



UNIFOR

Local**112** | Canada

BY-LAWS

REVISED MARCH 2025

Toronto, Ontario, Canada



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ARTICLE 1: NAME

1. This organization shall be known as Unifor Local 112, affiliated to the Canadian Labour Congress (CLC).
2. The constitution of this local union shall be the constitution of the national union, Unifor and these by-laws shall be in all respects subordinate to said constitution and all applications and interpretations thereof.

ARTICLE 2: OBJECTIVE

The objective of this organization shall be the banding together of all the various committees of Local 112 to establish wages and conditions for a better way of life, to maintain the hard-won gains of our fellow unionists and to establish the dignity of those who toil.

ARTICLE 3: MEMBERSHIP

1. Eligibility and conditions of membership in Unifor Local 112 shall be the same as prescribed in Article 5 of the national constitution.
2. It shall be the duty of each member to conscientiously seek to understand and exemplify by practice the intent and purpose of his/her obligation as a member of this local and the national union.
3. Membership cards will be provided to each member.
4. Attendance at all general membership meetings shall be by membership card only. Membership cards will be punched by the sergeant-at-arms or the guide at the point of entry.
5. Any member who attends a meeting in an intoxicated condition or creates a disturbance shall lose the right to voice and vote at the said meeting at the discretion of the chairperson and may be evicted from that particular meeting.

6. It shall be the duty of each member to participate in all municipal, provincial and federal elections.
7. The national union and the local shall be the sole bargaining agent for all members, as outlined in the national constitution.

ARTICLE 4: POWERS OF ADMINISTRATION

1. The highest authority in the local shall be vested in the general membership meeting.
2. A general membership meeting shall be held at least once a month.
3. The highest authority in the local between membership meetings shall be vested in the executive board of the local and it shall meet at least once a month.
4. The highest authority in the local between executive board meetings shall be vested in the president of the local, subject to the approval of the executive board and the general membership.

ARTICLE 5: LOCAL UNION OFFICERS

1. The local shall have the following executive officers: president, vice-president, recording secretary, financial secretary-treasurer, three trustees, sergeant-at-arms and guide.
2. The duties of the elected local executive officers shall be as prescribed in the national constitution.
3. The executive officers shall serve for a period of three (3) years.
4. No alternates shall be permitted to attend the executive board meetings of the local. All vacancies in the offices of the executive board shall be filled in conformity with the constitution.

5. The president shall have the right of being an ex-officio member of all committees with the exception of the Election Committee and Trial Committee. He/she shall attend all Unifor conventions and conferences of a policy-making nature as a special or fraternal delegate and will not have voice or vote.
6. The officers of the local shall be bonded as prescribed in the national constitution.
7. A majority of elected officers of the local shall constitute a quorum of the executive board.
8. When possible, all executive elections shall be held in the plant to achieve maximum participation of the membership.
9. The plant chairpersons of Unifor Local 112 will be members at large to the executive board with voice and vote.
10. An elected member of the Retired Workers Chapter will be a member at large to the executive board with voice and vote.

ARTICLE 6: ELECTION PROCEDURE

1. All elections and rules for the same shall be in conformity with the national constitution and these by-laws. The Election Committee's interpretation of the rules shall prevail pending the next membership meeting.
2. All printed or mimeographed ballots used in the local's elections shall be marked "X" opposite the candidate's name, but a ballot which clearly indicates the intention of the voter shall be considered valid.
3. No member of the local shall circulate or cause to have circulated false statements against any member or candidate for local office.
4. Candidates' surnames shall appear on all printed or mimeographed ballots in all local elections in systematic rotation.

5. Local 112 will hold all executive board and in-plant elections using only the online voting procedure. Online voting will be open for seven (7) calendar days minimum or longer as decided by the Local 112 Election Committee.

During the online open period, there will also be three (3) consecutive days available at the Local 112 Union Hall for members to vote in person. Such members may choose between a paper ballot or registering and voting online while at the Union Hall.

