

## CEP Local 591G By Laws as amended March 7, 2010

### NOTICE

- (a) Members receiving a copy of these By-laws, shall read them attentively, as they will not be allowed to plead ignorance should they act contrary to them.
- (b) The Constitution and Laws of the Communications, Energy and Paperworkers Union of Canada shall be the final authority on anything not covered by these By-Laws,

**BY-LAWS OF COMMUNICATIONS, ENERGY AND  
PAPERWORKERS UNION OF CANADA  
LOCAL 591G  
CLC**

The merger of the Graphic Communications International Union, Locals 211 and 28B Toronto, 500M Ontario and TTU 91-O, is part of a continuing trend toward the formation of one Union in the Graphic Arts Industry and is predicated upon the long recognized need of those who work in our Industry for the establishment of a united force, free from divisive conflict, to accomplish the organization of all workers within its authority, to advance the economic and other interests of all members, to safeguard, enhance and insure their job security, to enlarge upon their job opportunities, to fight for equal pay for work done, to remove the differential between men's and women's wages and to provide in every respect their continuing full share of reward in the growth and expansion of the Graphic Arts Industry to which they contribute so substantially in the commitment of their working lives.

The Communications, Energy and Paperworkers Union of Canada, Local 591G, CLC, shall seek, in unity and with all of the resources at its command, to realize the highest aspirations of its members as workers and citizens. It deems such realization to be their right and it shall protect that right against all threats of impairment from any source.

Like the National, under which it holds its charter, this Local is dedicated to the discharge of its responsibilities and the achievement with democratic principles, processes and traditions which it has inherited and which are embodied in these By-Laws and in the Constitution and Laws of the National.

### CONTINUITY AND NON-IMPAIRMENT

- A. The merged Locals dated October 1<sup>st</sup>, 2005, shall be deemed for all purposes to be a combination and continuation of Locals 211 (formerly Locals 12L and 35P), 28B, 542, 500M, TTU 91-O, and CEP Local 91-O, to create 591G. Neither of the merging organizations shall be deemed for any purpose to be dissolved, terminated or

discontinued, but upon the effective date of the merger, they shall be combined and continue as a single organization to be governed by the By-Laws of the merged organization, which when adopted shall be an amendment to and substitute for the separate By-Laws of Locals 211, 28B, 500M and 91-O.

- B. The merger of Locals 500 and 91-O into a single organization shall not affect, interrupt or change in any way the continuing status or the rights or duties of any of the above named Locals in respect to other persons, and further, shall not impair the status of either in any action or proceeding or any right, title or interest in any property arising from any deeds, bonds, securities, leases or contracts of any kind or the continuity thereof.
- C. The merger shall not impair or otherwise affect any federal or provincial certifications or any rights or obligations of any of the above named Locals under any Collective Bargaining Agreements or check-off authorizations, but all rights, privileges, duties and responsibilities vested in either, pursuant to such certifications or contracts, are to be deemed as vested in the merged Local.
- D. For the purposes of continuity of service of officers, representatives, or other employees under any applicable pension, insurance or other benefit plans applicable to them, or to become applicable to them, the service of such persons with the merging Locals shall not be impaired by virtue of the merger, but shall be credited to them as accrued service in the merged Local.
- E. For the purposes of continuity and record of membership, prior membership in Locals 12L, 35P, 211, 542, 28B, 500M, 91-O, 819 and Local 591G, shall be deemed to be the prior record of membership in the merged Local.

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### ARTICLE 1 – NAME AND OBJECTIVES

- 1.01 Name: The organization shall be known as the Communications, Energy and Paperworkers Union of Canada, Local 591G.
- 1.02 Objectives: The Objectives of the Local shall include, without limitation, the following: To bring within its membership and to unite within its ranks all workers in the Graphic Arts, and other industries, who are engaged in the trades, occupations and work processing falling within its jurisdiction; to protect and advance the economic and other welfare interests of its members; including their job security and job opportunities, by the establishment and implementation of laws

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and policies designed to accomplish such results and by continued improvement in the terms of the Collective Bargaining Agreements, and their enforcement, in respect to wages, hours and other terms and conditions of employment; to establish and regulate sound systems of apprenticeship so that high standards of workmanship may be maintained; to act as an agency for the distribution of job opportunities and to establish and support programs to provide full employment for its members; to establish training and educational programs for its members in respect to new and advance techniques and processes so that they may adapt to changing technologies and maintain and improve their job proficiency, to maintain a registered Union Label to be issued to employers upon conditions established by the National in order to distinguish the product of the labour of its members and the conformance of employers to established standards; to establish, continue and improve plans, programs, and special funds covering and relating to the safety, health and welfare, pension and mortuary needs of its members and in cases of unemployment, whether due to strikes, lock-outs or otherwise; to protect, promote, and advance the welfare and interests of the Union by such other actions not inconsistent with the Constitution of the Communications, Energy and Paperworkers Union and these By-Laws, as may be necessary and appropriate.

**ARTICLE 2 – JURISDICTION AND POWERS**

**2.01 Jurisdiction:** The Jurisdiction of the Local shall derive from a charter granted by the Communications, Energy and Paperworkers Union of Canada and shall be in accord with the Constitution and Laws of the Communications, Energy and Paperworkers Union of Canada.

This Jurisdiction shall include, but not be limited to Ontario.

In the exercise of its Jurisdiction, the Local Union shall, to the fullest extent feasible in the furtherance of its objectives, operate under separate major contract divisions known as the Lithography, Commercial Photoengraving, Rotogravure, Flexography, Bookbinding and Finishing, Photo-Industrial, Business Forms, Newspaper, Metal Decorating, Art Studios, Pre-Press, and any other industry covered by Collective Agreement with 591G, and such other divisions as may from time to time be deemed to be appropriate under charter granted by the National Constitution.

**2.02 Powers:** The Local, as the body, shall be self-governing in respect to its local affairs, subject only to these By-Laws and the Constitution and Laws of the National. The

Local shall possess full power to issue membership and other credentials, to levy dues, assessments and fines on its members for its maintenance and operations including the maintenance and operations of special benefit funds and plans and to take any and all other actions as it may deem to be necessary or appropriate to accomplish objectives. The Local shall be the exclusive representative of each member for purposes of Collective Bargaining and the execution of Collective Bargaining Agreements and as such representative is irrevocably authorized by each member to initiate, handle, settle or dismiss any and all grievances, complaints and disputes relating to their employment.

**ARTICLE 3 – OFFICER AND EXECUTIVE BOARD STRUCTURE, LOCAL 591G ONTARIO**

**3.01 EXECUTIVE OFFICERS:**

President	Full Time
Vice President (A)	Full Time
*Vice President (B)	Full Time
Recording Secretary	Non-Full Time

\*Effective October 1, 2005, the position of Vice President B will be held for Local 91-O members, until the year 2012. All other officer positions shall be available for all non-91-O members.

**EXECUTIVE BOARD MEMBERS:**

Finance Committee:	- 4 members - plus 4 Executive Officers
Inspectors:	- 1 member
Organizing Committee:	- 4 members - plus 3 Executive Officers
Youth Delegate	- 1 member
Rank and File	- 2 members - 1 woman and, 1 aboriginal/worker of colour
<b>TOTAL 16</b>	

Effective October 1, 2005, there will be three positions held for 91-O, until the year 2010.

**COMMITTEES:**

Organizing Committee	- 4 members
Ballot Committee	- as specified in 3.04

**3.02**

(a) Nominations will take place at the October General Meeting in 2010, 2013 and 2016 and every three years thereafter for the following Executive Officer:

President

(b) Nominations will take place at the October General Meeting in 2008, 2011 and 2014 and every three years thereafter for the following Executive Officers;

Vice President "A"  
Recording Secretary

(c) Nominations will take place at the October General Meeting in 2006, 2009 and 2012 and

