



BY-LAWS

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1. Name

The name of the local union shall be the COAST GUARD MARINE COMMUNICATIONS OFFICERS, known as Local 2182 of Unifor, hereinafter referred to as Local 2182.

2. Purpose

The purpose of Local 2182 is to represent its members in collective bargaining and in all other relations with their employers, to further the professional status of its members, to promote its image and to promote marine safety and environmental protection.

3. Constitution and By-Laws

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

4. Fiscal Year

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

5. Membership

5.1 Active Members

A person who is an employee of a workplace over which Local 2182 has bargaining authority may become a member of the National Union and Local 2182 upon signing a membership card and declaring support of and adherence to the Constitution of the National Union and the payment of dues.

- (a) Each Active Member in good standing of Local 2182 has the right to nominate and vote, express opinions on all subjects before Local 2182, to attend all membership meetings and express views, arguments and opinions on all matters and business, including candidates for office, properly before the meeting; to meet and assemble freely with other members and generally, to participate in the activities of Local 2182 in a responsible manner consistent with good conscience in order to present and discuss factually and honestly the issues upon which the membership must base its decisions. These rights shall at all times be subject to the rules of procedure governing meetings and other uniform rules and regulations contained in the Constitution, By-Laws and other official rules of Local 2182.

- (b) 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 Local 2182 or the National Union as organizations, or their free democratic heritage, or which would interfere with the performance by Local 2182 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 2182 as an affiliate of the National Union. Violation, or abuse of these rights and privileges of membership, or engaging in conduct prohibited by this section, may be grounds for the commencement of a charge against a member pursuant to Article 18 of the National Union Constitution.
- (c) The membership shall strive to obtain the objectives set forth in the Constitution and additional objectives as established as the policy of the National Union; to maintain free relations with other organizations; to do all in its power to strengthen and promote the labour movement; to co-operate with National Board Members, the National Representatives and help promote organizational activities.

5.2 Retired Members

An Active Member who retires is entitled to retired membership status and does not pay dues. The retired member has all the rights and privileges of active membership except the right to vote in strike votes, collective agreement ratification and elections and the right to hold office.

5.3 Honorary Members

Honorary members are by invitation of the President of the Local and the approval of the Local 2182 Executive Board.

6. Meetings

The supreme governing body of Local 2182 shall be the delegates in National Members Meeting and at Special Meetings.

6.1 National Members Meeting

- (a) The National Members Meeting shall be held October of each third year starting in 2000. Notice of the precise time and dates of the National Members Meeting, as determined by the Executive Board, shall be sent to the members at least 90 days in advance of the meeting date. The location and/or format shall be designated by the previous Delegate's National Members Meeting.

- (b) Within two years after the end of any triennial National Members Meeting a referendum vote may be held, upon the petition of at least 25% of the membership in good standing, to determine whether the previous triennial National Members Meeting determination as to the format of the following triennial National Members Meeting shall be upheld or not. No more than one such referendum vote may be held between 2 National Members Meetings.
- (c) The triennial National Members Meeting is composed of the following members:
 - (i) An Elected delegate from each Region
 - (ii) An elected Non-Operational Delegate
 - (iii) The Members of the Executive Board
- (d) The Executive Board may invite additional delegates with voice and no vote
- (e) The Executive Board has the authority to appoint an appropriate member to fill any vacant delegate positions.
- (f) Should there be a new Executive Member elect, the outgoing Executive Member attends as a member of the Executive Board and the incoming Executive Member attends as a Special Delegate with voice but no vote.
- (g) The primary function of the National Members Meeting is to receive a detailed accounting from the Executive Board of the Conduct of the business and affairs of the Local Union for the preceding 3 years.
- (h) Without limiting the generality of the foregoing, the following reports shall be placed before the National Members Meeting:
 - (i) The report of the President summarizing the previous 3 year's general activities, including those of the Executive Board.
 - (ii) The report of the Secretary-Treasurer including audited financial statements so as to provide for presentation of the entire financial situation for the 3 preceding fiscal years together with the auditor's report for the same period.
- (i) Resolutions from members, the Executive Board, and Local Committees, for inclusion in the agenda of the National Members Meeting may be forwarded to the Secretary-Treasurer of the Local Union at any time, but not later than August 1st of the same year as the National Members Meeting. No resolution received after this time shall be considered without the

approval of 2/3 of the delegates in attendance at the National Members Meeting.

