



CONSTITUTION and BY LAWS
OF
BAKERY, CONFECTIONERY, TOBACCO
WORKERS & GRAIN MILLERS
UNION LOCAL 154-G
LONDON - ONTARIO - CANADA
Amended as of September 26, 2000

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THE HISTORY OF OUR UNION

The first Union to be formed by and for Kellogg's workers in Canada was with the International Chemical Workers Union and we were designated Local 171.

The Union started at Kellogg's in 1946 and the top rate at that time was 86.5 cents per hour. John (Jack) Rea was the President of the Local. The I.C.W.'s head office was in New York and we got very poor representation due to the fact the I.C.W. International Executive were known communist supporters at that time. A movement was started by some of the union people at Kellogg's to join another Union which was the American Federation of Grain Millers. The reason being this Union represented all the other Kellogg plants. This was a very risky move for these people to take at that time. They received threats and would surely have been fired if they had not succeeded.

In 1949, a vote was taken by the hourly employees at Kellogg's to disaffiliate from the I.C.W. and join the A.F.G.M. On the 12th day of March 1949, Local 154, American Federation of Grain Millers was chartered.

The individuals who had risked so much to bring about this change became the original charter members of Local 154 A.F.G.M. and their names are immortalized on our Official Charter kept at the Union Office. They are John Rea; Ernie Sheppard; William Reader; Edward Cripps; Eva Drynan; Sam Nelson; Jack Ferguson; Henry (Hank) Drake; Roy Thomas and Alf Cogan.

In 1957, the members of our Local helped to organize our sister Local 242 at McCormick's (Inter Bake) and have been active participants in Local Union activities such as the London and District Labour Council.

In 1959, our Local was put into receivership by the International Union and District representative William Reader became interim President. The issue centered around an issue that the Executive of the day wanted to fine any member who did not attend the monthly membership meeting. It was resolved and a whole new Executive was voted in.

In the early 80s our trial system for removal from office of a Union Executive was tested. An issue of improper use of union funds was made against an officer of our union and together with the international office and the other members of the Executive; the officer was removed from office in an expedient and democratic fashion.

During the 80s there has been rapid change in the workplace and the Union has scrambled to meet the challenges. A new plant, conceived at the beginning of the decade is now complete and running with the kind of automation and the skilled work force needed to run it in place; that nobody in the 70s could imagine possible. Our workforce has come full circle and is now made up of a high percentage of young people again.

On January 1, 1999 the American Federation of Grain Millers merged with the Bakery Confectionery and Tobacco Workers to form the Bakery, Confectionery, Tobacco Workers and Grain Millers International Union CLC AFL-CIO. Our new local designation became 154-G with the G denoting a former Grain Miller local.

We have learned a lot from our past problems and we look forward to future challenges and goals.

Unions are the most democratic organization in North America. Every month general meetings are held so that anybody that is a member can question anybody on the Executive. The Executive which is elected by secret ballot at annual elections represent all the people everyday in the workplace. Make our Union more effective. PARTICIPATE.

LIST OF PRESIDENTS

JOHN REA	1949	HAROLD WARREN	1968
JACK FERGUSON	1953	CHUCK BURROWS	1975
FRED REYNOLDS	1957	BILL MCLACHLIN	1977
JACK FERGUSON	1958	DON GILBROOK	1978
HANK DRAKE	1959	WAYNE PRESS	1979
ERNIE SHEPPERD	1960	LEN MEAD	1980
RON HARPUR	1965	ARNIE STEINMAN	1981
FRED REYNOLDS	1966	BRIAN LANGFORD	1984
CHARLES BURROWS	1966	DON GILBROOK	1988
JAMES GERMAN	1967	LEE MUNN	1990
		PATRICK BLANEY	1992

UNION HALLS

Labour Temple (Kent St.)

Y.M.C.A. (Wellington St.)

L.T.C. Bus Barns (Highbury St.)

Labour Council Hall (Adelaide St.)

Tolpuddle Cooperative (930 Adelaide St. North, London, ON)

DUES BREAKDOWN

The dues collected weekly from each Union member are used in the following manner. A portion goes to the day to day administration of the Local and its activities. A portion goes to the London & District Labour Council who deals with matters concerning local government, boards and commissions as well as policies of the provincial and national labour movement. Another portion goes to the Ontario Federation of Labour who pressure and lobby the provincial government in your interest. Yet another portion goes to the Bakery, Confectionery, Tobacco

Workers and Grain Millers International Union in the U.S. who helps to monitor the affairs of the Local but at the same time affording the Local a great deal of autonomy.

FACTS ABOUT UNIONS

UNIONS started in Canada around the year 1800. However, the first recorded "strike" was in the year 1794 when the 'voyageurs', canoemen, and trappers, struck against the rich and powerful North West Fur Trading Company. This company paid little or nothing for this hazardous work while making huge fortunes for themselves.

LABOUR MOVEMENT - Thus started a "movement" of working men and women who united in Unions to win a degree of security, dignity and respect for their labour from unwilling employers. From these early beginnings there are today over 3 million Union Members in Canada.

