their own expenses. Extraordinary expenses are subject to Executive Board approval. The Local will reimburse for travel expenses while on Local Union business according to Unifor's Policy Re Local Union Expenses.

6.3.2

Members attending conferences, conventions, and seminars shall be reimbursed travel and incidental expenses. Members will be issued per diem in accordance with Unifor National policy.

6.3.3

Out-of-town personal phone call expenses while attending conferences, conventions, and seminars will be covered up to five (5) minutes per day.

6.3.4

Executive Board members shall receive quarterly honoraria in following amounts as of January 1, 2019:

Local President	\$667.63
Local Vice Presidents	\$559.95
Local Secretary	\$511.49
Local Treasurer	\$511.49
Chief Steward	\$376.57
Steward	\$296.13

Honoraria increases at the start of each new fiscal year and shall match the increase of either bargaining unit in their current contract year whichever increase is greater.

6.4 Leave for Union Affairs

6.4.1

A member on approved unpaid leave of absence for union affairs shall have their full salary with deductions paid by the Local. The Officer making the request will forward the approval to the Local Treasurer for reconciling.

6.4.2 Compensatory Leave

During each two-year term of office each Local Officer (President, Vice-Presidents, Secretary and Treasurer) may, at his or her discretion, take up to five (5) days compensatory leave. The Local President may take an additional five (5) days compensatory leave. The Local, as provided in Bylaws Article 6.4.1 will replace the lost salary. Where the Local Officer has not taken this leave during the term of office, it may be taken in the two (2) months following.

7.1 Selection and Appointment of Committees and Representatives

7.1.2

The Committee Chairperson shall select as many members as needed for the efficient functioning of their committee, subject to the approval of the Executive Board. The Negotiations Committee and the Elections Committee are excluded from this process.

7.1.3

Each Chairperson or Representative shall submit a semiannual report of their activities to the Executive Board. Additional reports may be requested by the Executive Board.

7.1.4

Committees shall meet at the request of the Committee Chairperson, the Local President, or as otherwise instructed by the Executive Board.

7.1.5

Special Committees may be selected by the President. In addition, the Local President may delegate specific areas of responsibility to Executive Board members.

7.1.6

Any Committee Chair, Committee member, representative, and/or member in good standing may file a charge within thirty (30) days of a violation of the Constitution or knowledge of a violation in accordance to Unifor's National Constitution Article 18 Constitutional Matters C: Charges.

7.2 Committees & Representatives

7.2.1

The following shall be considered as Committees & Representatives:

1. Benefits & Pensions Representative
 2. Bylaws Committee
 3. Communications Committees
 4. Education Representative
 5. Grievance Committee
 6. Health & Safety Committee
 7. Job Evaluation Committee
 8. Labour Council Delegates
 9. Welfare Representative
-

7.2.2

Committees and Representatives may be reviewed and changed by the Executive Board as necessary. Whenever possible, the Executive Board will endeavor to include rank and file members on committees.

7.2.3

All strikes shall be called or terminated only in strict conformance with Article 17 Section B of the Unifor Constitution.

7.3 Duties and Composition

7.3.1 Benefits and Pensions Representative

Shall be responsible for monitoring all aspects of the employer benefit and pension plans.

7.3.2 Bylaws Committee

- a) Shall meet to consider amendments to these Bylaws every three (3) years or as required.
- b) Shall consider Bylaw amendments submitted by members in good standing, consult the Unifor Constitution, and amend any Bylaw that is contrary to the Constitution.

7.3.3 Communications Committees

Is responsible for the flow of information to the membership on issues concerning the Local union.

7.3.4 Education Representative

Duties of the Education Representative shall include:

- a) Researching and recommending education initiatives to the Executive Board
- b) Coordinating attendance of courses and seminars, ie: registration, accommodation, transportation.
- c) Shall advise the President on arranging union leave for any member attending a course. Shall have the Local reimburse a member in good standing upon completing a course of interest up to seventy five (75) dollars, when proof of payment is presented. No more than one hundred and fifty (150) dollars will be reimbursed per member in any calendar year.

7.3.5 Grievance Committee

- a) The Grievance Committee shall consist of the Unifor Staff Representative, the President and/or the Vice-President, and/or a Chief Steward, and/or Stewards.

7.3.6 Joint Health & Safety Committee

- a) Committee members will represent the union at all Joint Health and Safety Committee meetings.
- b) Members of the Joint Health and Safety Committee will investigate all reported concerns.
- c) Upon the request of the Local President members of the Joint Health and Safety Committee will submit a report to the Executive Board.

7.3.7 Job Evaluation Committee

- a) The Job Evaluation Committee shall consist of three (3) members, to be appointed by the Local President. In addition, the President may appoint alternates.
 - b) The Committee shall attend all meetings of the Joint Job Evaluation Committee.
-

7.3.8 Labour Council Representative

Shall be responsible for communications between the Local and Labour Councils.

Duties shall include but are not limited to:

- a) Attending Toronto & York Region Labour Council meetings.
- b) Reporting issues of relevance to the Local at Executive Board meetings.
- c) Posting notices of events & meetings.