- (j) All of the reports and resolutions referred to in Article 6.1(g) and Article 6.1(h) hereof shall be included in the complete agenda and circulated to the delegates at least 21 calendar days prior to the National Members Meeting.
- (k) 2/3 of the elected delegates/Executive Board registered at a National Members Meeting shall constitute a quorum.
- (l) The President or his/her designate from amongst the Executive Board or the elected delegates shall act as Chairperson at all sessions.
- (m) Elected Delegates registered at National Members Meeting shall each have 1 vote; members of the Executive Board who are registered at the National Members Meeting shall each have 1 vote.
- (n) In the case of a tie, the Chairperson shall cast the deciding vote.
- (o) Questions shall be decided by a majority vote by a show of hands on the basis of 1 vote per delegate. A roll call vote or a standing vote may be ordered by the Chairperson if the required majority is not clearly indicated by a show of hands or be demanded by 1/3 of the delegates in attendance at the meeting. A 2/3 majority vote is required for amendments to the By-Laws.
- (p) Delegates may request a secret ballot vote at any given time on any issue.
- (q) Secret ballot votes will be used for elections.
- (r) No Delegate can be compelled to vote. Every Delegate has the right to abstain.
- (s) Local 2182 members that are not Delegates may attend the National Members Meeting as observers. Observers do not have the right to vote. Observers may only speak during the Observer Comments period at the end of each National Members Meeting day, or with permission of the National Members Meeting Chairperson. Observers may not claim expenses.
- (t) Persons who are not members of Local 2182 may attend the National Members Meeting as observers by invitation. When a Delegate requests to go in camera, non-members must leave the room for that portion of the National Members Meeting that is held in camera.

6.2 Special Meetings

- (a) A Special Meeting shall be called:
 - (i) By unanimous request of the Executive Board: or
 - (ii) At the request of a simple majority of the active members of Local 2182 as indicated by referendum.
- (b) The delegates to a Special Meeting shall be those listed in Article 6.1 (c) (i), (ii), and (iii) in attendance at the previous National Members Meeting. If one of the aforementioned delegates cannot attend, their place may be taken by another delegate elected from that region. The meeting shall be held at a time, place and in a format determined by the Executive Board.
- (c) An agenda shall be circulated to the delegates at least 7 calendar days prior to the Special Meeting.
- (d) 2/3 of the elected delegates registered at a Special Meeting shall constitute a quorum. The President or his/her designate shall act as Chairperson at all sessions.
- (e) Elected Delegates registered at the National Members Meeting shall each have 1 vote; members of the Executive Board who are registered at the National Members Meeting shall each have 1 vote.
- (f) In the case of a tie, the Chairperson shall cast the deciding vote.
- (g) At Special Meetings, questions shall be decided by a show of hands on the basis of 1 vote per delegate. A roll call vote or a standing vote may be ordered by the Chairperson if the required majority is not clearly indicated by a show of hands or be demanded by 1/3 of the delegates in attendance at the meeting.
- (h) Delegates may request a secret ballot vote at any given time on any issue.
- (i) Secret ballot votes will be used for elections.
- (j) No Delegate can be compelled to vote. Every Delegate has the right to abstain.

6.3 Worksite Meetings

- (a) Where practical, a membership meeting of the members at a worksite shall take place at least four (4) times per calendar year.
- (b) The Active Members in attendance at a worksite membership meeting shall constitute a quorum.