CANADIAN LABOUR CONGRESS - The Canadian Labour Congress, recognizing that members of unions desire to contribute to the well-being of the communities in which they live, has established councils composed of the locals or branches of its affiliated national and international unions at the community level.

These labour councils exist and carry on their activities under charter issued by the Canadian Labour Congress. All major population centres in Canada in which there are a sufficient number of members and unions now have such councils.

The Canadian Labour Movement has developed a structure to co-ordinate the efforts of its members which closely parallels the structure of government. At the Federal level, there is the Canadian Labour Congress. At the Provincial level, there is the Ontario Federation of Labour. Co-ordination of action through these structures enables the union movement to play its part as a fundamental institution in Canadian society.

Practice and experience have shown that where a sufficient number of local organizations exist a labour council can perform a meaningful service, both to members of the unions and to the citizens of the community in which it is established.

By far the largest group of unions representing over three million members, the C.L.C., often called the "House of Canadian Labour" is labour's central body in Canada. It includes both national Unions (those with members only in Canada) and International Unions (with members in Canada and the U.S.). Our International Union and our Local are affiliated to the Canadian Labour Congress. The C.L.C. deals with the concerns of Canadian workers at the "Federal level" (a good example would be the march on Ottawa of over 100,000 unionists on November 21, 1981, protesting high interest rates, unemployment and the inability of the Government to make our economy work for everyone - except the rich!). Labour's position on health, housing, employment, native people, national and international affairs is some other important areas dealt with by the Congress.

PROVINCIAL FEDERATION - Each Province in Canada has a Provincial Federation and all are affiliated to the Canadian Labour Congress. Thus our Union also belongs to the "Ontario Federation of Labour" which has over 800,000 members. These federations "zero in" on matters concerning working people at the Provincial level. An example of an O.F.L. action on behalf of workers and communities would be the "DAYS OF ACTION" in 1997 when thousands of workers, community activists and other labour individuals marched in various Ontario communities in protest of the government's cuts to health care, education and other social programs. The first community called to action was London. There was a tremendous turnout and our local and membership was well involved. This is important because many laws governing our lives are administered by the Provinces in Canada. These include: The Labour Relations Act, Employment Standards Act, the Ontario Hospital Insurance Plan (O.H.I.P) and many more.

LOCAL LABOUR COUNCILS - Local Unions on the Community and County levels belong to Local Councils which are also directly chartered by the Canadian Labour Congress. Local 154-G simply means a group of Union Workers with local autonomy who belong to a much

larger organization known as the Bakery, Confectionery, Tobacco Workers and Grain Millers International Union.

WHAT EVERY MEMBER SHOULD KNOW

You, through your Union, and the Management, have agreed to a contract which sets forth the rules you work under - you should know what it says. It's dollars in your pocket.

Get acquainted with your Shop Steward, so he or she may help you police the contract.

Your wages, overtime, seniority, vacation, promotions, and all other conditions are determined by the contract... You'd better know what it says about you.

Policy is initiated at union meetings, not by gossip and rumour.

Reports are made at Union meetings on activities in your Region, International and Local. If you want to get the news straight from the "horse's mouth", GO to your local meeting.

Don't forget you are the Union and the Officers are elected to work with you to take care of your business.

The Union is you and all your fellow workers. If you are strong, the Union will be strong. Cast your vote on Election Day. Make the Union work for you. It pays.

ATTEND YOUR UNION MEETINGS

WORKPLACE SAFETY AND INSURANCE BOARD & EMPLOYMENT INSURANCE

Members having problems or questions relating to Worker's Compensation, Employment Insurance, Pensions, etc., should seek advice from their Union as soon as possible. Committee

Members and Stewards are able to advise or can contact a Union Representative to assure all claims are processed properly.

GRIEVANCE PROCEDURE INFORMATION

If you have a grievance, immediately contact your shop steward. He/she is the person charged with the responsibility of administering the Grievance Procedure "on the shop floor".

Your Union Steward will assist you in making sure the following steps are followed.

- a) Carefully analyze time limits within which action is to be taken.
- b) Be sure that your grievance goes from step No. 1 to step No. 2 and so on within the proper time limits.
- c) Study the management functions clause in order that you will know what management's rights are.
- d) Obtain all the necessary information concerning the facts pertaining to the grievance so that you will have them to use when dealing with management.
- e) When filling in the grievance, be sure to state "and any other relevant clauses or information pertaining to this issue."
- f) When filling in the grievance, be sure to state what settlement you want on the grievance and ask for full redress on grievance.

THE SIX IMPORTANT "W's" IN EVERY GRIEVANCE

1. What happened that caused the violation?
2. Why is this a Grievance?

3. Where did it occur?
4. When did it occur?
5. Who is involved?
6. Want -What adjustments are necessary to completely correct the injustice?

REMEMBER - AN INJURY TO ONE IS AN INJURY TO ALL!!!

WHAT EVERY SHOP STEWARD SHOULD KNOW

You are the Union's voice on the job. Know what you're talking about.

Know the contract... Advise the members of their rights. Advise them when you think they're wrong and explain why.

Be able to sit down with the Grievor and Supervisor and settle the dispute right then and there. Keep a record of grievances; make a written report to the Chief Steward.