A member may request to vote prior to the posted times using an advanced paper ballot by requesting such through the Election Chairperson. Such request must be made in writing with the reason for not being able to vote during times as posted by the Election Committee. Requests must be approved at the discretion of the Election Committee Chairperson based on the reason the adopted process cannot be followed.

The election procedure requires that the provisions for an advance poll as detailed in 12a – 12e be followed. (*October 2023*)

Executive Board Elections

- 6a. To expedite the business of the local, all members in continuous good standing in the local for one year shall be considered nominated for all posts on the executive board.
- 6b. Any member of the local wishing to stand as a candidate for election to the executive board shall notify the election committee at least fifteen (15) days prior to the day of the membership meeting preceding the election. Such notification shall be in writing indicating which single office the nominee wishes to stand for. All nominations shall be read by the election committee to a membership meeting held at least seven (7) days before the election and any further nominations in writing shall be accepted at this meeting. All nominees who are accepted at this membership meeting shall be considered as candidates and their names shall appear on the ballot with any nick-names if the candidate so chooses, providing that such nominee qualifies under the Unifor Policy Regarding Local Union Elections.

Bombardier Unit

- 7a. An alternate committeeperson who is subsequently removed from his/her elected/appointed zone must seek re-election in his/her initial zone unless he/she resigns his/her position prior to closing of nominations.
- 7b. Each candidate shall be allowed to have one challenger (scrutineer) present at the casting and counting of the vote at the candidate's own expense. All scrutineers shall be members in good standing of the local and have a written credential from the candidate.

Other Committees

- 8. To expedite the business of the local, all members of the local shall be considered nominated for all elected or appointed offices, conventions or councils, provided they have been in the local union as follows:

Steward 6 months
Committeeperson 6 months
All other committees probation period
(November 1984)

- 9. Results of in plant elections will be posted in the plant. Details of the vote and spoiled ballots will be given at the next membership meeting. Each candidate shall be authorized to receive the results of all the candidates in the post he/she has contested immediately the results are known.
- 10. Rights of Petition of the election for recount must be made within seven (7) days of the day of the election with reasons for such in writing. The Election Committee's decision on recount will be binding pending the next membership meeting.
- 11. Where a conflict or controversy develops concerning election procedure not already provided for in these by-laws or the Unifor Constitution, the election committee would rely upon the Unifor Policy Regarding Local Union Elections to reach a decision.

Advance Poll *(per the Unifor Policy Regarding Local Union Elections)*

- 12a. The advance poll will be performed using the online voting process when used except when 12c is followed.
- 12b. An advance poll will be available to only those members who will not have access to the regular election poll. This will include those members who by reason of vacation, jury duty, bereavement, leave of absence, union business, WCB, sickness, or other known and foreseeable reason or unavoidable circumstances will not have access to the regular election polls.
- 12c. A member may request an advance paper ballot in writing to the Election Committee with reasons for not being able to use the regular paper ballot or online process when used.
- 12d. The advance paper ballot must be encased in such a manner that no member of the committee shall know how any member voted.
- 12e. The voting process must ensure that a member who had access to the online or advance poll will not be able to cast a ballot in the regular poll.

ARTICLE 7: PAYMENT FOR LOST TIME AND EXPENSES

1. In cases of sickness or absence of over seven (7) days of a signatory, the executive board may delegate their authority to some other member of the executive board.
2. The compensation of any member of the Local performing union business of the Local will be at his/her current hourly rate.
3. Lost time will be paid at regular straight time rate for hours actually lost.
(May 2008)
4. Any duly elected or appointed chair of a standing committee of the local or proper designee shall be reimbursed lost wages up to two (2) hours at

straight time while representing such standing committee at any executive council and/or general membership meeting. The local union shall make such arrangements as necessary for proper clearance of said members from their place of employment. This provision shall be effective upon only such members who are working on an off shift that is in conflict with said scheduled meeting. *(March 2005)*

Mileage and Transportation Expenses *(May 2008)*

5. Unifor Local 112 will pay mileage based on the national union rate for all authorized union business. *(June 2007)* In the event that own transportation is not used, coach class fare by railroad, plane, bus or streetcar, by the shortest route, will be supplied. Expenses will not be paid for trips to local membership meetings or local special membership meetings.