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- every three years thereafter for the following Executive Officers:
- Vice President "B"
- 3.03 Nominations for all Committees and Executive Board positions shall take place in October 2010 and the installation of the Executive Board shall take place following the secret ballot vote at the January General Meeting in 2011.
- Future nominations shall take place at the October General Meeting every three years thereafter.
- COMMITTEES:**
- |                      |             |
|----------------------|-------------|
| Finance Committee    | - 4 members |
| Inspectors           | - 1 member  |
| Organizing Committee | - 4 members |
- 3.04 The Ballot Committee shall select a Chairperson by a majority decision of the Committee Members.
- Ballot Committee: All members of the Executive Board will be on the Ballot Committee, except those name(s) who appear on the Ballot. If required, additional members may be appointed by the President subject to the approval of the Executive Board.
- Youth Delegate: The Youth Delegate will be a member of the Local for at least one year in good standing and, shall be 30 years of age or younger at time of nomination. The Youth Delegate shall be a member of the Executive Board.
- 3.05 At least one seat on the Executive Board will be held for a woman and at least one other seat on the Executive Board will be held for an aboriginal/worker of colour. If no woman member or no aboriginal/worker of colour member stands for these positions, then the President will canvas the membership for volunteers.
- 3.06 Should any member of the Executive Board or committee member resign, retire or leave their position for any reason in mid-term, a successor will be appointed by the President of the Local, subject to approval by the Executive Board.
- 3.07 Should an officer resign, retire, or leave their position in mid-term for any reason, an election shall be held as soon as possible (with the installation within 3 months) to fill the vacancy.
- Should the vacancy occur in the last six (6) months of office, the newly elected Officer shall serve the remaining term of office and the following three (3) years thereafter, as per 3.02 (a) and (b) and (c).
- 3.08 Any member in bad standing in Local 591G shall be disenfranchised and be denied the privilege of voting on any and all elections.
- 3.09 Special full-time Local Organizer(s) may be appointed by the President, subject to approval by the Executive Board. They shall not be Executive officers of the Local, but shall be responsible for organizing and, assist in the first time negotiations under the direction of the Executive Officers.
- Once the appointment has been approved, the Executive Board shall review the appointment every two (2) years thereafter.
- 3.10 Eligibility: A person shall be eligible to be an Executive Officer if they have:
- (a) Been a member of Local 591G for at least five (5) years immediately prior to nomination.
  - (b) In good standing and actively engaged or available for work.
  - (c) Actively participated as a member of the Executive Board within the last five (5) years.
  - (d) Never convicted of an offence injurious to the cause of the National, or of a Local during a sanctioned strike or lockout or involving corruption, financial malpractice, the endangerment of Union funds or property or the gross impairment of democratic process;
- A person shall be eligible to hold office during the period of their term only so long as they continue to satisfy the requirements which qualified them to run for office at the time of their most recent nomination.
- 3.11 Ineligibility: A member shall be ineligible for nomination, or election to, or to hold any office if they are an owner, or part owner of any shop, or an employer of help or a non-working foreman, or anyone in a supervisory capacity above non-working foreman, or while working as a salesman, or supplier, or serviceman to the industry, or in any other like capacity, or that the officer has reached the age of sixty-five (65) prior to commencement of their term of office.
- 3.12 Elections: The Executive Officers shall be elected by a secret referendum ballot vote of the entire membership.
- The Executive Board shall be elected by a secret ballot vote of the members in attendance, that are eligible to vote, at the January General Membership Meeting following nominations, except as outlined in Article 3, Section 3.05 and 3.06.
- ARTICLE 4 – PRESIDENT**
- 4.01 Shall be the chief executive officer of the Local. Shall preside at its meetings and at meetings of its Executive Board. Shall execute and enforce the By-Laws and all laws and policies of the Local. Shall exercise general supervision over all of the affairs and interests of the Local and over all Officers, Representatives, Shop Stewards, and

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- Employees and shall require of them faithful and efficient performance of their duties and shall direct the organizing, negotiating, and other like activities of the Local.
- 4.02 Shall have the authority to call upon the Officers, Executive Board Members, regular members or representatives of the Local to assist in the conduct and administration of the Local, as the business of the Local may require.
- 4.03 Shall appoint all Non-elective Committees of the Local subject to the approval of the Executive Board which may be required or prescribed to carry out their work and shall be an Ex-Officio member of all Committees and boards.
- 4.04 Shall ascertain that proper books and records are kept of the business and financial transactions of the Local and of the member's accounts and records.
- 4.05 Shall ascertain that all income paid to the Local is properly accounted for and deposited in the proper amount in the name of the Local each week in such bank or banks which have been approved by the Executive Board.
- 4.06 Shall be authorized, in conjunction with any authorized Executive Officer to the Local, to sign cheques or draw upon the Funds of the Local for payment and financial obligations of the Local.
- 4.07 Shall ascertain that all officers or other persons handling monies or funds of the Local are properly bonded as required by these By-Laws or as otherwise directed by the Executive Board.
- 4.08 Shall have the funds and financial transactions of the Local audited annually by a Certified Public Accountant approved by the Executive Board, and shall ascertain that financial reports required under these By-Laws are submitted to the Membership.
- 4.09 Shall be authorized to appoint representatives of the Local on a full-time basis, as provided for in these By-Laws, subject to approval of the Executive Board.
- 4.10 Shall, with the approval of the Executive Board, determine and secure such offices, furniture, and equipment they deem necessary.
- 4.11 Shall determine the personnel needs of the Local and shall engage such personnel as is needed and shall also engage such legal, actuarial, investment and other professional or special counsel as may be required.
- 4.12 Shall be a member and chairman of the Executive Board and shall chair all regular or special membership meetings.
- 4.13 Shall regularly report to the Executive Board and to the membership concerning the activities of the Local.
- 4.14 Shall generally attend to the employment needs of all members so far as practicable.
- 4.15 Shall interpret the By-Laws of the Local and Constitution of the National and shall decide all questions arising there under on any and all differences which may arise. The President's decisions shall be subject to appeal only to the Executive Board and from the Executive Board to the Regular Membership meeting, then as the National Constitution shall provide.
- 4.16 Shall have the authority to require all members and shops to comply with the National Constitution and Local By-Laws and in order to carry out such authority the President's representative shall not be denied access to any information pertaining thereto, including and proceeding, books, records, accounts, or other documents and shall not be denied the right in person or by the representatives to attend and participate in all of their meetings.
- 4.17 Shall have the power to delegate to any Officer of the Local such duties as shall be determined while remaining fully responsible for the proper discharge of such duties.
- 4.18 Shall be a delegate to the National Convention of the Communications, Energy and Paperworkers Union of Canada and also will represent Local 591G, at all conventions and conferences, if possible.
- 4.19 Shall be responsible to the Local Executive Board for personal conduct and administration of Local policy.
- ARTICLE 5 – VICE PRESIDENT “A”**
- 5.01 Shall be an Executive Officer of the Local.
- 5.02 Shall act in place and stead with full powers of the Office immediately above in accordance with the progression in Article 3, Section 3.01, when the Office is temporarily vacant.
- 5.03 Shall have the authority to call upon other Officers, Executive Board Members, Regular Members or Representatives of the Local to assist in the conduct and administration of the Local as the business of the Local may require.
- 5.04 Shall be a member of the Executive Board.
- 5.05 Shall be an Ex-Officio member of all Local Committees and Boards.
- 5.06 Shall be authorized in conjunction with an authorized Executive Officer of the Local, to sign cheques or draw upon the funds of the Local for payment of any financial obligations of the Local.

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5.07 By virtue of the Office as the Vice President "A", shall be a delegate to the National Convention of the Communications, Energy and Paperworkers Union of Canada.

### ARTICLE 6 - VICE PRESIDENT "B"

- 6.01 Shall be an Executive Officer of the Local.
- 6.02 Shall act in place and stead with full powers of the Office immediately above in accordance with the progression in Article 3, Section 3.01, when the Office is temporarily vacant.
- 6.03 Shall have the authority to call upon other Officers, Executive Board Members, Regular Members or Representatives of the Local to assist in the conduct and administration of the Local as the business of the Local may require.
- 6.04 Shall be a member of the Executive Board.
- 6.05 Shall be an Ex-Officio member of all Local Committees and Boards.
- 6.06 Shall be authorized in conjunction with an authorized Executive Officer of the Local, to sign cheques or draw upon the funds of the Local for payment of any financial obligations of the Local.
- 6.07 By virtue of the Office as the Vice President "B", shall be a delegate to the National Convention of the Communications, Energy and Paperworkers Union of Canada.

### ARTICLE 7 – RECORDING SECRETARY

- 7.01 Shall be an Executive Officer of the Local; shall assist the Executive Officers in the conduct of the business of the Local and shall keep accurate records of the Executive Board and Membership proceedings.
- 7.02 Shall be a member of the Executive board.
- 7.03 By virtue of the Office as the Recording Secretary, shall be a delegate to the National Convention of the Communications, Energy and Paperworkers Union of Canada.

### ARTICLE 8 – DUTIES OF THE EXECUTIVE BOARD

- 8.01 **Composition.** There shall be an Executive Board which shall consist of four (4) Officers and twelve (12) elected members, as per Article 3.01 & 3.03. The President shall be the Chairman and the Vice President "A" shall be the Vice-Chairman of the Board.
- 8.02 The President shall be entitled to vote only in the event that the vote of the Board results in a tie.
- 8.03 **Powers and Duties.** The Executive Board in accordance with and subject to the By-Laws and actions of the membership shall:
- (a) Determine and govern in respect to matters of policy and funds, properties and financial

affairs of the Local, including the establishment of rules concerning special dues remittance and other special relief benefit for members;

- (b) Rule in respect to the application and interpretation of the By-Laws;
- (c) Develop, make and implement policies for the furtherance of the objectives of the Local;
- (d) Take action in respect to the sanction and supervision of strikes and other economic measures and funds relating thereto;
- (e) Investigate and render decisions respecting applications for membership;
- (f) Hear and determine all charges brought against a member for any violation of these By-Laws or the National Constitution and Laws and shall have authority to levy fines against a member found guilty consistent with the provisions of these By-Laws and the National Constitution and Laws or impose additional or other disciplinary actions against members in such cases;
- (g) Act on behalf of the Membership, with full powers between General Meetings;
- (h) Perform such other duties as may be necessary or be provided under the By-Laws and under the constitution and Laws of the National;
- (i) Make a report to the Membership at the earliest meeting next following a meeting of the Executive Board of all actions or recommendations of the Executive Board requiring approval of the membership which shall be acted upon at such meeting;
- (j) Act on all matters referred to them by the Membership and report their decisions or recommendations to the Membership;
- (k) The Executive Board shall be charged with reviewing the settlement negotiated between the Union and the Office Clerical Workers and to approve the settlement by majority vote of the Executive Board Members present;
- (l) **Operations.** the Executive Board shall meet not less than once each month or as otherwise directed by the Executive board, and shall be subject to call by the President at any time. A majority of the members of the Executive Board shall constitute a quorum at all meetings;
- (m) The Executive Board shall act as the agent for the Membership on all matters relating to compensation, allowances, insurance, protection and inequity increases for the Officer, Executive Board, Committees and Shop Delegates;
- (n) They shall make all decisions not specifically covered by these By-Laws.

