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Unifor Local 30-O By-Laws Index

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By-Laws

Article 1 –Name

This Local shall be known as Unifor Local 30-O.

Article 2 –Jurisdiction

Jurisdiction of this Local shall be the jurisdiction assigned by the National Union and appearing on the face of the Local 30-O Charter.

Article 3 – Constitution and By-Laws

The Constitution of Unifor Local 30-O 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.

These unit By-Laws are in effect a supplement to the By-Laws of Local 30-O and wherein these unit By-Laws do not provide for Constitution provisions, the By-Laws of Local 30-O will be used. In addition, the unit and Local Union By-Laws shall be in all respects subordinate to the Constitution and all applications and interpretations thereof.

Article 4 –Local Structure and Headquarters

Section 1 -The structure of the Local shall consist of the following:

- 1) Membership, comprising the bargaining units of Bell Canada, Bell Technical Solutions Belleville, Peterborough, Lindsay and Haliburton, Transervice, Expertech Network Installations and others covered under the Union Constitution.
- 2) Local Executive
- 3) Executive Board
- 4) Chief Stewards
- 5) Stewards
- 6) Committees
- 7) Safety and Health Representatives

Section 2 –Headquarters

Local 30-O's headquarters will be located, in Quinte Region.

Article 5 -Membership

Section 1 –Eligibility

Any person eligible for membership in the Union, as defined in Article 5 of its Constitution, shall be eligible for membership in this Local.

Section 2 –Application

All applicants will have their names read out at the Local Membership meeting and these members will then be accepted. This is the responsibility of the Membership committee.

Article 6 – Local Dues and Assessments

Section 1 –Dues

a) Local Dues

Each member shall pay dues to the Local in the amount of 1.67% of his/her regular earnings. Local dues may be changed according to the rules set out in these By-Laws.

b) National Dues

In addition to the Local Dues paid, each member shall pay dues to the National Union in the amount laid out in the National Constitution.

c) Voting

Each member of the Local shall pay Local Dues in the amount stated in Section 1 a). Any change to this amount shall be determined by a majority by a secret ballot, to be held at a regular local meeting and one optional day at the Local Union Office. Local Dues may only be changed by the foregoing procedure.

Section 2 –Local Special Assessments

The Local Union may level a special assessment, in case of an emergency, when income from dues and initiation fees are inadequate to finance necessary expenses of the Local. The Local may levy a special assessment in the same manner as provided for changing Local Dues.

Article 7 –Governing Authority

Section 1 –Membership

The affairs of this Local shall be governed by its membership in accordance with the Constitution and Policies of the Union in the following manner:

- (a) Through actions taken in a membership meeting or by referendum of the membership.
- (b) Through actions and decisions of the Executive Board between meetings.
- (c) Through actions and decisions of the Local Officers between meetings of the Executive Board.
- (d) The actions and decisions of the Executive Board and Officers of the Local between Local meetings may be overruled by the membership in a Local meeting or by referendum.

Section 2 –Executive and Executive Board

- (a) The Local Executive shall consist of the Executive Board and the Chief Steward (s), and a representative of the Retirees Chapter.
- (b) The Executive Board shall consist of:

President

Vice President/Chief Steward (s)

Secretary and Treasurer or Secretary/Treasurer

Article 8 –Local Meetings

Regular meetings of this Local will be held on the Tuesday of the 3rd full week of each of the following months (Jan, Mar, May, June, Sept & Nov). Special meetings will be called by a majority vote of the Local Executive, or by a petition signed by ten (10) members. Upon the receipt of a proper petition, the Local Executive shall call a special meeting to be held within ten (10) days.

Two meetings annually will be held in Peterborough to conduct business directly related to the membership of our Peterborough members. At none of these meetings will we conduct business that will affect all the members of Local 30-O unless otherwise approved at a monthly membership meeting.

The Local may authorize each Bargaining Unit to hold regular or special meetings, with proper notice, as may be required for them to transact such Unit matters as are of special concerns to the specific group.

Unit groups will not take any action which conflicts with either the Local Union or National Constitution. All actions not specifically authorized shall be subject to review and concurrence or non-concurrence by the Local.

Article 9 –Local Delegates To Conventions and/or Councils

(a) All delegates to Conventions and/or Councils shall be certified by the Secretary of the Local and must adhere to the By-Laws of each Council(s).