6. To those members who, because of unusual circumstances arising from the execution of their union business, are unable to partake of the lunch or meal which they would normally have at work, and are required to buy another at their own expense, the nature of the circumstance of their claim to be outlined in the Claimant's voucher, will be allowed at the following rates:

Breakfast	\$15.00
Lunch.....	\$20.00
Supper.....	\$30.00

7. During the course of authorized union business at conventions or conferences held in Metropolitan Toronto, delegates shall receive full payment for their lost time at their hourly rate of pay and an allowance of \$60.00 a day. Those delegates residing 160 km or more from the point of the convention shall receive \$60.00 allowance upon the presentation of an accredited hotel bill. This allowance is to pay for all costs of food, local transportation and room, or the Local to pay full cost of a hotel room after presentation of an accredited hotel bill. *(November 1995) (December 2005)*

8. During the course of authorized union business of collective bargaining, members of bargaining committees shall receive an allowance of \$60.00 a day, provided they worked and/or attended such meetings past 4 p.m. or their normal working hours. If such members worked and/or attended such meetings within the normal working hours, they shall receive an allowance of \$45.00 a day. *(November 1995)*
9. During the course of authorized union business, delegates to conventions and councils outside the Metropolitan Toronto area in another Canadian city shall receive payment for lost time at their hourly rate of pay. *(May 2005)* They shall receive coach class transportation by rail, bus or plane, by the shortest route to the place of accommodation. A delegate shall receive the cost of a hotel room and national union rate of per diem for out-of-pocket expenses. *(November 1995)*

Local Education Weekends

Unifor Family Education Centre

10. Members who attend the Unifor Family Education Centre on union business will be compensated in the following manner:
11. A person travelling alone due to unforeseen circumstances will be entitled to Coach class rail or bus fare plus \$20.00 a day out-of-pocket expenses.
12. Persons travelling together in a car will be entitled to \$20.00 per person for transportation, plus \$20.00 a day out-of-pocket expenses, plus camp charges.
13. Members at conferences held at the Unifor Family Education Centre in Port Elgin who are supplied meals and accommodations will not receive per diem.
14. Camp costs for children of single parent families will be paid by the local union. *(November 1998)*

15. During the course of authorized union business, delegates to conventions outside the Canadian boundaries shall receive payment for their lost time at their hourly rate of pay. They shall receive coach class transportation by rail, bus or air by the shortest route to the place of accommodation. A delegate shall receive the cost of a hotel room plus national union rate per diem where necessary. *(November 1995)*
16. The president and financial secretary and his/her designee of Unifor Local 112, employed full time by the local, shall receive salary commensurate with the highest hourly rate in Unifor Local 112 (52 hours per week). *(May 2008)* The duties will be as per constitution. *(November 1996)*
17. Financial matters relating to lost time, travel, meals and allowances not already covered by the by-laws will be resolved by the executive board and membership.
18. The president, financial secretary, all unit plant chairpersons, the De Havilland and Bombardier units' WSIB representatives, the De Havilland and Bombardier units' benefits representatives and the Bombardier Substance Abuse Committee chairperson will be paid \$500.00 per year for car insurance. *(September 1995) (April 2001)*
19. No monies except those consigned in these by-laws for expenses and allowances shall be authorized by the executive board.
20. All calls for conventions, councils, etc., shall be presented at a general membership meeting. The number of delegates and lost time involved shall be approved by the membership.
21. Local members seeking reimbursement of per diem and expenses must make such a request for payment in a timely fashion at the time the expense is incurred. Failure to make a timely request may result in payment being denied. Such denial may be appealed to the local union executive board. *(May 1998)*