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- (o) While remaining fully responsible for the proper discharge of its duties, the Executive Board shall have the power to delegate to the President such of its duties as it shall determine.

### **ARTICLE 9 – DUTIES OF THE INSPECTORS**

- 9.01 It shall be the duties of the Inspectors to receive all candidates for obligation at the meeting, to escort speakers and other guests to the platform at the request of the presiding Officer and generally assist such Officer in the conduct of the meeting.
- 9.02 The Inspectors shall guard the door to all regular and special meetings. They shall assist the Presiding Officer in maintaining order and, upon request of the Presiding Officer, expel any person or persons disturbing the proper decorum and order of the meeting, or any non-members not authorized by the Presiding Officer or the assembly.
- 9.03 They shall keep a record of all Executive Board Members attending all meetings. The inspectors shall have the right to determine the membership of all persons entering all Local Meetings.
- 9.04 They shall be Members of the Executive Board.

### **ARTICLE 10 – DUTIES OF THE BALLOT COMMITTEE**

- 10.01 **Duties:** The Committee shall conduct all elections and referendum votes of the membership. It shall safeguard the honesty and secrecy of all voting and shall promptly and without delay count and tally the votes cast and certify the results which, thereupon, shall promptly be reported to the membership. The Committee shall maintain a record of its transactions and shall preserve all election records, including ballots for a period of one (1) year or such longer periods as may be directed by the Executive Board or the National.
- 10.02 **Operations:** The President shall convene the Committee whenever it is required for the performance of its duties. The Committee shall follow such procedures in the conduct of elections as are prescribed in these By-Laws or in the National Constitution.

### **ARTICLE 11 – DUTIES OF THE FINANCE COMMITTEE**

- 11.01 **Composition:** The Finance Committee shall consist of the President, Vice President “A”, Vice President “B”, and four (4) Finance committee members.
- 11.02 **Duties:** The Finance Committee may examine the financial books, bank statements, vouchers and cheques of the Local.

The Finance Committee shall see that all Stocks, Bonds, and Securities of the Local are kept in a bank approved by the Local Executive Board.

It shall be the duty of the Finance Committee to investigate and make recommendations to the Executive Board on Financial matters concerning the Local.

- 11.03 **Operations:** The Finance Committee shall meet once each quarter or on the request of the Local Executive Board or the President.
- 11.04 The Finance committee shall be members of the Executive Board.

### **ARTICLE 12 – UNEMPLOYABLE BENEFITS FUND BOARD**

- 12.01 As per adopted By-Laws of the Unemployable Benefits Fund.

### **ARTICLE 13 – DUTIES OF AD HOC COMMITTEES**

- 13.01 **Composition:** An Ad Hoc Committee shall consist of the number of members deemed necessary to perform the task that the committee was convened for. Ad Hoc Committees will be chaired by an Executive Officer.
- 13.02 **Duties:** An Ad Hoc Committee shall operate according to an Executive Board approved terms of reference outlining its duties and responsibilities, under the supervision of an Executive Officer.

### **ARTICLE 14 – DUTIES OF THE LOCAL ORGANIZER(S)**

- 14.01 **Local Organizer(s)** acting under the direct authority and supervision of the Executive Officers of the Local for the purpose of Organizing and engaging in such other duties as may be required in furtherance of the objectives of the Local shall be appointed by the President subject to the approval of the Local Executive Board. The President may terminate the services of any Local Organizer(s) subject to the approval of the Local Executive Board, and in any event the appointment shall be reviewed every two (2) years. The Compensation and allowances of Local Organizer(s) shall be fixed by the Local Executive Board and reviewed on an annual basis. Local Organizer(s) may attend Executive Board meetings.

### **ARTICLE 15 – THE ORGANIZING AND WAYS AND MEANS COMMITTEE**

- 15.01 **Composition:** The Organizing Committee shall consist of the Vice-President(s), Local Organizer(s), and four (4) elected members.
- 15.02 **Duties:** The Organizing Committee shall be responsible for the organizing of new members into the Local under the supervision of the Officers assigned to this Committee. The Committee shall meet once a month, or as is necessary, prior to the Executive Board

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meeting, and shall interview, reject, postpone or recommend new members to the Executive Board. The Committee shall also be the Ways and Means Committee of the Local and shall meet at the request of the Local Executive Board to discuss such matters as may be referred to the Committee and report and recommend to the Executive Board, the results of their deliberations.

- 15.03** All members of the Organizing Committee shall be members of the Executive Board.

### **ARTICLE 16 – SHOP STEWARD(S) AND UNIT CHAIR**

- 16.01** Shop Stewards: There shall be a Shop Steward in each shop employing members of the Local.

Unit Chair: The Shop Steward in each shop who polls the most votes, in the bi-annual Shop Steward election, shall be recognized as the Unit Chair. The Unit Chair will be the principal liaison with the Union Office.

- (a) The Shop Steward shall be designated by election by the members within the shop. In the event of failure of the members in a shop to elect a Shop Steward, the President of the Local shall have the authority to appoint a member in the Shop as Shop Steward.
  - (b) If the members in a shop so determine, more than one (1) Shop Steward may be elected by the department, shift, or other significant grouping; but any such additional Shop Steward so designated shall represent not less than ten (10) members in such grouping.
  - (c) The President shall call meetings of the Shop Stewards, as required in the best interest of the Local.
  - (d) In shops electing only one (1) Shop Steward, the Shop Steward shall be the Unit Chair.
- 16.02** Eligibility and election of Shop Stewards. To be eligible to serve as a Shop Steward, a member must be in good standing in the Local and must not be a foreman, superintendent or any other managerial position in the shop. If no member in a shop qualifies under this provision, Executive Board approval shall be necessary to waive any qualifications of this provision.
- (a) Regular elections of Shop Stewards shall be held bi-annually, in the month of January beginning in 2010, and the duly elected Shop Steward(s), shall assume their duties on February 1<sup>st</sup>.
  - (b) Any newly elected Shop Steward shall immediately report their election to the Local office.
  - (c) A Shop Steward shall be subject to immediate disqualification for continuance in such position if they fail to promptly remit monies collected from members or if they are found guilty by the Executive Board of deliberately violating the responsibilities of their position or fail to perform their duties.
- 16.03** Duties of Shop Stewards: The Shop Steward shall check into all grievances reported to them by members in their shop and endeavour to settle such grievances amicably or, failing to do so, shall report them to the Local office immediately.
- (a) Shall report all contract violations by the employer or a member to the Local office.
  - (b) Shall carry out such orders or instructions as they are received from a Local Officer or any official communications received from the Local.
  - (c) Shall distribute to the members in their shop such documents, bulletins or other material as they receive from the Local which requires such distribution.
  - (d) Shall distribute and collect ballots on any referendum or election in accordance with the rules and laws governing such election or referendum and shall use all reasonable means to see that each member in their shop has had an opportunity to cast their ballot.
  - (e) Shall be responsible for the return of all ballots to the Ballot Committee in time to be counted and failing to do so they shall be liable to disciplinary action as determined by the Executive Board.
  - (f) Shall report to a Local Officer, the refusal or non-co-operation of any member in assisting them in carrying out their responsibilities as Shop Steward.
  - (g) Shall collect all monies due the Local from the members where appropriate and furnish a receipt for such monies paid.
  - (h) Shall remit all monies collected from members promptly to the Local office.
  - (i) Shall furnish promptly to the Local office such reports, forms or other information as may be required or requested by the Local.
  - (j) Shall ascertain from any new employees in the shop, whether they received such employment through the Local office and if not, they shall report same to the Local office immediately.
  - (k) Shall attend all Shop Steward Meetings unless impossible to do so and in this event, they shall appoint an alternate.
  - (l) Shall immediately notify the Local office if their employment terminates.
  - (m) If any Shop Steward or their appointee miss more than two consecutive Shop Steward meetings, they shall at the discretion of the Executive Board, be terminated and a new

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Shop Steward appointed for the duration of their term.

- (n) The decision of a Shop Steward on matters of interpretation of the By-Laws or the Collective Agreement in their shop or shop division will be binding unless the decision is reversed by the Executive Officers or the Executive Board.
- (o) The Shop Steward shall report any changes in personnel, in methods of production and equipment.
- (p) The Shop Steward(s) shall be on the Shop Negotiating Committee.