Get all the facts so you can send the case on up through the Grievance Procedure in the event you can't settle it with the immediate supervisor.

Serve all the membership at all times.

Stimulate your members into thinking things out. Everyone must work at making this Union work for all members.

READ YOUR BULLETIN BOARDS

BE AN ACTIVE MEMBER

ARTICLE I

Name - Affiliation - Objects and Purpose

SECTION 1 - This Local Union shall be known as Bakery, Confectionery, Tobacco Workers and Grain Millers Local 154-G, affiliated with CLC, OFL, AFL-CIO.

SECTION 2

- a) It shall be the object of this Local Union to unite into one local Union affiliated with Bakery, Confectionery, Tobacco Workers and Grain Millers, regardless of race, creed, colour, nationality, religion or sex, all workers eligible for membership employed in and around London, Ontario.
- b) This Local Union shall at all times strive to secure the highest possible living standards, improved and humane working conditions and economic security for its members.
- c) Collectively and individually the membership is pledged to strive for the maintenance and extension of democratic principles and to fight all forms of bigotry, prejudice and intolerance.
- d) This Local Union shall enforce the policies established by the Bakery, Confectionery, Tobacco Workers and Grain Millers and fulfill the purposes and objectives thereof as set forth in the International Constitution and the laws, rules and regulations adapted there under.

SECTION 3 - These Bylaws shall in all things be in strict conformity with the International Constitution of the Bakery, Confectionery, Tobacco Workers and Grain Millers and in all cases of conflict or absence of specification, the provisions of the International Constitution shall govern.

ARTICLE II

Membership

SECTION 1 - The membership of this union shall be composed exclusively of regular hourly workers within the jurisdiction of the union, as may from time to time be defined by the Bakery, Confectionery, Tobacco Workers and Grain Millers.

SECTION 2 - The new members, before being admitted to full membership, shall subscribe to the following oath as in the International Constitution, Section 3, pages 80-81:

I, (giving name) ... solemnly promise ... to maintain the Constitution of the International Union ... and the Bylaws of this or any other Local Union ... with which I may become affiliated ... as they are now constituted or may later be changed.

I promise to maintain the dignity of this organization ... and to further its objectives.

I furthermore promise that I will not join ... or render aid or comfort to any organization ... hostile to the Bakery, Confectionery, Tobacco Workers and Grain Millers ... International Union ... and that I will keep secret the proceedings of this Union.

I also promise that I will, whenever possible, purchase only Union Label goods ... and that I will patronize only those establishments ... that display Union cards and Union service buttons.

SECTION 3 - Any member who may be elected to a political office, or appointed to the Canadian Labour Congress and/or Provincial Body or an office in the International Union which will require the member to be absent from work with the Company for an extended period of time will remain a member in good standing and retain all seniority rights.

ARTICLE III

Rights of Members

SECTION 1 - Every good standing member of this Local Union shall have equal rights and privileges within this organization to nominate candidates, to vote in elections and upon other issues of the organization, to attend membership meetings, and to participate in the deliberations and voting upon the business before such meetings, but such rights shall be exercised with due regard for the order of the meetings and the necessity for reasonably prompt completion of each item on the meeting agenda, as determined by the presiding officer, the regular or special order of business, and the applicable rules of order.

SECTION 2 - There shall be no infringement upon, or interference with any right, which the International Constitution or applicable law assures to members of this organization, but every member shall be held responsible toward the International Union and this Local Union as institutions and shall be required to refrain from conduct that would interfere with the performance of the contractual or legal obligations thereof.

SECTION 3 - All written grievances become the property of the Union.

SECTION 4 - Whenever a grievance is terminated by any official or officer of a Local Union any grievant who protests such termination shall have the duty to submit his protest in writing to the President of the Local Union, who shall refer the grievance to a Board or a subcommittee authorized by said Board. It shall review all of the facts and circumstances involved. The decision of the Board to pursue or not to pursue the grievance through further grievance shall be final unless the Executive Board is otherwise instructed by the International President.

ARTICLE IV

Meetings - Quorum

SECTION 1 - Regular meetings normally shall be held on the 4th Tuesday of each month. This union shall convene business at least once a month, with the exception of July and December.

The sessions will begin not later than 7:15 p.m. and shall adjourn no later than 10:30 p.m., provided however a meeting may be continued by a two-thirds (2/3) vote of the members present.

SECTION 2 - Seven (7) members shall constitute a quorum.

SECTION 3 - Special meetings may be called upon the decision of a majority of the Executive Board or upon request of a duly accredited International Union officer or representative, or upon the written request of seven members in good standing. 75% of the signers must be in attendance before it will be considered official. Notice of the special meeting shall be published and posted at least 24 hours in advance of the meeting. The special meeting may consider only matters listed in the call for the meeting. Emergency meetings at which no matters will be voted upon, such as to hear noted speakers, International union officials, etc. may be held at the call of the Local Union President.

ARTICLE V

Election Rules

SECTION 1 - The nomination of officers of this Union shall take place at the regular monthly meeting in October. With a special meeting for the purpose of nominations in A.M. of the same day, nominations at this special meeting will close at 12:01 p.m.