7.3.9 Negotiations Committee

In accordance with the National Bylaws, the Negotiations Committees represent each composite of the Local in contract negotiations with their respective employers. It shall be chaired by the President. In the event that the Local President is elected from TVO, the TFO Vice- President will chair the TFO committee and in the event that the Local President is elected from TFO, the TVO Vice President will chair the TVO committee. The remaining members of the committee shall be elected as set out below.

- a) For the purpose of electing Negotiations Committees, each bargaining unit will be divided into three (3) sections. One (1) committee member shall be elected from each section:

Section 1 TVO: shall include:

Video Editors, Broadcast Graphics
Distribution Services
Transmitters, Maintenance

Section 2 TVO shall include:

Production, EPS, Network,
ILC

Section 3 TVO shall include

Revenue & Development,
Accounting, Finance, Administration, Production Support Services,
Communications, Print Graphics,
I.T.

Section 4 TFO shall include:

Video Editors, Ingest, Graphics, Production, Production Support Services, Broadcast Support (Web/TV).

Section 5 TFO shall include:

Production Assistants, Production Coordinators, Production Unit, Studio Field, Staging, Props & Make-up.

Section 6 TFO shall include:

Communications and Marketing, Pedagogie, Maintenance, IT, Finance, Administration, Revenue and Development.

b) An election will be conducted by the Elections Committee of each composite of the Local adhering to the provisions of Article 4. Nominating petitions shall be in good standing within their Section. Members will be sent ballots bearing only the names of those nominated within their Section. This process must be completed according to a schedule set out by the Executive Board, but no later than four (4) months prior to the expiry of the current collective agreement.

Prior to negotiations, each Negotiations Committee will assemble the Local's contract proposals for ratification by the bargaining unit's membership. Each Committee shall be dissolved following ratification of a new Collective Agreement.

7.3.10 Welfare Representative(s)

There shall be one Welfare Representative for each employer.

It shall be the duty of the Welfare Representative(s) to ascertain when expenditures are warranted and to ensure that the amounts spent, comply with the provisions of Local 72M Bylaws.

7.4 Welfare Expenditures

Welfare expenditures are only for members in good standing. Expenditures shall not include taxes or charges for delivery and handling.

7.4.1

The amount to be spent is not to exceed eighty dollars (\$80):

- (a)** in the case of a member's death
- (b)** a death in their immediate family
- (c)** illness of a member who is placed on short or long term disability
- (d)** the birth or adoption of a member in good standings' child or children.

7.4.2

On the occasion of the birth or adoption of a first child while a member is in good standing, the Local will offer that member a gift of two hundred dollars (\$200.00) instead of eighty (\$80).

7.4.3

Upon recommendation of the Welfare Representative, the President may authorize expenditures of up to two hundred dollars (\$200.00) for gifts not covered elsewhere in this Article.

8.1 Good of the Union

8.1.1

It is the objective of the Executive Board to use Local funds to further the interests of the Local and its membership. All use of such funds are subject to the approval of the Executive Board and membership.

8.1.2

On occasion, Local 72M receives requests for financial contributions from charities. The total charity contributions should not exceed ten (10) percent of the current year's estimated dues rebates.

8.1.3

In view of the relationship with Unifor and other labour organizations, the Local shall give special consideration to financially supporting a striking or locked-out Local and special consideration to requests for scholarships or other such labour related funds.

8.1.4

Support of Local members' participation in organized sports shall be considered.

8.1.5

Local 72M is committed to participating in the annual Labour Day parade in Toronto Ontario. Each member attending the parade shall be compensated at the rate of sixty dollars (\$60) to cover expenses. Each guest attending the parade with a member shall be compensated at the rate of ten dollars (\$10), to a maximum of five guests per member.

8.1.6

Local 72M is committed to a tradition of hosting an annual holiday party in the fall/winter and an annual ice cream event in the spring/summer for its members.

8.1.7

Outreach events may be held for members to meet with the Local President to informally discuss union issues.

8.2 Compensation for Extra Work

8.2.1

Members who participate on a committee or act as a representative as listed below shall be paid a quarterly honorarium at the following rates during the quarter in which they are active, in addition to the regular honoraria and provisions covered under Article 6.4.

1. Pension & Benefits Representative(s) \$75
 2. Communications Chair \$100
 3. Communications Committee Member \$50
 4. Education Representative \$50
 5. Elections Chair \$75
-

-
6. Elections Committee Member \$50
 7. Job Evaluations Representative(s) \$75
 8. Labour Council Delegates \$50
 9. Welfare Representative(s) \$85
-

8.2.2

Members of the Bylaws Committee shall receive compensation for work on the Committee at the rate of two hundred (\$200) dollars each.

8.2.3

Members assigned to special projects may, at the discretion of the President, also be paid an honorarium.

8.2.4

Officers and Chief Stewards who incur a data cost for the use of a smartphone for union business will be compensated in the amount of \$40 per month.

8.2.5

Executive Board members who purchase a smartphone that will be used in part for union business will be compensated for the initial cost up to a maximum of \$200.