(b) A delegate to Conventions and/or Councils must be a member in good standing.

(c) The President of the Local shall be Head of the Delegation to all Conventions and/or Councils. All delegates shall be elected at a Local membership meeting.

(d) It shall be the duty of the Secretary Treasurer of the Local to certify the Local delegates to the Union Convention to the Secretary of the Union, within the limits specified in Article 6 of the Union Constitution.

Article 10 –Committees & Councils

Section 1 –Local Committees

(a) The Local may have the following committees:

- 1.1. Election Committee
- 1.2. Trustee Committee
- 1.3. Social Committee
- 1.4. By-Laws Committee
- 1.5. Grievance Committee
- 1.6. Education Committee
- 1.7. Community Services Committee
- 1.8. Retiree's Council

(b) The Local may decide to consolidate committees or establish additional committees.

(c) Members of all committees shall be elected / selected or removed by the Local Executive, subject to the right of the Local Membership, to overrule such appointments or removals. Except for the Elections Committee which must be elected.

(d) Vacancies on committees shall be filled in the same manner as the original appointments.

(e) A member of any Local Committee may be removed by a majority vote of the Local Executive. A Committee Member may also be removed by action of the Local in a Membership Meeting. Except the Election Committee.

Section 2 -Duties of the Committees & Councils

All Committees shall provide minutes of their meetings, to the Local Secretary in a timely manner.

1. Election Committee

The Election Committee shall conduct all nominations and elections and referendums of this Local.

2. Trustee Committee

The Trustee Committee shall:

- a (a) Exercise general supervision over the property of the Local to ensure that proper procedures are instituted and exercised by the Local Executive to provide for detailed, up-to-date recording and accounting of all transactions involving the funds and properties of the Local.
- a (b) Audit the books of the Local at the end of the fiscal year and make a report to the membership.

3. Social Committee

The Social Committee shall deal with all social activities of the Local. They will also deal with charitable donations in the event of the passing of a member's immediate family in the amount of \$25 and \$50 in passing of a member.

4. By-Laws Committee

The By-Laws Committee shall look after Local By-Laws, amending as required by the Local.

5. Grievance Committee

The Grievance Committee shall consist of the Chief Steward (s) and the Executive Board. This Committee shall review, and process grievances as needed to higher levels of management.

6. Education Committee

The Education Committee may be comprised of members in good standing. They shall discuss Educating our members and enrollment opportunities in potential courses that can make our local stronger.

7. Community Services Committee

The Community Services committee may be comprised of members in good standing. They will outreach with community and perform assist in community activities / charities.

8. Retiree's Council

The retiree's Council represents the interest and concerns of the retired members.

Section 3 –Health and Safety Committees

The Health and Safety Committees shall deal with all Health and Safety matters pertaining to members of the Local and report at all Membership Meetings. The Health and Safety Committees are responsible to the Local Executive.

Article 11 –Order Of Business

(a) The order of business at a Local Meeting shall be as follows:

- 1) Call to Order
- 2) Anti-Harassment Policy
- 3) Introduction of Officers and Guests
- 4) Reading and Action on Minutes of Previous Meeting
- 5) Treasures Report
- 6) Report of Officers, as required
- 7) Report of Committees, as required
- 8) New Business
- 9) Adjournment

(b) The order of business may be suspended by a two thirds (2/3) vote of the members present.

Article 12 –Local Officers, Stewards, And Their Duties

All Local Officers and Stewards must attend three (3) Local Membership Meetings, and/or Information Meetings per year (previous 12 months). Failure to do so may results in removal from office as per the Union Constitution.

Section 1 –Local Officers

The Officers of the Local shall be:

- 1) Local President
- 2) Local Vice President/Chief Steward (s)
- 3) Local Secretary and / or Secretary-Treasurer
- 4) Local Treasurer and / or Secretary-Treasurer
- 5) Retired Workers Representative

Section 2 –The Duties of Local Officers shall be as follows:

1. The Local President shall:

- (a) Be responsible for the conduct of all Local Business.
- (b) Preside at Local Membership and Local Executive Meetings.
- (c) Prosecute grievances and appeal them to higher levels of the Union when not satisfactorily settled.
- (d) Supervise all Local Committees (ex officio), save and except the Election Committee.
- (e) Approve all bills to be paid, and countersign all cheques drawn on the Local Treasury.
- (f) Be the official spokesman of the Local.
- (g) Perform whatever additional duties may be assigned by the Local or required by the Policies or Constitution of the Union.
- (h) Enforce the National Constitution, Local By-Laws and all Union rules and regulations.
- (i) Inform the Executive of the Local of all pertinent information related to the Bargaining Units contained in the Local.