### 16.04 Shop Negotiating Committee:

Where it is not covered by the Collective Agreement

- 1 (one) Committee member for Shops of 1 to 25 members
- 2 (two) Committee members for Shops of 26 to 75 members
- 3 (three) Committee members for Shops over 75 members

- (a) Members working in a particular shop shall make their recommendations for contract changes to the Shop Negotiating Committee which is to represent them; this shall be accomplished at a special meeting called for that purpose. Such committee shall consider all recommendations, along with recommendations of the full-time Officers, the Executive Board, Local and National Union and formulate and develop a full proposal for negotiation in the respective shop.
- (b) The Shop Negotiating committee shall engage in negotiations with the employer and shall report the results of such negotiations to the Executive Board and to the membership of the respective shop along with its recommendations.
- (c) Acceptance or rejection of the collective agreement terms shall be by secret ballot at a special meeting of the shop covered by that collective agreement.

## ARTICLE 17 – NATIONAL CONVENTION DELEGATES

- 17.01 Delegates shall be nominated and elected as determined under the Constitution and Laws of the National. Alternate Delegates shall consist of those candidates not elected, in order of the highest number of votes each received.
- 17.02 The President, Vice President “A”, Vice President “B” and the Recording Secretary shall be delegates to the National Convention by virtue of their Office.
- 17.03 Additional delegates allotted to the Local in addition to those who attend as is provided in Article 17.02 shall be elected in accordance with Article 17.01.

## ARTICLE 18 – ELIGIBILITY, NOMINATION, ELECTION, VOTING TERM, REMOVAL, AND VACANCIES IN RESPECT TO OFFICERS AND OTHER ELECTIVE POSITIONS EXCEPT SHOP STEWARDS OR CONVENTION DELEGATES

18.01 Eligibility: To be eligible for any elective position, other than Executive Officer, a member, as of the date of nomination, must have been:

- (a) A member of either the merging Locals or of the merged Local for at least two (2) years.
- (b) In good standing and actively engaged or available for work for at least two (2) years immediately prior to nomination or as an officer, representative or employee of the Local or the National or their official body directly associated therewith, or on approved leave therefrom while engaged in a governmental capacity, or any combination thereof.
- (c) Never convicted of an offence injurious to the cause of the Local, or the National.
- (d) Eligibility for Local Executive Officer(s) see Article 3.10
- (e) No member may be a candidate for another Executive Office unless they resign their currently held Executive Office (President, Vice President “A”, Vice President “B” and Recording Secretary).
- (f) No member shall accept nomination, at any nomination meeting, for more than one Executive Office.

18.02 Ineligibility: A member shall be ineligible for nomination or election or hold any Local office if they are an owner of any shop or an employer of help or a working foreman or above or while working as a salesman or supplier or service man in the industry or in any like or other capacity not specified by wage rates in a Labour Agreement in the Union.

18.03 Nominations:

- (a) Nominations shall be made at a General Meeting of the Local, and acceptance of the nomination shall be made at that General Meeting verbally in person or by tender.
- (b) If a member is nominated to more than one Executive Board position, they must designate the position they want to represent and resign all other Executive Board positions.

18.04 Elections: Election to office or other elective position shall be by a plurality of votes cast in a secret vote of the membership conducted by the Ballot Committee.

18.05 Voting – Mailed Ballot: Candidates’ names shall appear in the following order: Incumbent to be identified; balance in



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- alphabetical order on the ballot under each respective position.
- (a) The Local shall notify each member through the Local's newsletter or other official notice of any approaching election. This notice shall be delivered at least ten (10) days in advance of nominations.
  - (b) The Local shall see to the mailing of all secret ballots to all retirees and sick or out of work members and shall determine that only members in good standing shall be eligible to vote.
  - (c) Ballots shall be distributed to each Shop Steward in sufficient number to supply each member in the shop with one ballot.
  - (d) Shop Stewards shall distribute one (1) ballot to each member in good standing in their shop.
  - (e) After a member has voted, they shall place the ballot in an envelope provided for that purpose, seal it and deposit it with the Shop Steward.
  - (f) The Shop Steward shall deposit the ballots cast in their shop, with the Local on the date or dates set by the Executive Board.
  - (g) Members who receive ballots by mail, may mail their ballots to the Local or deposit them in person at the Local office.
  - (h) The Local shall collect ballots cast by the members on or before the deadline and the Ballot Committee shall open and count such ballots after the deadline and tabulate and announce the results to the membership.
  - (i) Candidates for the Executive Offices of the Local shall be allowed to address the October and November regular membership meetings.
  - (j) Candidates for Executive Offices of the Local shall be allowed to provide an election letter to be included with the Local newsletter and mailed to the membership prior to the distribution of the ballots. The provisions of Article 18.05 (J) shall be subject to rules adopted by the Executive Board.
- 18.06 Voting – At Membership Meeting:** Candidates' names shall appear in the following order: Incumbent to be identified; balance in alphabetical order on the ballot under each respective position.
- (a) The Local shall notify each member through the Local's newsletter or other official notice of any approaching election. This notice shall be delivered at least ten (10) days in advance of nominations.
  - (b) Inspector will tile the doors until voting is completed.
- (c) Ballots shall be distributed to the Ballot Committee in sufficient number to supply each member in attendance with one ballot.
  - (d) Ballot Committee shall distribute one (1) ballot to each member in good standing at the meeting.
  - (e) After a member has voted, they shall deposit the ballot in a sealed ballot box.
  - (f) The Chair shall call three (3) times for all ballots to be deposited. After the third call the Chair shall declare balloting to be completed.
  - (g) The Ballot Committee shall open the ballot boxes, tabulate the ballots and announce the results to the membership.
- Installation of the Executive Board and the Executive Officers shall take place at the January membership meeting following their election.**
- 18.07 CEP OATH OF OFFICE:**
- Installing Officer:
- “Do you solemnly affirm to faithfully execute the office to which you have been elected, and will, to the best of your ability preserve, protect and defend the Constitution of the Communications, Energy and Paperworkers Union of Canada, and upon completion of your term of office, deliver to your successor all Union books, papers and property that may be in your possession?”
- Response:
- “I do.”
- 18.08 Removal:** An officer or other elected official of the Local may be removed from their office or position only for reasons in accordance with the procedures provided therefore under the Constitution and Laws of the National.
- (a) Should any Officer or Executive Board Member absent themselves from three (3) successive Executive Board Meetings, without excuse satisfactory to the Board, the office becomes vacant and the Local shall immediately proceed to fill the vacancy.
  - (b) Anyone holding an elective position in the Local shall forfeit their office immediately when becoming ineligible under Article 3.11.

## ARTICLE 19 – MEMBERSHIP

- 19.01 Spirit:** The Union and the membership are synonymous. The Union was created by, for and of the members. This creation grew out of a desire to advance the solidarity of workers, to raise their cultural, economic and civic level. The Union therefore, must be responsive to the welfare, rights, dignity and integrity of the individual member. Its obligatory response shall be fuelled by the

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- obligatory participation and dedication of the members.
- 19.02 Eligibility: All workers within the jurisdiction of the Local who satisfy the requirements for membership established by the Local and the Constitution and Laws of the National shall be eligible for membership.
- 19.03 Obligation of Membership: All eligible members, before being admitted to full membership, shall subscribe to the following obligation:
- “I, (name of individual), pledge my honour to faithfully observe the Constitution and laws of this Union; to comply with all the rules and regulations for the government thereof; not to divulge or make known any private proceedings of this Union; to faithfully perform all the duties assigned to me; that I will not wrong a member, or see him or her wronged, if in my power to prevent; to so conduct myself at all times as not to bring reproach upon my Union, and at all times to bear true and faith-full allegiance to the Communications, Energy and Paperworkers Union of Canada”.
- The Local membership present responds:
- “Your pledge will be remembered”.
- (a) Each newly admitted member to the Local shall sign the “Obligation of Membership”.
- 19.04 Employment: No member shall accept or continue in employment under the terms or conditions which are not in accordance with the minimum terms and conditions of employment established in the collective bargaining agreement applicable to their employer or, in the absence of such agreement, as established under prevailing Union conditions, except as may in special cases be allowed by the Executive Board or an Executive Officer.
- Some of the provisions in Article 18, 20 and 21 may not apply to those shops who are not participants of the Hiring Hall agreement.
- 19.05 Good Standing: A member shall be in good standing if they have paid all fees, dues, per capita taxes, special benefit per capita taxes, assessment(s), fines and other charges for which they are liable under applicable provisions of the By-Laws of the Local and Constitution and Laws of the National.
- A member who fails to make any such payment within thirty (30) days following the date on which it is due shall automatically be in bad standing. Upon continued failure to make such payment within a further period of thirty (30) days such member shall upon five (5) days’ written notice thereof be expelled or suspended or otherwise disciplined without recourse to any provisions of the Constitution and Laws of the National relating to trials and the like, unless within such five (5) days they pay their indebtedness in full. The member shall be reinstated as a member in good standing only after they have paid the full amount of all charges due to the Local.
- 19.06 Bad Standing: A member who is in bad standing or who has been suspended or expelled shall not be entitled to vote in any election, vote at any meeting, to receive notices of meetings, to be a candidate for or hold any office or position, to be counted in any quorum or enjoy any right, privilege or other benefit of membership or be covered by any fund or plan relating thereto.
- 19.07 Regular Members: A regular member of the Local shall be a member who qualifies as a journeyman, an apprentice or as a worker covered by a collective Agreement with 591G and, as defined in the Constitution and Laws of the National and does not withdraw, resign or is not expelled or suspended as provided in these By-Laws or under the Constitution and Laws of the National.
- 19.08 Apprentice Membership: An apprentice member shall be a regular member of the Local in all respects except that during their period of apprenticeship, they shall be subject to rules and regulations governing apprentices as determined by the Executive Board which may be subject to change from time to time, and as set forth in these By-Laws or the Constitution and Laws of the National.
- (a) All eligible apprentice members shall attend the Ontario Graphic Communications Training Centre classes, as are required under their apprenticeship and they must sign an Obligation of Apprenticeship Form. For failure to comply with the above rules, unless excused by the Local Executive Board, the apprentice shall be subject to a fine or their apprenticeship voided.
- 19.09 Honourary Withdrawals: Members who are no longer actively engaged at the trade may apply for an Honourary Withdrawal Card, not inconsistent with the Constitution and Laws of the National and provided that all indebtedness charged to them is paid to date of application.
- 19.10 Resignation: A member may resign from membership, upon approval of the Local Executive Board only if they are in good standing and have ceased to be engaged as an employee or in a supervisory capacity in an industry within the jurisdiction of the Local or the National, but continues otherwise to be associated with such industry. Upon resignation, all rights, privileges and other benefits of membership shall terminate automatically including coverage and benefits under any plan except as such plan may