SECTION 2

- a) To be eligible to run for office a member must be a continuously good-standing member of the International and Local unions for at least two years prior to the election. Further, the member must have worked for two years (except for layoffs, plant closures and terminations being grieved, not to exceed 12 months) or having worked as a full time officer or employee of the International or Local union. Any member being readmitted after holding a retiring card shall not be eligible to hold office for a period of two years after depositing the retiring card.

- b) There shall be no requirement for a minimum number of meetings to be attended in order to be eligible to run for office.

SECTION 3 - Any member may challenge a candidate's character and ability in open meeting, but must do so in a respectful manner.

SECTION 4

- a) All persons nominated for office must be present when nominations are made or the nominator must have written consent of the proposed nominee. Those wishing to decline must do so at the time of nomination and once accepting nomination for an office cannot decline to run for another office.
- b) No member shall be a candidate for more than one (1) office in this Local Union at the same time. If an incumbent member of the Executive aspires to a vacant position on the Executive, he or she shall resign in advance of the Nomination meeting. Both vacancies shall then be filled in the normal Constitutional manner.
- c) All candidates are entitled to one poster on 8 ½" by 11" paper with a picture of themselves on it, name, office they are running for and credentials only on it and that they are to be given to the vice president for posting.

SECTION 5 - The election of officers of this Union shall take place in the month of November by a referendum vote.

SECTION 6 - The candidate receiving the highest number of votes cast shall be elected.

SECTION 7 - The trustees, as elected officials of the local union, shall be the election committee. The Financial Secretary-Treasurer shall preside as the Election Committee Chair. If a trustee or the Financial Secretary-Treasurer is unable to fulfill his/her role on the election committee because he/she is running for any office then the President shall appoint a member in good standing to replace that person.

SECTION 8 - The President, Chief Steward and Health and Safety Representative will work days during their respective terms of office. If they are "Weekend Workers" their jobs will be posted temporarily until they no longer hold said office.

Any other elected officer may have his/her job posted as temporary when the executive member is unavailable for his/her regular weekend shifts.

SECTION 9 - Ballots shall be initialed by the members of the election committee and furnished to each eligible member at the polling place on the dates of the election.

SECTION 10

- a) Every member eligible should vote at these elections.

- b) Any eligible member who may be unavailable to vote at the posted election times may cast their ballot in advance by securing an initialed ballot(s) and returning them to a member of the election committee in a sealed envelope. The member will deposit this envelop into the union ballot box. The Election Committee person will ensure that the member election list indicates that the member voting in advance has been removed from the list. Eligible members include only those who have attained seniority in the union and are in good standing.

- c) The Election Committee Chairperson shall take care of the printing of all ballots and safeguard them until the completion of tally. The Election Committee Chairperson shall maintain custody of all ballots. Ballots will be destroyed after one year from the date of the election.

- d) Announcements of the election regarding the time, date and place the election is to be held will be posted on all Union Bulletin Boards.

SECTION 11

- a) Prior to a member being given a ballot(s) the election committee will verify that the member is included in the member list. Any discrepancies will be decided by the election committee and election committee chair at that time. Any appeals will be to the Local Union Executive Board with further appeals to follow the guidelines as set out in the International Constitution and Bylaws of the Bakery, Confectionery, Tobacco Workers and Grain Millers International Union.
- b) The polls shall be open on election days at such hours as may be decided by the Executive board.

SECTION 12 - The results of the election shall be given by the Election Committee to the Financial Secretary-Treasurer who will immediately inform the newly elected officers, and the Recording and Corresponding Secretary. The Recording and Corresponding Secretary will read the results at the first General Meeting following the election.

SECTION 13 - A recount or any other protest concerning the conduct of an election may be lodged in writing with the Financial Secretary-Treasurer of the local union within 10 (ten) days following the conclusion of the election.

SECTION 14 - Any protest shall be decided within 30 days of the filing of said protest. Any elected official who is the subject of election protest may not be involved in the determination of said protest. The determination of the protest may include the setting aside of all or part of the election. Any elected officials who have been installed shall remain in office until a new election is held or until the appeal process has been exhausted.

SECTION 15 - A recount shall be held upon protest under Section 13 of the Local Constitution and Bylaws and will be held as soon as possible at the local union office with the election committee, the requestor and any other member in good standing who wishes to be present.

SECTION 16 - The findings of the Local Executive Board shall be binding on all parties unless appealed to the General Executive Board of the International within 10 (ten) days after the local union's decision. If no decision has been made at the local union level then the appeal has 40 (forty) days in which to be filed.

SECTION 17

- a) All officers shall remain in office until their successors have been installed. This will be done at the next regular meeting after the election or as soon as practicable. The Financial Secretary-Treasurer shall remain in office until such time that all financial records have been audited and verified by the trustees or the outside auditor. Successors have no responsibility for accounting for the period preceding their installation.
- b) Any elected officer serving as temporary foreperson will resign from office for that year.
- c) In the event that there is an election of two Bargaining Grievance positions then the person receiving the most votes will serve a two year term and the other a one year term. These offices shall alternate yearly.