2. The Local Vice-President/Chief Steward:

There shall be as many Vice-President/Chief Steward for each bargaining unit or as the Local Executive deems necessary.

The Local Vice-President shall:

- (a) Assist the President in the performance of his/her duties.
- (b) Perform whatever duties may be assigned by the Local, the Local Executive Board, or the Local President.
- (c) (Vice-President/Chief Steward) shall Act for the President in his/her absence and in the event of a vacancy in the office of President, the Vice-President shall be that succeeds the President shall be chosen by the executive and will succeed to the office of President for the unexpired term.
- (d) Inform the Executive of the Local of all pertinent information related to the Bargaining Units contained in the Local.
- (e) Ensure adequate training of the stewards.
- (f) Maintain a grievance file and numbering system
- (g) Supervise stewards activities.
- (h) Report grievance status at Local Membership meetings.

3. The Local Secretary shall:

- (a) Record and maintain the Minutes of all meetings in the Local.
- (b) Furnish the President of the Union and Vice-President of the region with copies of the By-Laws and Rules of the Local and copies of revisions as they may be made within ten (10) days of approval by the membership for approval by the President's office.
- (c) Perform such other duties as may be assigned by the Local, the Local Executive Board, or the Local President.
- (d) Inform the Executive of the Local of all pertinent information related to the Bargaining Units contained in the Local.
- (e) Maintain a record of Local Membership.
- (f) May be a signing officer for cheques drawn on the Local treasurer.

4. The Local Treasurer shall:

- (a) Be custodian of all assets of the Local and cause to be kept all inventories of the property of the Local.

(b) Report to each Membership Meeting on the financial status of the Local.

(c) Prepare a draft budget, to be presented annually to the Membership at the Local Meeting in the month of October. The final budget to be voted on no later than the December Meeting.

(d) Cause the payment of all bills approved by the Local President or his/her designate. All cheques drawn on the Local treasury must be countersigned by the President and/or his/her designate.

(e) Be bonded, as must any other person who handles Local funds or other property in accordance with the Union Constitution or any law.

(f) Inform the Executive of the Local of all pertinent information related to the Bargaining Units contained in the Local.

(g) May be a signing offer for cheques drawn on the Local treasurer.

5. The Chief Steward:

There shall be as many Chief Stewards as the Local Executive deems necessary.

The Chief Steward shall:

(a) Familiarize all Stewards with the provisions of the appropriate Collective Agreement and thoroughly investigate all grievances.

(b) Chair the bargaining unit Grievance Committee Meeting.

(c) Be a member of the Local Executive.

(d) Perform such other duties as may be assigned by the President or the Local Executive.

(e) Inform the Executive of the Local of all pertinent information related to the Bargaining Units contained in the Local.

Section 3 –Stewards and their Duties:

Local Stewards:

There shall be as many Stewards as the Local Executive deems necessary.

The duties of the Local Steward shall be as follows:

a) To become familiar with all provisions of their Bargaining Unit Collective Agreement and thoroughly investigate all grievance coming within their jurisdiction.

- b) To become completely familiar with the grievance procedure of their Bargaining Unit.
- c) To receive complaints and grievance from their members and make every effort to satisfactorily settle all grievances and complaints.
- d) To refer all grievances that have not been satisfactorily adjusted after the first step, to their Chief Steward, or to the President of the Local if the grievance arises in a location where there is no Chief Steward.
- e) To turn over all papers, documents, funds or other property at the conclusion of their term of office, to the Local or to their successor in the Office, and obtain receipt thereof.
- f) To keep members informed.
- g) To carry out such other duties as may be described from time to time by the Local.
- h) Inform the Executive of the Local of all pertinent information related to the Bargaining Units contained in the Local.
- i) To follow all policies and procedures of the Local.
- j) At the conclusion of his/her term of office to turn over all papers, documents, funds or other property to his/her successor.