6.4 Rules of Order

- (a) The rules contained in the current edition of Bourinot's Rules of Order shall govern the conduct of all meetings unless they are in conflict with the Union Constitution, these bylaws, or any special rules of order Local 2182 has adopted.
- (b) Before any motion can be debated, Delegates must address the National Members Meeting Chairperson and await the National Members Meeting Chairperson's acknowledgement, then move the motion and obtain a seconder to the motion, and await the National Members Meeting Chairperson to restate the motion to the assembly.
- (c) Each Delegate is entitled to speak once to a motion, unless the assembly has voted to end the debate.
- (d) Each Delegate may speak a second time to the same motion, unless other Delegates who have not already spoken wish to speak to the motion.
- (e) If no other Delegate objects, a Delegate may speak a third time to a motion.
- (f) Debate is restricted to 3 minutes per speaker.
- (g) Motions may not be postponed to the next National Members Meeting.
- (h) Motions may be tabled for further debate at a later time during the National Members Meeting. A tabled motion remains alive throughout the National Members Meeting. If the motion is not taken off the table prior to the adjournment of the National Members Meeting, the motion dies with the adjournment.
- (i) All business that is unfinished when the National Members Meeting adjourns dies with the adjournment. The only way to carry over business past the National Members Meeting, or from one National Members Meeting to the next, is by referring the unfinished business to Committee or to the Executive Board.

6.5 Order of Business

The following order of business shall be observed:

- (a) Calling the meeting to order
- (b) Adoption of the agenda
- (c) Reading and approval of previous minutes

- (d) Unfinished business
- (e) Reports of Executive Members and/or Committees
- (f) Review of membership Dues
- (g) New Business
- (h) Any other business
- (i) Adjournment

6.6 Conduct at Meetings

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 her/his 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 conduct unbecoming a union member.

7. Powers of Administration

- 7.1 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.
- 7.2 While in session, the Local 2182 Triennial Delegates National Members Meeting or a Special Meeting, 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.
- 7.3 Between the Local 2182 Triennial Delegates National Members Meetings, and outside of Special Meetings, the Local Union Executive Board is 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.
- 7.4 Between meetings of the Executive Board, the President has authority. The President works to protect and advance the interests of the Local. The President is responsible to the Executive Board, and ultimately the membership, for the administration of the Local and all its programs and activities.

8. Local Union Officers

8.1 The Local 2182 Executive Officers shall consist of:

- (a) A President
- (b) A Secretary-Treasurer
- (c) A Vice President Atlantic Region
- (d) A Vice President Quebec Region
- (e) A Vice President Central Region
- (f) A Vice President Western Region

8.2 Vacancies Between Elections

- (a) President - Any vacancy shall be filled for the duration of the current term by a Vice President elected in a majority vote of the members of the Executive Board.
- (b) Vice Presidents - If the remainder of the current term is more than six (6) months, any vacancy shall be filled by a Supplementary Election. A majority of the Executive Board shall designate a willing member from the respective Region to fill the position on an Acting basis for the temporary period pending the holding of an election.
- (c) Secretary-Treasurer - If the remainder of the term of the current term is more than six (6) months, any vacancy shall be filled by a Supplementary Election. A majority of the Executive Board shall designate a willing member fill the position on an Acting basis for the temporary period pending the holding of an election.
- (d) Short Term Absence – A short term absence is defined as a period of more than 19 calendar days unavailable for union business. A member of the Executive Board shall make every reasonable effort to designate a willing member to temporarily act in their respective position for any short term absence from their respective position.
- (e) Temporary Absence – A temporary absence is defined as a period of four months less a day. A member of the Executive Board shall make every

reasonable effort to designate a willing member to temporarily act in their respective position for any temporary absence.

8.3 Dismissal from Duty

- (a) Any elected member of the Executive Board may be recalled by the members for failing to perform the duties of their office. A recall is initiated by a petition signed by 25% of the members that the member of the Executive Board represents. The petition must provide specific complaints against the Executive Board member and be submitted to the Secretary-Treasurer of the Local Union. The Local Union shall notify the Executive Board member of the complaints and provide a copy of the petition.
- (b) The Local Union shall call a special recall referendum with a minimum of 7 days' notice with the sole purpose of addressing the specific complaints identified in the petition. A 2/3 majority of votes cast by the active members represented by the Executive Board member shall be required to recall the Executive Board member.
- (c) An elected Executive Board member can face recall only once during his/her term of office.

8.4 The duties of the Executive Officers are set forth in Article 15 Section C of the Constitution. Other duties may be assigned as required.