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- expressly provide otherwise. Such person shall thereafter be entitled to apply for membership only as a new member upon the terms and conditions prevailing at the time and such conditions as may prevail in the National Constitution and Laws.
- 19.11 **Travelling Cards:** A member desiring to seek employment in the jurisdiction of another Local shall apply to the Local office for a Travelling Card before proceeding to such Local for employment.
- Travel Cards and Transfers to other Locals shall be as prescribed in the Constitution of the Communications, Energy and Paperworkers Union of Canada.
- 19.12 **Interdivisional, Craft, Branch and Classification Transfers :** Each member shall be classified by contract division and branch of trade and shall retain such classification unless a change is authorized by the Local Executive Board.
- (a) Members shall not perform work outside their classification or contract division and branch of trade unless otherwise permitted by the current contract agreement in effect or unless approved by the Local Executive Board in accordance with policy established.
- (b) Any member permitted by the Executive Board to perform any work outside their classification or contract division or branch of trade shall make application to the Executive Board for a permanent change of their classification after completing six (6) months of such work, unless exempted by the Executive Board for extenuating circumstances. Upon approval of such branch transfer of a member, the member shall be considered permanently reclassified.
- PRIVILEGE**
- (a) Unemployed members shall be given the first opportunity for any permanent position that is open in preference to members already employed, provided they have the necessary qualifications and except as hereunder provided.
- (b) Sacrificed or Struck work members shall have priority for any position open.
- ARTICLE 20 – MEMBERSHIP, SPECIAL, SUMMONS MEETINGS.**
- 20.01 There shall be three (3) Sunday General Meetings, in the months of January, March and November, all other General Meetings shall be on Tuesday, night, in the months of February, April, May, September, and October.
- 20.02 **Procedure:** In the conduct of meetings, Robert's Rules of Order shall decide all questions of procedure not provided for in these By-Laws.
- 20.03 **Quorum and Voting:** A quorum of not less than twenty (20) regular members in good standing shall be required for the transaction of any business at any regular General Meeting. If such quorum is not present, the meeting will be cancelled by the presiding Officer. Except as otherwise expressly provided in the By-Laws or in the Constitution and Laws of the National, all actions at any regular General Membership Meeting shall require a majority vote of the regular members present and voting. Only such members who are covered by special benefits, funds and plans shall be eligible to vote in respect thereto.
- (a) If there is no quorum for two consecutive meetings, at the second meeting the business will continue and the Local Executive Board will have the power to conduct the business of the Local, as per these Bylaws.
- (b) Nominations for Executive Officers and Executive Board will be considered in order if there is no quorum at said meeting.
- 20.04 **Special or Summons Meetings** may be called by the Executive Board or by a two-thirds (2/3) vote of the membership present at a regular meeting. Such meetings, stating the purpose thereof, shall be held upon not less than five (5) days' notice. Only such business as is stated in the notice of a special or summons meeting shall be transacted at such meeting.
- 20.05 Special or Summons Meetings are to be called Saturdays whenever possible.
- 20.06 **Special or Summons Meetings:**
- (a) Summons Meetings may be called for the whole Membership or for a group of members. Members, for whom the Summons Meeting was called, are obligated to attend that Summons Meeting or pay a fine as determined by the Executive Board.
- (b) Any member involved in a Special or Summons Meeting as per above, shall not work at the time of a Special or Summons Meeting. A member who works before or after a Special or Summons Meeting must attend that meeting. Any violation shall be dealt with by the Local Executive Board.
- (c) Members retired or on the Local sick list (or who supply a doctor's letter) are exempt from attendance at Summons Meetings.
- (d) Owners, salesmen, superintendents, and non-working foremen shall be excused from attendance at Summons Meetings.
- (e) Members who are on vacation, or who are bereaved or who are attending a wedding at the time of the Summons Meeting, may be

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exempted by writing a letter within 30 days of their non-attendance, to the Ways and Means Committee. Members writing letters must give details (e.g., who was married or who died). No reasons other than those outlined above will be acceptable as valid reasons for non-attendance at Summons Meetings. The Ways and Means Committee will review letters of appeal in respect to reasons outlined above and make recommendations to the Local Executive Board. The decision of the Local Executive Board shall be final.

- (f) All active members in the Local are required to attend Summons Meetings.
- (g) Any member who is found guilty of misrepresenting their attendance in any manner shall be dealt with under Article 21.01 (k), of the Local By-Laws.

### ARTICLE 21 – MISCELLANEOUS PROVISIONS OF MEMBERSHIP

**21.01 Discipline:** Each member shall be required to fulfill the “Obligation of Membership” which every member is required to take or subscribe to upon becoming a member of this Union. In addition:

- (a) A member shall not continue to work or accept work in a shop where members of this Union are on strike or lockout.
- (b) A member shall comply with all orders and directions issued by the Executive Board.
- (c) Each Member shall be required to sustain the officers in the proper discharge of their duties.
- (d) All members shall be required to conduct themselves in a proper manner, refrain from profane or abusive language, or appearing in an intoxicated condition at any meeting of the Local, or when conducting business with or in the Local office or with a Local Officer. If the offence occurs at a meeting of the Local, the member shall be subject to ejection from the meeting.
- (e) A member shall not leave a meeting before the close unless excused by the Chairman.
- (f) A member shall not, for personal reasons, motives or malicious intent, deprive or attempt to deprive another member of their good standing or employment within this Local, or attempt to supersede another member in any improper manner.
- (g) Members shall not use their influence in any manner or form to obtain a position for a non-member, an expelled member, or a member not in good standing.
- (h) A member shall be required to abide by the policies and decisions and contracts of the Local, and shall not make or conspire to make any changes or deviations in any Local

policy, decision or contract of the Local with their employer.

- (i) A member shall not engage in conduct which undermines the wages, hours, or conditions in their shop or affects the job security of any other member, nor shall they enter into any agreement or arrangement with an employer which does not comply in all respects with the agreement in effect between the Union and their employer, or which would adversely affect the job security of any other member.
- (j) A member shall not for the purpose of causing dissention among the members of this organization, spread or cause to be spread stories or rumours that would tend to discredit or injure a fellow member or officer of this Union.
- (k) A member shall not defraud or attempt to defraud, or help another member to defraud this Union.
- (l) Any member directed in writing by the Union office to appear at a regular or special Executive Board meeting, shall appear as directed, or shall provide an acceptable reason.
- (m) A member shall not operate a Graphic Arts shop without signing the applicable Collective Bargaining Agreement or meeting the contract shop requirements as established by this Union.
- (n) A member shall not cross a legal sanctioned picket line of this Union.
- (o) A member shall not solicit work or accept a position at a Local hiring hall shop or visit any CEP Union shop before obtaining consent from an Executive Officer.
- (p) A member shall not do any trade work outside the Shop where they are regularly employed without permission of an Executive Officer.
- (q) A member shall not solicit employment in another Local without obtaining a Travelling Card from Local 591G and must obtain the consent of the President of the Local into which the member is soliciting employment.
- (r) A member of another Local shall not solicit or accept a position with this Local’s jurisdiction without first obtaining permission from this Local’s Executive Officers.
- (s) Any member who violates any of the above By-Laws (Article 21.01) will be subject to a fine, reprimand or expulsion, as levied by the Executive Board and approved at a General Membership Meeting.

**21.02 Employment:** Members not in good standing shall not be entitled to receive employment service.

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**21.03 Payment of Fines:** A Fine levied against a member shall be due and payable as directed by the Executive Board.