Article 13 –Conduct Of Meetings, Other Local Business And Quorum

- (a) Membership Meetings and any other business of this Local shall be conducted under these By-Laws and Rules of the Local, and in conformity with the Union Constitution. On questions where the Local By-Laws, the Local Rules, or the Union Constitution does not clearly apply, Bournoit's Rules of Order shall govern.
- (b) The number constituting a quorum for Local Monthly Meetings shall be those members present.
- (c) A majority of the officers or a majority of the members of a committee shall constitute a quorum for those bodies.

Article 14 –Nominations And Election Of Local Executive Board and Health and Safety representatives

Section 1 –Nominations

(a) The Executive Board shall be nominated from September 1st to September 30th in the year following convention(example convention is in 2016, elections will be 2017).

(b) The Chief Stewards shall be nominated, by the members of the Bargaining Unit which they represent, immediately following conclusion of elections of the Executive Board every three (3) years.

(c) The Stewards and Safety and Health Representatives shall be nominated, by members of the Bargaining Unit which they represent, in the month of January following the Executive Board elections every three (3) years.

Section 2 –Elections

(a) Elections of the Executive Board shall be by secret ballot of the membership, in the month of October/November, .

(b) Elections of Chief Stewards shall be by members of their respective Bargaining Units, by secret ballot or by as determined by the Election Committee.

(c) Elections of Stewards and Safety and Health Representatives shall be by secret ballot by the group of members they represent, in the month of February, following the elections of the Executive board. Where the members fail to elect a steward, or where a vacancy occurs, the President may select one, subject to the right of the Membership to overrule such selection.

Section 3 –Local Election Committee

(a) Nominations and Elections shall be conducted under the supervision of the Election Committee. This committee shall have the authority and responsibility to see that nominations and elections are conducted in accordance with the Union Constitution, and these By-Laws, with reasonable opportunity for each member to nominate and vote for the candidate of their choice.

(b) The Election Committee shall also conduct any referendum submitted to the Membership.

(c) A member shall not be permitted to serve on the Election Committee if they are a candidate.

(d) The Election Committee to be elected every three (3) years.

Section 4 –General Provisions

(a) The nominee in any election receiving the majority of the eligible votes returned shall be declared elected.

(b) Only members of the Local in good standing shall be eligible to vote or hold Office.

(c) A member may hold only one (1) elected position at any one time, except for temporary delegates to Bargaining Caucus, Conventions, or Councils.

(d) All terms of Office shall be for a period of three (3) years.

(e) The Executive Board shall take Office on January 1st of the year following the executive board elections.

(f) The Chief Stewards, Stewards and Health and safety Reps will take Office as soon as possible after their election.

Section 5 –Vacancies

A vacancy in the Office of Local President shall be filled by the first Local Vice President. Vacancies in other Offices shall be filled in the same manner as that required for regular elections and within sixty (60) days.

Article 15 –Voting

Section 1 –Eligibility

a) Eligibility to vote will be limited to all members in good standing.

b) Eligibility to voting on Collective Agreements will be limited to Members of that Bargaining Unit, subject to Federal and/or Provincial regulations.

Section 2 –Proxy

Proxy voting shall not be used in this Local.

Article 16 –Strikes

The calling, conduct and termination of strikes affecting this Local shall at all times be carried on in compliance with the rules prescribed by the Union and Articles 17 of its Constitution.

Article 17 –Charges, Trials And Appeals

Section 1 –Charges

a) Member of this Local may be charged, in the manner provided in these By-Laws, for any of the acts enumerated in Articles 18 of the Union Constitution.

b) Member performing acting or temporary management work for the employer after the Collective Agreement has expired, may also be charged under Article 18 of the Union Constitution.

c) For explanation of management work please see Local Policy Document. This Policy Document may be amended by the Local Executive subject to approval at a Local Membership Meeting.

Section 2 –Trials

Any accused member, including Officers, of this Local shall be tried under the provisions of Article 18 of the Union Constitution.

Section 3 –Appeals

A member or Officer of this Local, may appeal as provided in Article 18 of the Union Constitution.

Section 4 –Recall of Local Officers

Any elected Officer and Workplace Representative of this Local may be recalled in accordance with the provision of Article 15 of the Union Constitution.