9. Executive Board

9.1 The Local Union Executive Board consists of the following members:

- (a) The President
- (b) The Vice President Atlantic Region
- (c) The Vice President Quebec Region
- (d) The Vice President Central Region
- (e) The Vice President Western Region
- (f) The Secretary-Treasurer

9.2 A simple majority of the Local Union Executive Board shall constitute a quorum.

- 9.3 Minutes will be taken of all Executive Board Meetings and shall be available to the membership within thirty (30) days of the meeting.
- 9.4 All decisions and recommendations of the Executive Board shall be referred to the next Local Union National Members Meeting.
- 9.5 Special Executive Board Meetings may be called by the President or at the request of a simple majority of the Executive Board members. A minimum of two days' notice is required to hold a meeting.
- 9.6 The Executive Board shall oversee the funds of the Local Union and authorise expenditures that conform to the objectives of the National Constitution, these By-Laws, and the policies of the Local.
- 9.7 The Executive Board shall exercise its authority and mandate as expressed in the National Constitution and elsewhere in these By-Laws
- 9.8 The Executive Board shall appoint at least one of its members to each of the Local Union standing committees in liaison or advisory capacity, except, however, the Elections Committee.

10. Stewards

- 10.1 For the scheduled elections for the position of Stewards, the Executive Board shall call for nominations no later than September 1st during the year of the triennial Local 2182 National Members Meeting. The nomination period will close on September 15th.
- 10.2 Stewards are elected for a term of 3 years by a simple majority of the members in good standing at their worksite and during scheduled elections shall assume office on the day immediately following the final day of the National Members Meeting. Otherwise, they are elected for the remainder of the term and they shall assume duties as soon as the transition can be accommodated between the incoming and outgoing members. In no case shall the process take more than two weeks.
- 10.3 All active members in good standing are eligible to stand for election to the position of Steward representing their work site. A member of the Executive Board may also serve as a Steward.
- 10.4 For scheduled elections, a vote shall be conducted by the Elections Committee to elect stewards at least one week after the nomination period closes, and will be completed within two weeks. A steward is elected by a simple majority of votes cast by active members at a work site, or by acclamation if there is only one candidate. The Elections Committee shall ensure that the Vice President of the respective Region is advised of the result of the elections as soon as possible.

- 10.5 If at any time there is no steward at a worksite, the Vice President for the respective Region can appoint a temporary steward until one is elected by the members at the work site.
- 10.6 For Supplementary elections, the Executive Board shall call for nominations not less than 35 days before the official vote count. The nomination period will close after two weeks. A vote will be taken one week after the nomination period closes and will be completed within two weeks.

10.7 Absence

An absence is defined as unavailable for union duties. A temporary absence is a period of 4 months, less one day; a short term absence is a period of 19 calendar days. A Steward shall make every reasonable effort to designate a willing member at their worksite to temporarily act in their respective position for any short term or temporary absence from their respective position.

10.8 Dismissal from Duty

- (a) A vote on the question of recalling a Steward or Committeeperson 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 or Committeeperson.
- (b) Twenty-five percent of the current members working under the jurisdiction of the Steward or Committeeperson must be present at the recall meeting to establish a quorum.
- (c) A two-thirds vote of those present and voting is necessary to recall.

11. Bargaining Committee

11.1 The Bargaining Committee shall consist of the following members, each having one vote, and a representative from the National Union:

- (a) The Executive Board; and
- (b) An elected Non-Operational member.

11.2 The bargaining committee shall:

- (a) Solicit bargaining proposals from the membership;

- (b) Consolidate proposals, prepare the Local bargaining priorities and positions and submit them to the employer;
 - (c) Conduct negotiations; and
 - (d) Submit any and all tentative agreements to the active members in good standing.
- 11.3 Any tentative agreement shall be submitted to the active members with a recommendation for acceptance or rejection from the Bargaining Committee. Each active member is entitled to one (1) vote. No tentative agreement may come into force unless and until it has received a simple majority approval of the votes submitted by the active members.
- (a) This vote may take the form of a postal vote, or any other manner, provided that the elections chairperson and the Executive Board are satisfied that the integrity of the secret ballot is maintained and that each active member has been provided with the means and opportunity to cast their ballot.
 - (b) If a special agreement is negotiated, which directly affects on certain members of Local 2182, the Executive Board may limit ratification of this special agreement to those members directly affected. In this case a national vote of all active members may not be required.