ARTICLE 8: DUTIES OF THE EXECUTIVE BOARD

1. The duties of the executive board shall be as prescribed by the national constitution and such as prescribed by these by-laws.
 - 1a. The local union executive board and the elected retired workers member will constitute the local union executive board.
2. The local executive board shall have the authority to make disbursements of the local funds, but not exceeding \$750.00 in any single disbursement without consulting the general membership. *(March 2025)* The executive board shall have the authority to pay all ordinary current bills and expenses of the local.
3. The executive board shall encourage and supervise all activities of the local. The executive board shall appoint one of its members to attend each standing committee meeting in a consultative capacity only.
4. The executive board shall, through the president and the recording secretary, convene monthly membership meetings and see that notices of them are posted on the bulletin boards in the plants at least seven (7) days prior to the date of the meeting. Such notices shall outline all special points on the agenda of the meeting.
5. The president and/or executive board shall have the authority to call special membership meetings.

ARTICLE 9: DUTIES OF COMMITTEEPERSONS AND STEWARDS

1. The duties of the committeepersons and stewards are:
 2. To police the collective agreement.
 3. To receive complaints and grievances of his/her area and, where necessary, place a formal grievance as outlined in the collective agreement.

4. To call special meetings of members of the local under his/her jurisdiction to discuss on-the-job problems. Such special meetings are mandatory upon receipt of a petition from 25 per cent of the workers under his/her jurisdiction.
5. To investigate all accidents to determine responsibility for the same in co-operation with the Safety Committee.
6. To carry out to the best of his/her ability, in harmony with the other committees of the local and the executive board, the decisions of the local.
7. To attend all steward and committeeperson meetings and general membership meetings.
8. To turn over all such materials as may come into his/her possession at the end of his/her term of office to his/her successor and to assist him/her in all ways possible.
9. The division of the plants into zones for committeepersons and stewards shall be decided by the executive board subject to the approval of the membership. Such recommendations are to be made in sufficient time to allow at least fifteen (15) days notice for the election to be posted. Any interim adjustments shall be made by the executive board.
10. The plant committee chairperson, one from Bombardier, one from Woodbridge Foam, one from Toromont, shall be elected plant-wide from the general membership. The term of office shall be three (3) years.
11. The local shall elect from the membership one Zone Committeeperson for each zone. The term of office shall be three (3) years.

Bargaining Committee

12. The Bombardier general membership shall elect three (3) Zone Committeepersons to the bargaining committee. The member elected with the highest number of votes shall be the vice chairperson of the plant committee. Their term of office shall be three (3) years.

The bargaining committee shall comprise of the following members:

Chairperson of the plant committee

Skilled trades representative

Three (3) members elected from the duly elected committeepersons

13. Woodbridge Foam bargaining committee. The Woodbridge Foam general membership shall elect three (3) stewards to the bargaining committee. The member elected with the highest number of votes shall be the vice-chairperson of the plant committee. Term of office shall be three (3) years. The bargaining committee shall comprise of the following:

Plant chairperson

Skilled trades representative

Three (3) members elected from duly elected stewards

(September 1996)

14. The skilled trades groups will have zone committeepersons as per collective agreement, one Bombardier, one De Havilland, one Woodbridge Foam, and one Toromont (*formerly Crothers*). The skilled trades representative on the bargaining committees will be voted for by the skilled trades at large at a special skilled trades meeting or in an "in the plant vote" by skilled trades only, using their skilled trades card and membership card. This committeeperson shall automatically be on the bargaining committee.
15. The elected zone committeepersons shall constitute themselves as the plant committee.
16. The elected stewards from Woodbridge Foam, and Toromont shall constitute themselves as the Stewards' Councils. As soon as possible after the election of the same, they shall elect from their ranks chairpersons (chief stewards), vice-chairpersons and secretaries. The Stewards' Councils shall exclusively perform advisory functions and shall be a non-legislative body.
17. All committeepersons and stewards' offices shall be filed within thirty (30) days by an election. In the event that the election committee cannot find

a candidate, the executive board shall be empowered to appoint a committeeperson or steward subject to the approval of the membership.