Any dues or assessments paid by a member after the date of a fine levied against them is due and payable, shall have such payments credited against the fine until such fine is paid in full.

**21.04 Penalties:** Penalty for violation of any provision of these By-Laws or the Constitution and Laws of the National unless otherwise expressly provided for in the Article or Section itself, shall be determined by the Executive Board and may be appealed before the membership following the membership meeting such action was reported. In the event the membership grants an appeal, the case shall be returned to the Executive Board and a new trial shall be set. In the event the membership sustains the Executive Board's decision, the member shall then have the right of appeal as is provided in the National Constitution.

### **ARTICLE 22 – WAGES, HOURS AND WORKING CONDITIONS**

**22.01** Every member shall be required to receive at least the minimum wages, hours and working conditions as set forth in the labour agreement between the Local and their employer, or in the absence of such agreement, as set forth in the labour agreement currently in effect between the Local and the majority of employers.

- (a) Any member who accepts or works in a position in any shop for less than the minimum wages, hours and working conditions currently in effect in the labour agreement with their shop and the Local, or in the absence of such agreement, the conditions in effect in the area contracts of the Local, unless provided by a Local Executive Officer or the Executive Board, shall be fined and/or subject to expulsion as the Executive Board shall decide.

### **ARTICLE 23 – STRIKES**

**23.01 Approval:** Strike sanction requests by a Local Union shall be sent to the National President and must first be authorized by a majority vote of the affected members of the Local Union in good standing and voting. The requests shall set forth the issues in writing including such information as may be pertinent and required by the National President:

- (a) Strike Sanctions shall be granted by the National President. No strike may be called thereafter without a renewal of the strike sanction by the National President.

(b) No Local Union shall call a strike without the approval of the National President, and strike sanction having been granted.

(c) When a strike has been authorized by the National President, no strike shall occur until the following procedures have been complied with:

(i) A two-thirds (2/3) favourable vote is cast by secret ballot, by the members present at the vote, in the bargaining unit involved.

(ii) Approval by the Local Union or as their own By-laws might otherwise provide.

(d) A Local Union shall not be entitled to National Union strike benefits unless it has complied with these requirements.

(e) No Local Union or Group shall solicit any funds in support of a strike or lockout without prior approval of the National Executive Board.

### **ARTICLE 24 – LOCAL AFFILIATIONS**

**24.01** The Local shall be affiliated with such Federal, Provincial and Civic Labour Organizations, and any such organizations that tend to promote and protect the aspirations of Labour and Union, as shall be determined by the Executive Board and the General Membership.

### **ARTICLE 25 – MISCELLANEOUS**

**25.01 Funerals:** The full-time Officers of the Local shall have the power to draw on the General Fund of the Local for a floral offering or a memorial donation to the Ontario Graphic Communications Training Centre upon receipt of notice of the death of a member in good standing.

(a) One of the full-time Officers of the Local shall be the official representative of the Local and may attend the funeral of the deceased member.

(b) The full-time Officers of the Local shall when requested, provide pallbearers from among the membership of this Local when available.

(c) If any of the above named Officers find it impossible to serve on any certain occasions, then a part-time Officer or other official representative of the Local may attend the funeral.

**25.02 Civil Rights and Civic Obligations:** This Local will not discriminate with regard to the terms or conditions of membership because of race, colour, sex, age, religion or national origin.

**25.03 Union Labels:** The use of the CEP label may be granted to firms as provided in the Constitution of the National Constitution and

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- Laws. It shall be the duty of the President to determine that conditions in the shop are not in violation of the Union Label Licence Agreement or the applicable Collective Bargaining Agreement.
- (a) The Shop Steward shall be the custodian of all CEP labels, stamps, or dies in the shop.
- (b) The Local reserves the right to cancel any and all labels whenever, in its judgement, conditions warrant such action. A complete and accurate record shall be maintained by the Local of each and every label issued.
- 25.04 Apprentices: An Apprentice shall not be allowed to work without a Journeyman from their own branch present, at any time.
- 25.05 Separability: Each and every clause of these By-Laws shall be deemed separable from each and every other clause so that in the event that any clause or clauses shall be finally determined by the competent government authority to be in violation of any law, then and in such event such clause or clauses only, to the extent only that any may be so in violation, shall be deemed of no force and effect and unenforceable without impairing the validity and enforceability of the rest of the By-Laws including any and all provisions in the remainder of any clause, sentence or paragraph in which the offending language may appear.
- 25.06 Effect of Invalidity: If any clause of these By-Laws shall be determined invalid as specified above, then the Executive Board shall have the authority to suspend operation of such clause during the period of its invalidity. The Executive Board shall substitute in its place, as soon as possible, a clause which will meet the objections to its validity and, to the fullest extent practicable, be in accordance with the objectives of the original clause. Said substituted clause shall have full force and effect and shall be deemed a part of these by-Laws until appropriate action is taken at the first regular meeting following the Executive Board's action. Notice of the By-Law change and action taken by the Executive Board shall be given in the official publication of the Local.
- 25.07 Special Committees: The Local shall have such special committees as may from time to time be created by the President or the Executive Board.
- 25.08 Any member changing their address or telephone number shall notify the Union office at once.
- 25.09 Members shall immediately notify the Local office when they are unemployed, laid off, or sick and when they go back to work. Failure to notify the Local office may result in delay or loss of benefits.
- 25.10 Members shall notify the Local office in writing if they desire to change employment.
- ARTICLE 26 – CEP LOCAL 591 BENEVOLENT SOCIETY INCORPORATED (the Corporation)
- 26.01 Property Committee:
- (a) There shall be a Property Committee composed of the directors of the Building Corporation which shall include the President, Vice President “A” and Vice President “B”. Subject to the authorization of the membership, as expressed by special resolution, the Property Committee shall have the power and authority, for and on behalf of the members, to negotiate for and to purchase and hold real property.
- (b) With the authorization of the membership, a sum of money may be borrowed by the Property Committee from the General Fund or the Unemployable Benefits Fund to be used in the purchase of real property.
- Any such loan shall be secured by mortgage against the property purchased, on such terms as the membership may by special resolution determine.
- ARTICLE 27 – LOCAL STRIKE AND LOCKOUT BENEFITS AND DEDICATED STRIKE FUND
- 27.01 Dedicated Strike Fund:
- (a) An assessment of 0.15% per week shall be levied from each member and deposited into a dedicated Strike Fund commencing January 1, 2010.
- (b) The assessment shall be levied until the Strike Fund assets reach \$250,000 and shall cease when the \$250,000 is reached. When the Strike Fund falls below \$150,000 the assessment shall be automatically reinstated.
- (c) Local strike benefits shall be paid out of the Strike Fund.
- 27.02 Local strike benefits shall be payable in the case of a legal strike, lockout or recognition of a lawful picket line as determined by the Local Executive Board. Such benefits shall be subject to the approval of the Local Executive Board. Continuation and duration of payment of such benefits will be at the Local Executive Board's discretion.
- (a) Members qualifying shall be entitled to receive \$100.00 weekly.
- (b) In addition, members receiving Local strike and lockout benefits who are covered by a Collective Agreement that includes health care benefits shall receive 100% of a basic CEP Graphical Benefit Plan.
- (c) The benefits as listed above shall be separate and apart from the strike benefits paid by the National Union under the Constitution of the

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Communications, Energy and Paperworkers  
Union of Canada.

### ARTICLE 28 – DUES

- (a) The regular weekly dues of Local Members not covered by a Collective Agreement shall be as follows:

Dues to be \$12.00 + \$1.00 Per Cap Assessment per week for members outside a Collective Agreement and all Journey Persons and Bindery Journey I.

All other members working in other classifications to pay \$7.00 + \$1.00 Per Cap assessment per week.

- (b) The regular weekly dues of Local Members working in Union Shops shall be as follows:

- (1) For members working in a Union Shop and who are entitled to benefits from the Unemployable Benefits Fund (UBF) – two point ten percent (2.10%) of gross earnings (includes overtime, personal premiums, night shift premiums and regular wages).

- (2) For members working in a Union Shop and who are not entitled to benefits from the Unemployable Benefits Fund (UBF) – one point eight-five percent (1.85%) of gross earnings (includes overtime, personal premiums night shift premiums and regular wages).

- (c) Members (except as noted in (d) below) shall pay dues each week that they are not working due to layoff, out of work and leave of absence, of four (\$4.00) per week.

A week listed in this paragraph shall be any calendar week in which the member is not working three (3) or more days.

- (d) Members who are in receipt of benefits from any Retirement Plan, and are not employed in the jurisdiction of the Local, are not required to pay Union dues.
- (e) All dues and assessments shall be paid by the week to the Shop Steward who will enter all payments in the Members' Dues and Assessments Receipt Book, provided for this purpose, unless the member is on check-off. The Shop Steward must forward to the Local office all dues and assessments received as soon as possible after the 15<sup>th</sup> of the following month. All members employed in shops where there is no check-off or Shop Steward, shall remit dues to the Union office monthly.
- (f) Special Weekly Dues other than Regular Weekly Dues may be assessed to members in new bargaining units for the purpose of organizing or merger. Members paying dues at a rate that is less than the Regular Weekly

working dues shall not be entitled to benefits from the Unemployment Benefits Fund.