Article 18 –Amendments To Local By-Laws

These By-Laws may be amended by presenting a motion in writing setting forth the amendments sought to a membership meeting. The motion shall be read to that meeting and referred to the Constitution and 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 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. The amendments, or the new By-Laws are not effective until approved by the National Executive Board. When submitting By-Law amendments to the National Union, Locals are required to provide a cover letter indicating such amendments were approved as per the above. Please include the date the meeting took place.

How to Submit Local Union By-Laws

By-Laws submitted to the National Union for review and approval should be typed or printed on 8 ½ x 11 sized paper. To re-submit your By-Laws with changes, revisions and/or amendments, please take the following steps:

Step 1 Take each page of the By-Laws that needs to be changed and mark the sections you want to change/revise.

Step 2 Retype the entire page with change(s) typed in.

Step 3 Underline the changes on the new page in red pencil or red ink. (If you deleted a portion of the old By-Law without substituting anything new for it, and therefore you have nothing to underline, make a note in red that the section was changed.)

Step 4 Insert the new page, with changes, into the By-Laws and discard the old page.

Step 5 Send one complete set of the revised By-Laws to the National Union. A report will be submitted to your Local Union after they have been processed.

Step 6 In addition, Local Unions are encouraged to submit By-Laws and amendments in electronic format.

Article 19 –Referendum Of The Local

(a) When directed to do so by action of a regular or special Membership Meeting, the Local Election Committee shall submit any question to a referendum of the Membership.

(b) Questions submitted to referendum shall be determined by a majority vote of those voting on the question.

(c) All motions made at Local Meeting regarding expenditures of over \$1,000 (One Thousand Dollars) that exceed budgeted amounts may, at the discretion of the Executive Board, be subject to a referendum vote.

Article 20 –Fiscal Year, Audit, Budget and Expenses

(a) The fiscal year shall be from January 31st and end on December 31st.

(b) The financial records of this Local shall be audited quarterly by the Local Union Trustee(s) and/or other competent person(s) as per Article 15 of the Union Constitution. The results of such audit shall be made available for the inspection of any member of the Local.

(c) Expenses of Officers and Stewards of the Local shall be reviewed quarterly by the Audit Committee.

(d) Budget –The local treasurer shall present a budget to the local members by the January meeting of each year.

Article 21 –Oath Of Office

At the Local Union Level, the ceremony may be preformed by the outgoing Local Union President or National Representative.

The Installing Officer says:

“Give attention while I read to you the obligation:

Do you pledge on your honour to perform the duties of your respective offices as required by the Constitution of the Union and to bear true and faithful allegiance to Unifor?

Do you pledge to promote a harassment and discrimination-free environment and work to ensure the human rights of all members as 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?”

Response “I do.”

“Your responsibilities are defined in the By-Laws, Constitution and policies of Unifor. Should any emergency arise not provided for in these, you are expected to act according to the dictates of common sense, guided by an earnest desire to advance the best interest of the Union. I trust you will all faithfully perform your duties so that you may gain the esteem of your brothers and sisters and the approval of your conscience. You will now assume your respective office.

Adoption and Amendments

These By-Laws shall be adopted upon the approval of a majority of the members voting upon their adoption in the Membership Meeting called for that purpose.

These By-Laws and Amendments Accepted at the Monthly Membership Meeting dated December

President

Secretary

By-Law Chair

These Bylaws were adapted Bursary 11, 1976
Revised Bylaws Adopted October 16, 1979
Revised Bylaws Adopted March 18, 1987
Revised Bylaws Adopted May 22, 1991
Revised Bylaws Adopted February 19, 1992
Revised Bylaws Adopted November 20, 1996
Revised Bylaws Adopted April 23, 1998
Revised Bylaws Adopted November 17, 1999
Revised Bylaws Adopted November 22, 2000
Revised Bylaws Adopted December 20, 2000
Revised Bylaws Adopted September 18, 2002
Revised Bylaws Adopted November 23, 2022

ADDENDUM No 1

As the Local Bylaws provide that the president be the first delegate to the Unifor conventions it is suggested that this language be included in the notice of nomination:

“The nomination of a person for the office of president shall also constitute the nomination of the same person as a delegate to the Unifor Conventions held during the term of office for which the election is being held.”