SECTION 18 - Delegates of this Local Union to Conventions of the Bakery, Confectionery, Tobacco Workers and Grain Millers International Union shall be elected by secret ballot in accordance with the applicable Rules and Regulations declared by the International Union.

ARTICLE VI

Officers and Duties

The elected positions of this local and their respective terms are:

	Terms
President	2 years
Vice-president	2 years
Chief Steward	2 years
Recording Secretary	2 years

Financial Secretary-Treasurer	2 years
*Bargaining/Grievance Persons (2)	2 years
Trustees	3 years
Sergeant-at-Arms	2 years
Health and Safety Representative	2 years

SECTION 1 - The Executive Board shall meet when necessary during the intervals between regular meetings and shall have full and complete charge of all business of the union demanding immediate action. They shall report their actions at the next regular meeting.

SECTION 2 - Any elected officer of this local not attending at least one meeting every quarter, *except for good and sufficient reason as determined by the executive board*, could be removed from office by a vote of the executive board, and the office filled by nomination at the next general meeting.

SECTION 3 - The President shall preside at the regular and special meetings of the Local Union and at the meetings of the Executive Board. The President shall preserve order and enforce the constitution and the Bylaws. The President shall cast the deciding vote in case of a tie vote. The President shall appoint all committees unless otherwise ordered. The President shall be Chairperson of the Executive Board. The President shall sign all order on the Treasury and all cheques drawn on the Treasury. The President shall be delegate, ex-officio, of the Local Union to conventions of the Bakery, Confectionery, Tobacco Workers and Grain Millers and a delegate to all other conventions that are held.

SECTION 4 - The duties of the Vice-President will be to perform the duties of the President in the absence of that Officer, and in case of the resignation, death or removal for cause, of the President. The Vice-President shall perform the duties of the President until such vacancy is filled by an Election as provided for by this Constitution. He/she shall also preside when called upon by the President and at times when the President may be temporarily unable to discharge his duties. The Vice-President shall be custodian of all Union Bulletin Boards. When the President is on vacation, ill or out of town the Vice-President will assume only the

administrative duties of the President. He/She will also carry out any duties as directed by the President that the President is unable to attend to while away. This section will only apply when the President is away or off for three or more days.

SECTION 5 - The Chief Steward shall act as Chairperson at Union-Management Monthly Meetings. The Chief Steward will receive a copy of the minutes of the Monthly Meetings and will try to see that working conditions are maintained or improved as agreed upon at Monthly Meetings. The Chief Steward shall see that the Union Stewards are provided with a copy of the minutes of all Labour Relations Meetings when provided by the company. The Chief Steward will be responsible for the day to day administration and enforcement of the Collective Agreement. The Chief Steward shall have the responsibility for all stewards under his/her direction.

SECTION 6 - The Recording Secretary shall keep correct minutes of all local meetings which he/she shall read at the beginning of each meeting; keep a correct list of all standing and special committees, with notes of their functions and when they are to report; keep all letters, dispatches and documents in his/her possession and read them when so ordered by the President; keep the roll of officers, and read their names when ordered by the President; mark the absentees; handle the local's correspondence if there is no Corresponding Secretary; and send reports of general interest to the official journal for publication.

The Recording Secretary will also perform the duties of Corresponding Secretary as stated in Article XVI Section 18 of the International Constitution and any other duties as prescribed by the International Constitution.

The Corresponding Secretary will receive all communications and dispose of the same. It shall be his/her duty, immediately after the election of officers, to forward to the International Secretary Treasurer the name and addresses of all elected officers. The Corresponding Secretary shall perform all other duties prescribed by this constitution. In case no Corresponding Secretary is elected, these duties shall be performed by the Recording Secretary.

SECTION 7 - The Financial Secretary-Treasurer will perform the combined duties of the Financial Secretary and Local Treasurer as defined below.

The Financial Secretary shall receive all money income of the local union; shall keep a correct account of all receipts and disbursements of the funds of the local union and all other funds in which the local union participates; shall be the custodian of the seal of the union; shall together with the President of the local union or such other officer of the local union as may be designated by the local union Bylaws, sign all cheques of the local union; shall maintain a record of each member's dues, in a manner to permit rendering a clear report thereon at meetings whenever called upon to do so; shall submit orders of disbursements to the local treasurer as directed by the local union (such orders shall be signed by the President); shall turn over all money collected at local union meetings to the local treasurer at the close of each meeting, obtaining a receipt therefore; shall deduct the amount due in per capita payment to the International Union from such collections and shall make a prompt remittance of the amount of such per capita payment to the International Secretary-Treasurer; must, after the last meeting of each month, submit to the International Secretary-Treasurer a complete report of all receipts and expenses of the local union and of all other funds in which the local union participates and a record of membership in the local union on blanks supplied by the International Office, keeping a copy of said report in the files of the local union; shall give notice of delinquency in writing to delinquent members or post suitable notices of delinquency at their places of employment at least twenty-four (24) hours before they may be expelled for delinquency in dues or assessments, pursuant to Article XIX, Section 6(c) of the International Constitution; shall make a report of the names of expelled members to the International Secretary-Treasurer; shall keep a correct list of the names and addresses of members in his/her local union; shall keep a correct account of all receipts and disbursements of strike costs, a report of which shall be made by him/her to the International Office at least every two (2) weeks during the strike period; shall have the responsibility of having an independent competent accountant engaged, at least annually, for an audit of the books and records of the local union; and shall perform all other duties prescribed by this Constitution.