8.3.1 Online member conferences (currently Facebook)

Access is restricted to members -in-good- standing.

8.3.2 Google Suites

Access is restricted to members of the Executive Board of Local 72M.

8.3.3 Executive Board online voting (currently done in Google Suites)

Inside Google Suites, there shall be addresses to be used as online voting booths. The rules and conditions of voting electronically shall be as follows:

- a) Any member of the Executive Board may post a written on-line motion in the form of an e-mail message to the Executive Board Forum in Google Suites. These motions must be posted with a seconder.
 - b) Discussion in the Executive Board Forum in Google Suites is limited to three (3) days, excluding Saturdays, Sundays and Statutory Holidays.
 - c) After the three (3) day discussion period, the Secretary will forward the motion, along with any amendments, to a Voting Booth and will announce the location of the vote in Executive Board Forum in Google Suites.
 - d) The voting period will be three (3) days, excluding Saturdays, Sundays and Statutory Holidays.
 - e) Executive Board members will enter their vote in the subject line of a new message as: in favour, against or abstain.
 - f) An Executive Board member who does not cast a vote will be listed by name as a "no vote" for the records.
 - g) Results of the motion will be posted in Executive Board Forum in Google Suites and recorded in the Motions Database after the voting window is closed by the Secretary.
-

h) Results of all online motions will be posted and included in the next published Executive Board minutes.

8.3.4 Rules of Conduct for the use of a Member Forum (currently Facebook)

It is forbidden to post inappropriate messages. Unacceptable postings include, but are not limited to the following:

1. Using obscene, threatening, harassing, or disrespectful language.
2. Posting information that may cause damage or endanger persons or property.
3. Posting false or defamatory information about a person or an organization.
4. Reposting a private message without the permission of the sender.

The printing of messages is strongly discouraged because it represents a breach of confidentiality as non-Union employees are able to read hard-copy printouts. Failure to comply may result in access privileges being suspended and/or charges in accordance with the Unifor Constitution and Local Bylaws.

8.3.5 Security of Information

It is strongly recommended that all members protect all their passwords.

9.1 Amendment Procedure

9.1.1

Proposed amendments to the Local 72M Bylaws shall be submitted to the Local Bylaws Committee. The Bylaws shall be reviewed and/or revised at least once every three (3) years.

9.1.2

The Bylaws Committee shall review all submissions, and submit them, with their recommendations to the Executive Board for consideration.

9.1.3

- a)** The Bylaws Committee shall distribute the proposed amendments to the Executive Board no later than three (3) days prior to the Executive Board meeting at which they are to be discussed.
 - b)** The Executive Board may accept or reject amendments submitted by the Bylaws Committee. If two-thirds (2/3) of the attending members of the Executive Board vote in favour of the amendment(s), they are to be referred to the General Membership.
 - c)** It is not the intention of Article 9.1.2 to limit the ability of members of the Executive Board to propose amendments to the amendments brought forward by the Committee. However, no amendment may be voted on at the meeting where it is proposed.
 - d)** For the purposes of Article 9.1.2 only, there must be a minimum of four (4) days between the meeting where proposed amendments are tabled and the meeting where the Executive Board votes to accept the amendment(s).
 - e)** Members of the Bylaws Committee shall be invited to all Board meetings when amendments to the Bylaws are to be discussed.
-

9.1.4

These By-Laws may be amended by presenting a motion in writing setting forth the amendments sought to a General Membership meeting. The motion shall be read to that meeting and referred to the 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 ($\frac{2}{3}$) 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 indicating the date of membership approval and voting results.

The amendments, or the new By-Laws are not effective until approved by the National Executive Board.

9.1.5

Two-thirds ($\frac{2}{3}$) of votes cast at a General Membership Meeting shall be necessary for ratification.



London Office
140 Pine Valley Boulevard
London, Ontario N6K 3X3

Bureau de London
140, boul. Pine Valley
London (Ontario) N6K 3X3

Jerry Dias
National President
Président national

Renaud Gagné
Quebec Director
Directeur

Lana Payne
National Secretary-Treasurer
Secrétaire-trésorier national

January 15, 2020

Jeff Kucera, President
Unifor Local 72M
303G – 110 Eglinton Ave W
Toronto ON M4R 1A3

jkucera@local72m.ca

Dear Brother Kucera:

RE: UNIFOR LOCAL 72M BY-LAW #4 APPROVAL

This is to confirm receipt of Local 72M's By-Laws with amendments.

The By-laws and amendments are approved.

Approval of your Bylaws by the National Union is without prejudice to the rights of the National Executive Board (NEB) to subsequently disapprove any of the provisions, if and when in its judgement, such action should be taken.

If you have any questions please do not hesitate to call me at 519-649-2480.

In solidarity,

Mike Reuter

Mike Reuter
National Representative, Constitutional Matters

st:cope343

cc Lana Payne, National Secretary-Treasurer
Shane Wark, Assistant to the President
Gary Beck, Director of Constitutional Matters
Zoran Grgar, National Representative
Jen Colenutt, Executive Board Assistant, Local 72M
Liz Marzari, National Representative