12. Committees

- 12.1 The following committees may be established:
- (a) By Law Committee
 - (b) Awards and Education Committee
 - (c) Language Support Committee
 - (d) Other Standing Committees provided for in the Constitution
- 12.2 These committees shall perform all duties assigned to them by the Constitution and By-Laws and such additional duties as they may be directed to perform from time by the Executive Board or the membership.
- 12.3 Members of the Committees shall be elected from the members in good standing. Vacancies between elections may be filled by a member appointed by the Executive Board.
- 12.4 The Committees shall elect one of their members as Committee Chair.

13. Elections and Election Committee

- 13.1 An Elections Chairperson, who is an active member of Local 2182 in good standing, but who is not a member of the Executive Board shall be elected at each Local National Members Meeting to supervise any regional/national elections or membership votes as provided for in these Bylaws. The Elections Chairperson shall assume office on the day immediately following the final day of the National Members Meeting at which he/she was appointed and shall serve in this capacity until the final day of the subsequent National Members Meeting. The elections chairperson shall not stand as a candidate for any position on the Executive Board.
- 13.2 The Elections Committee should consist of at least one member from each of the regions represented by the Local.
- 13.3 A member of the Local Union Executive Board shall not be a member of the Elections Committee.
- 13.4 A member of the Elections Committee shall not supervise an election in which they are a candidate.
- 13.5 For scheduled elections, the Executive shall call for nominations for the positions of:
- (a) President, Secretary-Treasurer, Vice Presidents, Shop Stewards, and Delegates to National Members Meeting no later than July 28th. Nominations will close on August 10th.
 - (b) Shop Stewards and Elections Chairperson no later than September 1st during the year of the Triennial Local 2182 National Members Meeting. The nomination period will close on September 15th.
- 13.6 President – The President is elected, for a term of three (3) years, by a simple majority of members in good standing.
- 13.7 Secretary-Treasurer – The Secretary-Treasurer is elected, for a term of three (3) years, by a simple majority of members in good standing.
- 13.8 Elections Chairperson – Nomination period of Elections Chairperson shall be one (1) week, immediately following the results of the general election; or supplementary election if required. The Elections Chairperson is elected, for the period between National Members Meetings, by a simple majority of Delegates to National Members Meeting. If only one member is nominated, then the Elections Chairperson shall be acclaimed as per articles 13.14 of Local 2182 Bylaws.

- 13.9 Vice Presidents – Vice Presidents are elected, for a term of three (3) years by members of their respective region; starting in 2012 for Central and Atlantic, in 2013 for Western and in 2016 for Quebec. Starting in 2018, all Vice Presidents will be elected in the same year for a term of three years.
- 13.10 Bargaining Committee Non-Operational member – The Bargaining Committee Non Operational Member is elected for a period of one contract negotiation; from call to bargain until the ratification date.
- (a) The Executive Board shall call for nominations within 48 hours of filing the notice to bargain; and not less than 35 days before the official vote count. The nomination period will close after two weeks. A vote will be taken one week after the nomination period closes and will be completed within two weeks.
- 13.11 No member may run for more than one position on the Executive Board.
- 13.12 All active members in good standing are eligible to run for the position of President and Secretary-Treasurer.
- 13.13 An active member in good standing may only run for the position of Vice President in their home Region.

13.14 Nominations

Nominations must be endorsed with the signature of a nominator and a seconder and signed by the nominee. In the case of a nomination for Vice President, the home station of the nominator and seconder must be in the Region concerned.

- 13.15 If there is only one person nominated, that person shall be declared elected by acclamation.
- (a) At any time after the filing of the candidate's nomination paper but not later than 48 hours before the opening of the polls on polling day, the candidate may withdraw by filing with the Elections Chair a declaration to that effect signed by the candidate.
- (b) If, after a candidate withdraws, only one candidate remains at the end of the nomination period, the Elections Chair shall proceed in accordance with Article 13.14 as if only one candidate had been nominated.
- 13.16 If a candidate in an election dies after being nominated and prior to the closing of the polling places on polling day,
- (a) the election for that position shall be discontinued,