The local Treasurer shall receive all money collected by the Financial Secretary, give receipt therefore, and keep a correct account of the same. The Treasurer shall, with his/her order therefore, remit to the International Office all monies for the payment of labels and supplies and all assessments due to the International Office. The Treasurer shall pay out no monies other than those above stated unless the same is ordered to be paid by his/her local union. The Treasurer shall be responsible, jointly with the Trustees, for the proper custody of all bonds and other securities and shall arrange for facilities whereby such bonds or securities may be released from custody for sale, exchange or audit purposes only through order signed by him/herself, the President and Recording Secretary and bearing the seal of the local union. The Treasurer shall at no time keep more than twenty-five dollars (\$25.00) cash of the local funds in his/her possession unless otherwise directed by the local union and not expressly disapproved by the International Secretary-Treasurer; all money in excess of that sum shall be deposited to the credit and in the name of the local union in a bank designated for that purpose by the union. The Treasurer shall perform all other duties prescribed by this Constitution.

SECTION 8 - The two (2) Bargaining/Grievance persons will meet formally with the Chief Steward bi-monthly to review, monitor and assist in expediting grievances. They will also assist with all the duties of the Executive Board as directed by the President.

SECTION 9 - The Sergeant-at-Arms shall have charge of the door, and shall assist the President in preserving order. The Sergeant-at-Arms shall permit members to enter and prevent them from leaving without permission from the Chair. The Sergeant-at-Arms shall also take charge of all property of this Union not otherwise provided for. The Sergeant-at-Arms shall not permit any member into a meeting who does not present their identification card. If a member does not show their identification card, the Sergeant-at-Arms will request that the member in question be identified by three (3) other members of the Local Union in attendance at that meeting before the member in question shall be admitted to the meeting.

SECTION 10 - The trustees of a local union shall arrange for proper banking facilities. They shall audit the books and accounts of the local financial officers at least once every three months covering quarterly periods designated by the General Executive Board, for which they shall

obtain proper banking statements. The trustees or auditors shall furnish the International Secretary-Treasurer with reports showing the condition for each period at times prescribed by him/her on blanks supplied for that purpose, which reports shall be submitted and read at the local union meeting. The Trustees shall cooperate with any independent accountants who shall be engaged by the local membership. The Chair of the Trustee Board shall be responsible to the local union and to the International for the proper functioning of the trustees in each case. The names and addresses of the trustees must be furnished to the International Office.

SECTION 11 - The Health and Safety Representative shall have the duty of representing the bargaining unit members in health and safety issues within the plant. The duties may include, but are not limited to, general plant inspections, safety work order follow up, A.R.C. daily checks, safety meeting agendas, minutes of related meetings, safety training of bargaining unit members, co-chairing of safety committee and other agreed upon or legally required duties and responsibilities.

- a) The President, Vice-president, Chief Steward, Recording Secretary, Financial Secretary-Treasurer, and two (2) Bargaining/Grievance persons shall constitute the Executive Board.
- b) It shall also serve as the Trial Board under these Bylaws.
- c) The Executive Board is empowered to certify and decertify Stewards. An effort will be made to have an even distribution of Stewards throughout the plant.

SECTION 12 - At the termination of their term of office, by expiration or otherwise, each officer shall turn over to their successor all money, property, papers, records and books of the Union which may be in their possession by the next general membership meeting. They will also assist their successor in the fulfillment of their duties as to the office vacated.

SECTION 13 - An office that becomes vacant for any reason shall be filled by election and the winner of said election shall remain in office until the regular expiry of the present term.

SECTION 14 - The activities and operations of each officer elected and serving hereunder and the adequacy of books and records maintained hereunder shall be judged by the standards the International Constitution and codes and conduct as stated in the Constitution and Bylaws of the London and District Labour Council, OFL, CLC, and AFL-CIO if members of these organizations.

SECTION 15 - It shall be the duty of the officers of this Local Union to make timely filing of all reports and returns which are required by law to be made by this labour organization.

ARTICLE VII

Oath of Officers of Local Union

I, (giving name), do solemnly swear that I will to the best of my ability perform the duties of my office faithfully and honourably on behalf of the membership.

And that I will always conduct myself in this office according to the strictest requirements and standards of conscience and integrity.

And the provisions and spirit of the Constitution of the Bakery, Confectionery, Tobacco Workers and Grain Millers International Union and the Bylaws of my local union and that I will carefully preserve and guard all union property that may be left in my charge and that upon the expiration of my term of office I will turn over such property to my duly elected and installed successor.

ARTICLE VIII

Committees

Committees shall be appointed by the President and approved by the Membership as may be required from time to time.

All Standing and Special Committees will report to the Membership at regular General Meetings.