NOTICE OF ELECTION AND THE BALLOT

It is suggested that this language be included in the notice of election and on the ballot. “A vote cast for a candidate for the office of President shall also constitute a vote for such candidate to serve as a delegate to the Unifor Conventions held during the term of office for which the election is being held, in the event such candidate is elected President.”

EXPENSES INCURRED WHILE ON LOCAL BUSINESS:

Perdium Allowances;

Members travelling on Local Business shall receive living expenses as follows;

A/ If away overnight reasonable and actual expenses for a satisfactory, single occupancy room where it is available, and

B/ a Perdiem allowance of

1/ \$90 a day with overnight stay (hotel receipt required), or

2/ \$45 a day when on union business without hotel stay (in access of 180km from home)

3/ \$20 a day when on daily local business or when at Unifor Family Education Centre for misc expenses when meals are provided.

In addition to the Perdiem allowance a member attending a convention or other union functions shall be allowed an additional expense of up to \$10.00 per day as a contribution to a hospitality room.

Receipts are required for all accommodation, train, parking, plane transportation and taxis above \$10.00. Where required, receipts must be submitted or no payment will be made for the expense. Any discrepancies will be submitted to the local executive board for approval or disapproval.

Use of Personal Vehicle:

Where a member is required to use his/her own personal vehicle on Local business he shall be reimbursed for actual travel at the rate of \$0.61 per kilometer.

Cell Phones:

Cell phone expenditures for members of the Local Executive shall be paid up to a maximum of \$100 per month and must be accompanied by a receipt. Amounts exceeding \$100 are subject to the approval of the Treasure and/or the President and must be accompanied by a receipt

Expense Form

All expenses shall be submitted on a form provided by the Local Treasurer.

"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."

Expenditures will follow budget guidelines as reasonably as possible

Local members may approve an unbudgeted expenditure of up to \$100.00 at a membership meeting. The Local Executive may approve an unbudgeted expenditure for up to \$1500.00.

All other unbudgeted expenditures shall be proposed by notice of motion at a regular membership meeting. The motion shall be dealt with at the next membership meeting. If an emergency or time limit exists, a special meeting will be called within 7 days to vote on the proposed expenditure.

Review of Decisions

Article 19 Section B of the Constitution provides that a member feeling her/himself aggrieved by some action of the Local Union or one of its representatives must initiate her/his complaint or appeal from that action within 30 days of the time s/he is aware of the action or reasonably should have been aware. This provision was inserted because the time limits on appeals in the Constitution do not begin to operate until the Local Union membership has made its decision on a matter. However, it was not possible to handle this matter completely in the Constitution since Local Unions have different methods of internally processing complaints and appeals between the time they are first brought to the Local Union's attention and the time the membership makes its decision.

The Constitution does, however, require the matter to be initially brought to the Local Union within 30 days as noted. Local Unions should establish an internal appeal procedure in these By-Laws which will set definite time limits in which a member dissatisfied with some lower-level decision of a Local Union, such as a Bargaining Committee, or Executive Board decision, will have to take her/his appeal to the membership.

An example of this would be an article which would provide that any person 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 19 of the Constitution.

Such introductory section could, as an example, be followed with the following provisions:

(a) The Executive Board shall refer the matter to the Bargaining Committee (or Stewards Council) 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) 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 Recording Secretary in writing for consideration by the earliest possible membership meeting.

The foregoing is just suggestive of the type of procedure that should be established in the By-Laws, and which will vary in detail from Local to Local. Some Locals might wish a collective bargaining grievance which has been reviewed by a Bargaining Committee to be further reviewed by the Executive Board prior to being submitted to the membership.

There are any number of other variations involving different intermediate bodies in the structure of the Local Union.

These appeal provisions are very important and if properly drafted to conform to the Local Union structure can save the Local Union a good deal of time, trouble and expense when grievances and appeals arise. It is suggested that in working out the details of this structure, the Local Union By-Laws Committee should consult with the Local's Servicing Representative.

A Procedure Policy on Constitutional Matters as referenced in Article 18 Section B Paragraph 2 of the Constitution is available to Locals and members and shall determine time limits and procedure requirements to govern the implementation of all Review of Decisions.