18. The three (3) members of the bargaining committee and the night shift district committeeperson plus the skilled trades will not be subject to lay-off as long as they hold office. All other district committeepersons will be laid off by seniority as per collective agreement.
19. That after the initial election every three years for committeepersons, any initial committeeperson shall be laid off on a last-in first-out basis.
20. That a committeeperson does not have to run for bargaining committee to be opted on in the event of a position becoming available and the option will be by seniority within the remaining committeepersons.
21. Any member elected to any full-time office shall not have the right to hold any other full-time office during his/her elected term of office within Unifor Local 112. *(September 1994)*

ARTICLE 10: ELECTION COMMITTEE

1. An election committee shall be elected from each units' members at a general membership meeting by secret ballot two (2) months prior to the election of the executive board.
2. The election of the election committees shall be announced seven (7) days prior to the membership meeting designated for this purpose and notices will be posted on the in-plant bulletin boards. The said meeting will elect not more than:
 - 7 members from the Bombardier unit
 - 5 members from the Brinks Toronto unit
 - 5 members from the De Havilland unit
 - 4 members from the Woodbridge Foam unit
 - 3 additional members total from the remaining units

3. After all unit committees are elected, each unit committee will meet to select a chairperson and vice-chairperson of the unit election committee. Then all newly elected election committee members will elect a chairperson, vice-chairperson and 2nd vice-chairperson respectively as the joint Local 112 election committee whose duty it is to conduct the local wide elections. The election committee shall be responsible to the general membership only.
4. The chairperson of the unit election committee shall be in charge of all elections in his/her unit.
5. Members of the election committee shall not participate in any campaigning or criticize any candidate during an election.
6. The duties of the election committee are:
 - 6a. To ascertain the eligibility of the nominees as candidates.
 - 6b. To arrange the making of all ballots.
 - 6c. To set the day of the elections, allowing fifteen (15) days notice for in-plant elections.
 - 6d. To see that there are seven (7) days notice to the membership of all elections taking place at the membership meetings except the elections for local union executive officers, which require fifteen (15) days posted notice as per the Unifor Policy Regarding Local Union Elections.
 - 6e. To see that the proper notification is made on the bulletin boards in the plants and that the rules, location, time and place are adequately advertised.
 - 6f. To supervise the distribution of all ballots and the voting to determine that only those eligible according to the constitution and these by-laws receive ballots.
 - 6g. To guarantee the secrecy of the ballot and that no coercion is used to pressure the voters.

- 6h. To allow no loitering of unauthorized persons at the polling places.
- 6i. To count all the ballots and make a complete record accounting for all ballots.
- 6j. To publish the results as soon as possible after the election. All in-plant election results to be posted on the bulletin boards.
- 6k. To seal the ballots in the ballot boxes after the counting and save them for a possible recount as per constitution and by-laws.
- 7. All voting shall be by current membership list only or by proving their identity and eligibility to the satisfaction of the election committee for the relevant election.
- 8. A member of the election committee shall not participate in the activities of the committee during an election to a standing committee in which he/she is himself/herself a candidate as per the Unifor Policy Regarding Local Union Elections.
- 9. The ballots used in an election shall be safeguarded and kept by the election committee for one year unless there is an appeal, then ballots must be preserved until the appeal is finally resolved as per the Unifor Policy Regarding Local Union Elections.
- 10. The executive board officers shall be elected by a majority vote as per constitution. If a run-off is required, only those candidates receiving the highest votes shall run as per constitution.
- 11. Plant chairperson, committeeperson, bargaining committee and stewards shall be elected by a simple majority.
- 12. Polling booths shall be opened and closed at the times designated by the Election Committee's notices. All members lined up at the polls at closing time shall receive ballots and vote.