ARTICLE IX

Dues and Fees Assessments

A member's financial obligations to his/her local union will include the following:

SECTION 1

- a) The prescribed initiation fee of not less than \$20.00 becomes due when the employee attains the status of a regular employee as defined by the applicable Collective Agreement.
- b) Weekly dues as prescribed by the Local Union Constitution and Bylaws will be collected from the member's weekly pay. The member will sign a card authorizing the union to collect the initiation fee and dues at the time they attain regular employee status.
- c) A member who works one day in a week will pay the prescribed dues for that week. It is the policy of this local to forgo dues of members who are off work for a justifiable reason such as WSIB, WI etc. This will not affect their membership in the local and per capita tax will continue to be submitted on their behalf. Those members will restart paying dues upon their return to work.
- d) Assessments levied by the Local Union or International in accordance with the Local and/or International Constitution and Bylaws.
- e) Fines levied under the International and/or Local Constitution and Bylaws.
- f) A retiring card fee when the person is no longer a dues paying member of the Local, at no less than the rate prescribed in the International Constitution and Bylaws.

- g) Any person having attained the status of regular employee shall fill out and submit to the Local Union Financial Secretary-Treasurer an "Application for Membership" to be submitted to the International. Also, the member will notify the Financial Secretary-Treasurer of any changes, including, but not limited to, address, name change, retirement so that the change can be noted in the Local Union member and financial files and so notification can be sent to the International for amendment of their records.

SECTION 2 - Dues will start on the first day after attaining regular status and become past due after the last day of each consecutive week.

SECTION 3 - Dues shall be paid commencing with the month in which application for membership is made.

Dues and assessments for each calendar month must be paid on or before the first day of the respective calendar month in order to avoid delinquency. When payable only at meetings, members shall be in arrears a full month if payment is not made at the last meeting of the month.

No dues shall be accepted by local unions unless all outstanding assessments uniformly required have first been paid in full by the member.

Suspension, Expulsion and Other Penalties for Dues Delinquency

- a) **Delinquency.** As soon as a member becomes delinquent in his/her dues, the member becomes immediately subject to loss of employment opportunities and to discharge under a valid union-security clause at the discretion of the local and consistent with applicable law. The local also may establish other appropriate penalties, subject to the following:
- b) **Suspension.** Members in arrears with dues and/or assessments more than two (2) months shall be suspended by the local union to which they belong as well as by the International.

- c) **Union.** Suspension shall mean loss of all local and International Union privileges and benefits and of all rights to participate in local proceedings.
- d) **Expulsion.** Members may be expelled for being in arrears with their regular dues or any assessment more than six (6) months, provided that they have received notice of their delinquency at least twenty-four (24) hours prior to the expulsion.

Reinstatement of Expelled Members

Any member who has permitted his/her membership in the International Union or any local union to terminate for any reason or who has been expelled shall, on rejoining, comply with all conditions set forth in this International Constitution covering admission of new members and shall pay a new initiation fee and in addition thereto a readmission fee of \$15, half of which shall be remitted by the local union to the International Union together with the application and registration fees. Nothing contained in this paragraph shall be deemed to require the International Union or the local union to readmit any member who is indebted to a local union or the International Union for any dues, fines or assessments arising out of any previous period of membership. In any case, for cause shown and with the approval of the local and the International President, any of the requirements of this section may be waived.

ARTICLE X

Finances

SECTION 1 - The revenue of this local may be come from initiation fees, dues, assessments, fines, reinstatement fees and other miscellaneous income as may be derived from time to time.

SECTION 2 - All monies, regardless of source, shall be deposited as soon as possible into the bank account(s) of the Local Union as determined and arranged by the Trustee Board. Deposits shall be entered into the financial records of the Local Union. To comply with Deposit Insurance and any other applicable legislation transfers between accounts shall be at the discretion of the

Financial Secretary-Treasurer, unless so ordered by the Executive Board and approved by the membership. Transactions will be reported on the financial statements at the next regular meetings.

SECTION 3 - Local Union funds shall be used for the legitimate expenses incurred by the local, its officers and members in the normal course of carrying out union related business. Unless otherwise authorized by the executive and/or membership no loan, gift, or gratuity shall be given to an officer, representative, member or individual, nor shall the funds of this local be distributed or otherwise divided amongst any of its members.

SECTION 4 - There shall be no cash disbursements of any kind. All payments will be made by cheque, debit or direct account transfer.

SECTION 5 - Except for salaries, per capita taxes and other normal, usual, recurring and routine bills and charges, all disbursements shall be authorized by the membership at a regular meeting, unless a special meeting has been called to address such an issue.

SECTION 6 - A uniform method of reimbursing members who lose time from their regular employment while on authorized union related business, as determined by the Executive Board with approval from the membership, will be followed.

SECTION 7 - All financial books, ledgers, accounts and supporting documentation shall be maintained in accordance with the rules and guidelines as set down in the International and Local Union Constitutions and Bylaws. The above will be available for perusal by any member of the Local Union upon notice to the Financial Secretary-Treasurer.

SECTION 8 - The fiscal year shall be the calendar year.