### ARTICLE 29 – DISTRIBUTION

- (a) Regular Weekly Dues collected by this Local for members entitled to the UBF shall be dispersed as follows:

General Fund - 87.5%  
Unemployable Benefit Fund (UBF) - 12.5%

- (b) Regular weekly Dues collected by this Local for members not entitled to the UBF shall be dispersed as follows:

General Fund - 100%

- (c) Special Weekly Dues collected by this Local shall be deposited to the General Fund only.

- (d) As per Article 27 the Dedicated Strike Fund assessment shall be deposited to the Dedicated Strike Fund only.

- (e) Signatures to all cheques of the Local shall be any two of the following:

The President; Vice President "A"; Vice President "B"

### ARTICLE 30 – INITIATIONS

- (a) Eligibility for membership must be in accordance with the Constitution and Laws of the Communications, Energy and Paperworkers Union of Canada.

- (b) Applicants must appear before the Local Organizing Committee, or be interviewed by an Executive Officer of the Local.

- (c) The Initiation Fee for membership in this Local shall be as follows:

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**Earnings:**

\$200.00 per week to \$250.00 per week	\$125.00
\$250.01 per week to \$300.00 per week	\$150.00
\$301.01 per week to \$350.00 per week	\$175.00
\$350.01 per week to \$400.00 per week	\$200.00
\$400.01 per week to \$450.00 per week	\$225.00
\$450.01 per week to \$500.00 per week	\$250.00
\$500.01 per week to \$550.00 per week	\$275.00
\$550.01 per week to \$600.00 per week	\$300.00
\$600.01 per week to \$650.00 per week	\$325.00
\$650.01 per week to \$700.00 per week	\$350.00
\$700.01 per week to \$750.00 per week	\$375.00
\$750.01 per week to \$800.00 per week	\$400.00
\$800.01 per week to \$850.00 per week	\$425.00
\$850.01 per week to \$900.00 per week	\$450.00
\$900.01 per week to \$950.00 per week	\$475.00
\$950.01 per week to \$1000.00 per week	\$500.00

For each additional \$50.00 weekly earnings, the initiation fee is increased by \$25.00.

- (d) All applicants must take the oath of membership before becoming members of Local 591G
- (e) Initiation Fees for Special Organizing cases may be reduced by the Organizing Committee with the approval of the Local Executive Board.

**ARTICLE 31 – ADMINISTRATION FEES**

An administrative fee of \$16.00 per member per year will be charged against the Unemployable Benefits Fund. This money is to be transferred semi-annually from the above fund into the General Fund.

**ARTICLE 32 – OFFICER’S SALARIES**

- (a) The Salaries for the full-time Officers of Local 591G.

President	Current Salary
Vice President “A”	Current Salary
Vice President “B”	Current Salary

- (b) The full time Officers of Local 591G shall receive in addition to the above, increases to be applied on the date of each year that Contract improvements are applied to the membership of a shop that was part of the Master Agreement. The formula of these increases is the same percentage increase as is the Master Agreement.

**ARTICLE 33 - AMENDMENTS**

- (a) An amendment or alteration of these By-Laws or a new By-Law shall be presented at a Regular Membership Meeting and shall have two (2) further readings at two (2) consecutive Regular Membership Meetings, immediately following its presentation, before a motion and debate on the motion can be entertained.
- (b) With the approval of the Executive Board and the General Membership Meeting (a) may be waived and the proposition for amendment or alteration or for a new By-Law may be voted upon by Referendum Ballot.
- (c) Any proposed By-Law amendment shall be publicized in the Local Newsletter prior to any vote being conducted.
- (d) A motion for amendment or alteration or for a new By-Law as in (a) and (b) above, must receive a simple majority of the ballots cast before becoming part of the By-Laws of Local 591G.



**APPENDIX "A"**

The structure of the merged Local in respect to its top Executive and Policy positions – as in all other respects has been carefully designed so that the special interests of the combining memberships can be fully accommodated while at the same time allowing the Local to function as an efficient and effective single organization to accomplish the purposes of the merger.

In keeping with this design, the responsibilities of the Executive Officers are of key importance. They each must be particularly sensitive and responsive to the special needs of the merging memberships of which they are representatives until such time as united and mutual accomplishments have obliterated formal distinction and organic merger has been fully realized in fact. In discharging the responsibilities of their offices in this regard, the Executive Officers shall not act in any spirit of partisanship, but shall act in accordance with the basic spirit of the merger to achieve the paramount objective of the combined membership.

In accordance with this fundamental understanding of the roles of the Executive Officers the following shall constitute the nature of their relationship and the area of their responsibilities.

In the case of all matters, whether concerning the Local as an organization or any segment of its membership, the Executive Officers shall regularly and on a current basis inform, advise, consult and counsel with each other to the end that there shall be unity of goal and accomplishment by the Local and to the end further that, as a result of the mutual concert of their actions, each shall become fully knowledgeable in the industry of the special competence of the other.

**CEP Local 591G By Laws as amended March 7, 2010**

**UNEMPLOYABLE BENEFIT FUND**

**LOCAL 591G BY-LAWS**

**RATIFIED NOVEMBER 7<sup>TH</sup>, 1948**

**AMENDED:**

**1953**

**1958**

**1960**

**1962**

**1964**

**1967**

**1971**

**1975**

**1981**

**1982**

**1984**

**1986**

**1988**

**1989**

**1994**

**1995**

**1997**

**2007**

**2010**

## **CEP Local 591G By Laws as amended March 7, 2010**

### **UNEMPLOYABLE BENEFITS FUND LOCAL 591G BY-LAWS**

**BROTHER A. BENNYWORTH** – Prime supporter of the Unemployable Benefits Fund in its formative stage passed away October 20, 1964.

At the Annual Meeting held at the Senefelder Club Dinner held March 30<sup>th</sup>, 1940, at the Ellen Bradley Grill, it was suggested that some plan be arranged to assist our unemployable and older members financially, and this plan was to be brought forward at the next regular meeting of Local No. 12 from a General Membership discussion.

At our regular March meeting, 1941, President Arthur Brown presiding, a motion was presented by Brother N. Harlock, duly seconded by Brother H. Lister, that arrangements be made along these lines.

At our April meeting, 1941, a proposed assessment plan was brought forward by Brother H. Thompson, and a motion proposed by Brother N. Harlock, seconded by Brother Hickling, that a Committee be formed to investigate this matter and submit a report to the next Local Meeting.

Unfortunately, there was considerable delay in having this report at our next regular meeting, due to some proposed amalgamation arrangement between our Local and the Photoengravers Local, which failed to materialize.

At the December Meeting, 1943, of Local 12, it was proposed by Brother W. Shearstone, seconded by Brother F. Buxton, that suggestions for this fund be presented to the members at their January Meeting.

A plan for this fund was presented at the January meeting of Local 12, President N. Harlock presiding, by Brothers A. Bennyworth and H. Thompson, that dues be increased 15c per member per week, and also that 10c per week per member be taken from the "Sick and Out of Work Fund" to assist this fund. This plan was passed at the regular meeting of Local 12, April 1944. A referendum vote was then sent out to the members of Local 12 for their acceptance. This was passed with the following results:

191 members yes, 75 members no, with the proposed assessment to start October 1944.

It was suggested at the time, that a fund to take care of this condition be set at \$25,000.00 to be raised within five (5) years, and that no benefits be paid during this period until this amount was reached.

For the information of our members, the sum of \$25,000.00 was raised within four (4) years, which certainly showed the interest that the members of the Local 12 placed in their plan.

First benefit cheques were issued February 1, 1949.

### **I – INTERPRETATION**

- (a) Fund, where used in these By-Laws, shall mean Unemployable Benefits Fund.
- (b) Board, where used in these By-Laws, shall mean Unemployable Benefits Fund Board.
- (c) Member or member(s), where used in these By-Laws, shall mean a member or member(s) in the Fund and in good standing of the CEP, Local 591G, as outlined in the By-Laws of the Local and the National Constitution, or having transferred to another Local and retaining Fund membership by complying with Section IX (ii).
- (d) Recipient, where used in these By-Laws, shall mean one who is in receipt of Benefits from the Fund.

### **II – NAME**

The Fund shall be known as the Unemployable Benefits Fund.

### **III - PURPOSE**

To assist financially any member unable to work through permanent physical or mental incapacity, or old age and to assist the widows and widowers.

### **IV - BOARD**

- (a) The Board shall consist of 8 members of the Fund.
- (b) The Board Members shall be appointed by the Chairman from the members of the local's Executive Board.
- (c) The Local President shall be the Chairman, Vice President "A" shall be the Vice Chairman, Vice President "B" shall be a Member of the Board and the Local Recording Secretary shall be the Board Recording Secretary.
- (d) Four members shall constitute a quorum for any Board meeting.