ARTICLE 11: COMMITTEES

1. The Local shall have the following committees in addition to the Executive Board and the Election Committee:
 - a. Aboriginal and Workers of Colour Committee
 - b. Community Services Committee
 - c. Constitution and By-Laws Committee
 - d. Editorial Committee
 - e. Education Committee
 - f. Employee & Family Assistance Program (EFAP) Committee
 - g. Environment Committee
 - h. Health and Safety Committee
 - i. Human Rights Committee
 - j. Labour Day Committee
 - k. Lesbian, Gay, Bisexual, Transgender and Queer or Questioning Workers (LGBTQ) Committee
 - l. Recreation Committee
 - m. Skilled Trades Committee
 - n. Toronto and York Region Labour Council Committee
 - o. Union in Politics Committee
 - p. Union Label Committee
 - q. Womens Committee

- r. Workers with Disabilities Committee
 - s. Young Workers Committee
2. The local executive board and the local election committee shall be elected by secret ballot. All other committees may be elected for a three (3) year period by a show of hands at a general membership meeting or secret ballot at a general membership meeting, at the discretion of the local executive board and the general membership.
 3. A chairperson and a secretary shall be elected by the members of the committee at their first meeting. No member shall be chairperson of more than one committee.
 4. The chairpersons of all standing committees and the executive board shall constitute themselves as the executive council and act in advisory capacity to the executive board. The executive board shall inform the executive council of its policy as it deems necessary.
 5. The executive board shall appoint the chairperson of the Publicity/Editorial Committee.
 6. The executive council shall meet once every month to discuss the problems of the local and to co-ordinate the work of the various committees. Vice-chairpersons of committees shall be permitted to attend such meetings. *(May 1995)*

Duties of Committee Chairperson

- 7a. He/she shall direct the functions of the committee in accordance with the constitution and these by-laws.
- 7b. He/she shall have authority only to the extent of carrying out the decisions of the committee that have been approved by the membership.
- 7c. He/she shall be responsible for the functioning of the sub-committees established through the executive council.

Duties of the Committee Secretaries

- 8a. He/she shall keep an accurate record of all the proceedings and attendance of all the committee meetings and give a report to the recording secretary.
- 8b. He/she shall make a summarized statement of the work of the committee for the membership through the executive council.
- 8c. He/she shall notify all members of the committee or make the necessary arrangements of all regular and special meetings of the committee in sufficient time to enable full attendance.

ARTICLE 12: GENERAL

1. All pronouns shall be applied to both sexes or gender neutral.
2. The local shall use Bourinot's Rules of Order as a guide for parliamentary procedure.
3. The welfare committee shall be empowered to purchase, through the financial secretary, a Bible or if preferred flowers, upon the death of any member who loses either spouse, father, mother, children, grandparents, a stepparent or a stepchild. Along with same will be enclosed a sympathy card bearing name Unifor Local 112. Bibles will be presented to those whose relatives, as per above, die overseas.
4. All changes to the by-laws be distributed at the following membership meeting.
5. Twenty-five (25) members present at a membership meeting, regular or special, shall constitute a quorum.
6. Regular monthly membership meetings start at 5:00 p.m. and adjourn at 7:30 p.m. or when the agenda has been completed, whichever is the lesser.

7. The fiscal year shall be from January 1 through till December 31, and a written yearly financial statement shall be presented to the membership meeting before March 31 of each year.