- (b) a new election for the position shall be commenced under Article 13.19 as if the election were a supplementary election, and
 - (c) nominations of candidates previously filed remain valid for the new election. Ballots listing the names of all persons nominated shall be forwarded to each active member by August 17th.
- 13.17 The election results will be announced on August 31st for the President, Secretary-Treasurer, Vice Presidents and Delegates to the National Members Meeting. Election results will be announced on October 6th for Stewards and after the National Members Meeting for the Elections Chairperson. In the event that a member is declared elected by acclamation then it will be announced after the nomination period.
- 13.18 The Elections Chair shall announce the successful candidates to the Executive Board on completion of the vote by email and to the members by the most expedient means available.
- 13.19 Executive members elected in National Members Meeting years shall assume their duties immediately following the National Members Meeting. In non-National Members Meeting years, they shall assume duties as soon as the transition can be accommodated between the incoming and outgoing members. In no case shall the process take more than one calendar month.
- 13.20 If a supplementary election is required, the Call for Nominations will be issued 35 days before the vote count. Nominations will close two weeks later. If an election is necessary, the election period begin one week after the Nominations are closed and will last for two weeks.

14. Finances

14.1 Membership Dues

- (a) Dues for Active members are set at 1.75% of a members' salary.
- (b) Dues for honorary members are \$0.00
- (c) Dues for Retired members are \$0.00

14.2 Borrowing of Money

Only the Executive Board may authorise the borrowing of money upon the credit of Local 2182 in such amounts as it deems necessary by way of overdraft or otherwise. The limit of borrowing shall not exceed the limit of bonding.

14.3 Audit

- (a) The Local Union's financial books shall be audited annually by a professional Chartered Accountant selected by the Executive Board.
- (b) The Secretary-Treasurer shall provide a quarterly Financial Statement to the members.
- (c) The Secretary-Treasurer shall provide a Report on the annual audit to the members no later than 3 months following the year end.
- (d) The Secretary-Treasurer shall submit the audit to the National Secretary Treasurer no later than 3 months following the year end.

14.4 Local Reserves

- (a) Local 2182 will establish an operating reserve at a rate determined by the Executive Board. Expenditures from the Operating Reserve will be made on approval of the Executive Board and will be limited to approved budget items, which for unforeseen reasons exceed the amounts authorised by the budget.
- (b) Any excess income over expenditures, for any fiscal year, shall be placed into a Contingency Reserve. Expenditures from the Contingency Reserve will require formal approval of the Executive Board.
- (c) Local reserves shall be kept on deposit in chartered banks, CS CO-OP, Trust Companies, Bankers' Acceptances, Government of Canada T-Bills and/or bonds, with a rating of "AA" or better.

14.5 Financial Policy

The Local 2182 Financial Policy is to be used as a guide to outline the responsible use of Union assets, monies and funds while still upholding National bylaws as set by Unifor. The Executive Board shall ensure the proper use and safe keeping of Local 2182 funds without interfering with individual entitlements. The President and Secretary-Treasurer are responsible for overall monitoring of Local finances.

- (a) The Secretary-Treasurer is responsible for the following duties:
 - (i) bank deposits on behalf of the union
 - (ii) recommendations on appropriate investments and renewal as appropriate in accordance with Local 2182 By-laws

- (iii) timely payment of monthly claims, invoices, and advances
 - (iv) producing quarterly financial reports for distribution to the President, and Vice Presidents.
 - (v) In collaboration with the President and the Vice Presidents, the Secretary-Treasurer is responsible for preparing a budget for the following year. This budget must be approved by the Executive Board prior to the end of the current fiscal year.
- (b) The President, Vice Presidents, and Secretary-Treasurer may, upon request, receive an advance in order to fund monthly Union related expenses. The maximum advances are normally as follows:
- President - \$3,000
 - Treasurer and Vice Presidents - \$1,500

The advance amount is calculated based on regular requirements. At the discretion of the Executive Board, the outstanding advance may be reduced by requesting repayment or by applying against the monthly claim.