### **V – DUTIES AND POWERS OF THE BOARD**

- (a) The Board shall hold at least one meeting a year which shall be the Annual Inaugural Dinner meeting. A complete financial report of the Fund shall be presented at this meeting.
- (b) Minutes shall be kept of all meetings.
- (c) The Board may from time to time, pass further By-Laws for the governing of the affairs of the Fund and for varying or altering the benefits and credits payable, and may repeal, amend, vary or otherwise deal with any By-Law heretofore passed, provided that no By-Law so passed and so such repeal, amendment, variation or other dealing with any By-Law shall be effective

## CEP Local 591G By Laws as amended March 7, 2010

unless and until sanctioned by the Local Executive Board and a two-thirds majority of the members, who are UBF participants, present at a regular general meeting of the CEP Local 591G, provided that such further By-Law repeal, amendment, variation or dealing shall be presented as a notice of motion to a regular meeting of the CEP Local 591G and voted on at a following regular meeting.

- (d) The Board and/or the Local Executive Board has the authority to accept or decline any member's application for receipt of benefits from the Fund, make decisions as to eligibility of applicants and the amount of benefits payable, and discontinue, for just cause, payments to recipients. A report of all findings must be included in the minutes and be presented to the Executive Board and General Membership of Local No. 591G for ratification.

### VI – RECIPIENT QUALIFICATIONS

- (a) Any member unable to work should be eligible for benefits, through either permanent physical or mental disability. The payment of a disability benefit shall be made only after acceptance of proof of permanent disability, by the Local Executive Board and / or the Unemployable Benefits Fund Board. Such proof may require a statement from a physician, approved by the Local Executive Board and / or the Unemployable Benefits Fund Board, indicating that the member is wholly disabled, permanently, preventing the member from engaging in gainful employment in their branch of trade. Continuance of disability benefits shall depend upon continuing medical proof, acceptable to the Local Executive Board and / or the Unemployable Benefits Fund Board, that the member's disability still exists.
- (b) Any member having attained the age of sixty-five years and not working at the trade or as outlined under the jurisdiction of the Local or as outlined under Section X Early Retirement.
- (c) Members must apply for an application form through the office of Local 591G. If a member is incapacitated and unable to apply or sign an application, the Board may approve an application with the member's signature, if there are extenuating circumstances.
- (d) Application must be approved by the Board and / or the Local Executive Board. Final approval must come from the Local Executive Board and the General Membership of Local 591G.

- (e) A recipient resuming employment at the trade for a period of six consecutive months or more, must make out a new application, and be processed accordingly.

### VII – PERSONS NOT ELIGIBLE FOR BENEFITS

- (a) All persons not members as outlined in Section 1 (c).
- (b) A member of the Local will not be eligible to receive benefits from the Fund unless they have been a member of the Local for five years. Should a member retire or go on disability after one year of membership, but less than five years, they will be reimbursed for all money they have paid into the UBF Fund.
- (c) Members in bad standing according to the Local By-Laws or the National Constitution.

### VIII – APPEALS

Should any member wish to appeal any decision of the Board, they may do so upon application to the Board. Further appeal may be carried to the Executive Board of Local 591G.

### IX – BENEFITS

Benefits from the Unemployable Benefits Fund shall commence only after the member is retired.

Benefits payable to members eligible to participate in the Fund shall be as follows:

- (i) Credits;
- (ii) Transferred Members;
- (iii) Widow & Widower Benefits;
- (iv) Disability Benefit

#### (i) CREDITS

- (a) Members of Local 211 who were members of former Local 35P and were enrolled in this plan at time of merger (October 1, 1980) shall have benefits commencing with year 1980.

Members of Local 500G who were members of former Local 28B and were enrolled in this plan at the time of the merger (January 1, 1984) shall have benefits commencing with year 1982.

Members of Local 211 who were members of former Local 12L at time of the merger (October 1, 1980) shall have benefits commencing from their date of initiation into Local 12L, unless otherwise amended in Section (b) below.

Local 542 Members shall be granted a monthly benefit equal to that earned up to the date of merger. The benefit is 25 cents for each year of membership in prior Local 542, from January 1, 1950 to April 1, 1987. Members commence accumulating benefits under Local 500M funds rules as of April 1987.

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- (b) There shall be no credits for membership years for the period that a member has not paid into the Fund. Credits will not accrue while a member is retired and receiving benefits from the Fund, or on disability over one continuous year.

There shall be no credits for membership years accumulated prior to expulsion from the CEP, or the Predecessor Unions, GCIU, GAIU, LPIU, ALA. and former CEP Local 91-O.

There shall be no credits for membership years while in any other Local of the CEP, except as provided in Section IX (ii) Transferred Members.

Earned Credits shall be granted for membership years prior to transfer, resignations or withdrawal, provided the person has again been a member of Local 591G for a full 5 years.

Years of membership shall be computed by the month from the date of initiation or transfer. A balance of more than six months shall constitute a full year.

Members of Local 12L who were initiated before or during a war involving the Government of Canada and served in the Armed Forces will be granted credits for their years of service.

- (c) Benefits shall accrue at the rate of \$3.00 per month for each year of participation in the Fund up to December 31, 2009.
- (d) Benefits shall accrue at the rate of \$2.50 per month for each year of participation in the Fund after December 31, 2009.

**(ii) TRANSFERRED MEMBERS**

- (a) Members transferring to other Locals have the option, within 90 days from date of transfer, of continuing membership in the Fund by payment of the prevailing rate, yearly in advance, providing membership is maintained in the CEP.
- (b) Transferred members, who have continued membership in the Fund, shall receive one notice annually of due premium payment and shall be allowed sixty days in which to make premium payment to Local 591G before being withdrawn from the Fund.
- (c) A transferred member, who has continued membership in the Fund, may apply for benefits if incapacitated for twenty continuous weeks or longer or having attained the age of sixty-three years and is no longer working at the trade or as outlined under Section X, Early Retirement.
- (d) If a transferred member is incapacitated more than 5 weeks and less than 20 weeks, they may apply for remission of their UBF premium for that period.

**(iii) WIDOW AND WIDOWER BENEFITS**

- (a) When a retired member or a member on Temporary Disability, drawing monthly benefits from the UBF dies, the member's spouse will not receive a benefit.

- (b) The benefits will be outlined as herein:

If an active member in good standing, for five or more years should die, the member's spouse will receive a monthly benefit, for 12 months, equal to the benefit the member would have accrued to the date of the member's death.

Note: For the purpose of this clause the designation of spouse shall include Common-Law spouse on the following basis:

- Where a member has a Common-Law spouse, and is not legally married the "widow and widower benefit" in this section shall apply.
- Where a member has both a legally married spouse and a Common-Law spouse, the benefit will be paid to the legally married spouse, unless the member designates that his Common-Law spouse is named as the recipient of the benefits from Section VI of the above clause.

**(iv) DISABILITY BENEFITS**

Any member who has been a member in good standing for ten years or more shall be entitled to a Lump Sum Disability of \$1500.00, providing the member qualifies under Article VI - Recipient Qualifications Section a).

**X - EARLY RETIREMENT**

- (a) A member may retire prior to age 65 provided they have attained the age of 55 years, is in good standing in the Local, and is not actively engaged in the trade or at work falling under the jurisdiction of the Local.

Retirement Age	% of Accrued Benefit Payable for Life at Early Retirement Date
65	100%
64	94%
63	88%
62	82%
61	76%
60	70%
59	64%
58	58%
57	52%
56	46%
55	40%

- (b) A member retiring between the ages of 55 and 65 years of age shall have their benefit reduced by .5% for each month of retirement commencing prior to age 65. Benefit commences at age 62.

## **CEP Local 591G By Laws as amended March 7, 2010**

### **XI – FINANCES**

- (a) The Fund income shall be derived from a percentage of regular dues, as noted in the Local By-Laws, from members who qualify to participate under the Local 591G By-Laws, and from income out of the Investment Portfolio, and all other monies properly paid into the Fund.**
- (b) Cheques to recipients shall be payable monthly on or about the first day of each month following the previous qualifying period.**
- (c) A member, while in receipt of benefits from the UBF, shall not be required to pay dues.**
- (d) Details of disbursements from the UBF shall be directed to the Board Chairman on a monthly basis, Signatories to UBF cheques shall be any two of the following:  
  
Local President  
Vice President “A”  
Vice President “B”**
- (e) Cheques to recipients and Fund operating expenses shall be paid out of the Unemployable Benefits Fund.**
- (f) The Administration fee of \$16.00 per member per year will be charged against the Unemployable Benefits Fund. This money is to be transferred semi-annually from the Unemployable Benefits Fund to the General Fund.**
- (g) Members of the Fund shall be members of the Graphic Communications Benevolent Trust Fund. The one time registration fee (currently \$8.00 per member) and the cost of maintaining membership (currently \$1.00 per member per month) in the Graphic Communications Benevolent Trust Fund shall come from the resources of the Fund.**

### **RESOLUTION**

**With the authorization of the membership, a sum not exceeding \$500,000 may be borrowed by the Property Committee from the Unemployable Benefit Fund, to be used in the purchase of property in accordance with the authority given to it pursuant to the Local By-Laws. Any such loan shall be secured by a mortgage against the property purchased on such terms as the membership may determine.**