Attendance

- 6a. Any member of the executive board, stewards councils, plant committees or the executive council who absents himself/herself from two (2) out of three (3) consecutive out-of-plant meetings without good reason shall be automatically removed from office for the remainder of the term.
- 6b. Any member of the executive board, stewards councils, plant committees or the executive council who absents himself/herself from two (2) out of three (3) consecutive general membership meetings without good reason shall be automatically removed from office for the remainder of the term.
- 6c. A record shall be kept of the members in attendance at the executive board, executive council, plant committee and stewards council meetings. The attendance record shall be presented at the next general membership meeting.
- 6d. An attendance book shall be available at all regular meetings of the local. Each member shall sign his/her name and clock number in the book at each regular meeting. The Sergeant-at-Arms shall be in charge of the regular meetings. The Recording Secretary shall record in the book, the number of members present at the meetings.
7. A shop steward or committeeperson may be recalled by the members he/she represents for failure to perform the duties of his/her office. A valid petition drawn up by 25% of the membership served by a steward or committeeperson, setting forth specific complaints of the shop steward's or committee person's failure to perform the duties of his/her office shall be signed by the members he/she represents. The shop steward or committeeperson so complained against shall receive notification of the specific complaints. Upon the filing of such a petition with the local, a special meeting for recall shall be held of which due notification shall be given. A two-thirds (2/3) vote of members present at such special meeting shall be required to recall. Twenty-five percent (25%) of members served by the steward or committeeperson constitute a quorum at such meeting.

8. All standing committees shall have the power to co-opt new members of their committee, subject to the approval of the executive board and the general membership.
9. All elected members to take the Unifor 40-hour Human Rights Course. *(February 25, 1997)*
10. Elected officers of Local 112 shall refrain from attending any seminars or forums that promote or encourage union-management collaboration partnership programmes as described in the CAW policy paper "The Re-Organization of Work". Elected officers shall refrain from accepting company-paid trips, lavish entertainment and/or gifts, in accordance with the Unifor code of ethics. *(November 1998)*

Bombardier Unit

11. The following positions will make up the strike committee: financial secretary, acting plant chairperson, all full-time committeepersons who are not on the bargaining committee, all full-time union representatives, all alternates to full-time committeepersons and representatives, all executive board officers who are employed at Bombardier, chairperson/editor of publicity/editorial committee, and the chairperson of the community services committee. *(November 2000)*
12. The open hours of operation of the Unifor Local 112 Union Hall at 30 Tangiers Road, Toronto, Ontario will be from 7:30 a.m. to 4:00 p.m. each week Monday through Friday inclusive, with the exception of any recognized statutory holiday or holidays recognized through collective bargaining such as the Christmas "shutdown". Because not all of the units of Unifor Local 112 have the same summer "shutdown", the office will remain open through the summer. *(February 2006)*

ARTICLE 13: TO AMEND THESE BY-LAWS

1. These by-laws shall be altered or amended only in conformity to the following procedure:

2. A resolution or motion in writing calling for amendment, alteration or revision shall be read to a general membership meeting. (Notice of Motion).
3. The above change shall be referred to the by-laws and constitution committee and shall be reported out with recommendations of the by-laws committee and it will take a two-thirds (2/3) vote for adoption, subject to approval of national union executive board.
4. All by-laws shall be submitted by the by-laws committee to the national executive board for approval within fourteen (14) days of being enacted at a general membership meeting. (*January 2008*)

ARTICLE 14: INSTALLATION CEREMONY

Oath of Office

The installation ceremony may be performed by the retiring president, acting president or any 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 are respected?

Do you pledge to support, advance and carry out all official policies of the Union and to work tirelessly to advance and build the membership of our Union?

Do you pledge to deliver all books, papers, and other property of the Union that may be in your possession at the end of your term to your successor in office, and at all times conduct yourself as becomes a member of this Union?"

Officers respond:

"I do."

The Installing Officer then says:

"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 offices."

SUPPLEMENT

All units will hold a unit meeting as required.

Bombardier Unit *(formerly de Havilland)*

That the Bombardier unit hold at least once every year a unit meeting which is not to include any proposal, strike vote or ratification meeting; this unit meeting to be held in March or April, if possible. *(October 1997)*

Any vote requiring membership approval on changes and/or modifications to the collective agreement, amendments, memorandums will not be convened on Bombardier company premises. *(March 2018)*