- (c) Each Vice President is responsible for their respective Regional budget. Any spending beyond the annual budget amount requires the approval of the Executive Board.
- (d) The Secretary-Treasurer applies the local financial policy when paying claims and invoices. By-laws and applicable NJC Travel Directive rates shall be used to establish a guideline for allowable claimed expenses for accommodations, transportation, meal, and incidentals. The policy is available on the NJC website and is amended quarterly.
- (e) Executive Board members may not claim any meals when a suitable meal has otherwise been provided.
- (f) Receipts must be submitted for all expenses, other than mileage, meals, incidentals and private non-commercial accommodation. Any lost receipt must be replaced by a signed letter or email outlining the expense.
- (g) In order to provide an adequate level of service to the members, the following expenses are reimbursed monthly to the Executive Board:
- (i) Telephone and fax.
 - (ii) Mobile telephone.

- (iii) Internet service.
 - (iv) Any other expenses incurred while conducting union activities may also be reimbursed as part of the monthly claim.
- (h) In order to provide an adequate level of service to the members, Executive Board members may be required to purchase communications and office equipment such as: a mobile phone, a laptop computer, a printer, etc. Equipment of this nature may be purchased, however, any individual expense over five hundred (\$500) must be preapproved by a majority vote of the Executive Board. Any item of equipment purchased with Local Funds will remain the property of the Local:
- i. If the outgoing representative fails to return the Union Laptop to another member of the Executive within 2 weeks of the end of their term, or elects to purchase the remaining value of the laptop (at a depreciation of 1/3 value per year over 3 years, the Executive approved amount owing must be either paid to the local, or deducted from that member's final claim, in order to finance the purchase of a new replacement laptop.
 - ii. If that outgoing member has purchased the remaining value of the laptop; it is no longer property of the Local.
- (i) In order to provide an adequate level of service to the members, Shop stewards will be provided with a \$50 per month communications allowance. Stewards must provide the mobile phone number to the members at their worksite and a scanned copy of their mobile phone bill to the Secretary-Treasurer. Stewards are encouraged to submit these claims quarterly
- (j) Reasonable expenses may be approved for other Union officials; such as shop stewards, trustees, health and safety representatives, and other Union members doing approved work for Local 2182.
- (d) Emails, conference calls, and face to face meetings will be used as appropriate to make financial and operational decisions for the Local.
- (e) Salaries may be paid to the Executive Board members, or other members who are acting on their behalf, when they use their time for official union business.
- (f) The Local Union shall pay a representative or member lost time only when that representative or member is performing necessary duties for and on behalf of the Local Union during the time for which s/he would otherwise be compensated by the employer. The amount of lost time should never exceed the amount which the Local Union representative or member would

otherwise have received from her/his employer for the same period of the time which s/he is being compensated by the Local Union.

15. Eligibility for Elected Office

A member is only eligible for elected office if they have been a member in continuous good standing of Local 2182 for at least one year.

16. Review of Decisions

16.1 A member that is 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 Secretary-Treasurer within 30 days as permitted by Article 19 of the Constitution.

16.2

- (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 Executive 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) Within 30 days of receiving a notice of such a decision, the grievant, if wishing to appeal further, shall submit her/his appeal to the Secretary-Treasurer in writing for consideration by the earliest possible membership meeting.

17. Strikes

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

18. General

18.1 Wherever in these By-Laws a pronoun is used it refers equally, where the reference is applicable, to both men and women in the singular and in the plural.

18.2 All Local Union Officers, Committees, Stewards and other members handling funds or other property of the Local Union shall, at the completion of their duties,

turn over all papers, documents, funds and/or Local Union property to the properly constituted Local Union Officers

19. Amendments

- 19.1 Any proposals for amendment to the bylaws must be submitted, in writing, to the Executive Board, via the Secretary-Treasurer no later than 60 days prior to the first day of the delegate's National Members Meeting. The motion shall be referred to the By-Laws Committee which will report to the Delegates National Members Meeting.
- 19.2 In order to be adopted, any proposal for amending these bylaws must receive either:
 - (a) A 2/3 majority of the votes cast by delegates at a National Members Meeting,
 - (b) A 2/3 majority of votes received from active members in a referendum.
- 19.3 An amendment passed at a National Members Meeting will be adopted the day following the last day of the National Members Meeting. An amendment passed by referendum will be adopted immediately.
- 19.4 Amendments to existing By-Laws or new By-Laws must be submitted to the National Executive Board for approval. The amendments or the new By-Laws are not effective until approved by the National Executive Board.