SECTION 9 - To levy an assessment in this Local Union the following procedures must be used:

- a) The Executive Board shall decide by majority vote that an assessment is necessary to meet extraordinary expenses or to provide funds for purposes authorized by the International Constitution.
- b) For at least forty-eight (48) hours prior to the meeting at which the question of levying an assessment will be put to a vote, the proposal for an assessment and the time and place of the meeting at which the vote will be taken shall be duly posted by the Vice-President on the official bulletin boards.
- c) At such meeting a secret ballot vote shall be conducted and the proposition for levying the assessment shall be approved by a majority of the members in good standing voting thereon.

SECTION 10 - Dues, Executive Expenses, Daily Allowances, including, but not limited to, Per Diems, Mileage and others as approved by the membership, will increase at the same rate as any increase as negotiated for the membership.

SECTION 11 - No part of the general funds beyond that required to conduct the regular business of Local 154-G, Bakery, Confectionery, Tobacco Workers and Grain Millers International Union shall be granted or loaned without a two-thirds (2/3) majority vote of the entire membership. No loans shall be made to officers, representatives, employees or members, or members of their families.

ARTICLE XI

Trials and Appeals

SECTION 1 - Basis for Charges - The basis for charges against any member, officer, local union or subordinate body, for which he, she or it shall stand trial, shall consist of, but not be limited to, the following:

1. Violation of any specific provisions of the International Constitution or Bylaws of local affiliates.
2. Violation of the member's and/or officer's oath.
3. Gross disloyalty.
4. Conduct unbecoming a member or officer.
5. Secession or fostering of same.
6. Any dishonourable act which injures the labour movement in general or the International Union in particular.
7. Defrauding the local or International Union or any affiliate of money or property; or drawing and accepting any benefits of the International Union to which he or she is not entitled.
8. Remaining at work when called upon to strike, or taking the place of a union member on strike.
9. Undermining the International Union by joining or giving aid and comfort to any organization hostile to the local or International Union.
10. Gaining membership through false statements or by concealing material facts.
11. Persecuting or injuring another member in his or her work.
12. Violation of any regulations, rules, mandates and decrees of International or local union officers or bodies, authorized by this Constitution or the Bylaws of local affiliates.

13. Wrongfully taking, retaining, mutilating, erasing, destroying or in any way injuring any money, books, papers, or any other property belonging to a subordinate affiliate or to the International Union.
14. Participation in any unauthorized strike, work stoppage or similar activities in violation of a collective bargaining contract.
15. Such other acts and conduct which are inconsistent with the duties, obligations and fealty of a member of a trade union and which violate sound trade union principles.

SECTION 2 - Charges and Notices

- a) The charges must be filed in writing and be signed by a member in good standing. The charges must specify both the particular provisions of this Constitution allegedly involved and the particular conduct constituting such alleged violation, in sufficient detail to afford the charged party fair opportunity to defend against the charges. If the charged party is a local union officer charged with offenses arising from performance of his/her official duties, the charges must be signed either by one-third of the members of the local union's Executive Board or by three (3) members of the local union.
- b) If the charged party is an International Officer, or is a local officer charged with offences against the International Union, or is a local union, the charges shall be filed with the International President. In all other cases, the charges shall be filed with the corresponding secretary of the local union of the charged party. The charges shall be filed in duplicate.
- c) All notices and other papers required to be served under this Article shall be served personally or by telegram or by certified or registered mail.
- d) The officer with whom the charges are filed shall promptly serve one copy of the charges on the charged party (upon the corresponding secretary of the local if the charged party is

a local union), and shall notify the charged party and the charging party of the time and place of trial, as well as the body before which the trial will be held.

- e) The minimum notice before trial required to the charged party shall be thirty (30) days in the case of a local union, twenty (20) days in the case of an International Officer and ten (10) days in all other cases.

SECTION 3 - Trials

- a) The General Executive Board shall be the trial body for all trials of the local union, International Officer or local union officer charged with offences against the International Union. All other cases shall be tried by the local union executive board. Neither the charging party nor the charged party shall serve as a member of the trial or appellate body in any case.
- b) Both the charging party and the charged party shall be given full and fair opportunity to present their case. Each shall have the right to be present throughout the trial, to present witnesses and other evidence on behalf of his/her case, to cross-examine witnesses appearing against him/her and to be represented by any member of this International Union not actively engaged in the practice of law; except in such instance where a local union is charged, in which case the local union shall be entitled to retain legal counsel.
- c) All trials and hearings shall be conducted impartially and informally. The technical rules of evidence and similar legal technicalities need not be followed, but decision shall be based only upon the facts presented to the trial body during the trial.
- d) The failure of any interested party in any case to appear before any trial or appellate body, after notice in accordance with this Article, shall not necessarily cause the postponement of the hearing or decision.
- e) A stenographic record of any proceeding need not be taken, unless any directly interested party or the trial body shall request in advance that such be made, and shall be

responsible for the costs of the preparation by a competent reporter of three (3) copies of the transcript, so that each party, and the trial body, may have one. The reporter shall attach an affidavit to each copy, stating that the same is a true and accurate transcript of the proceedings.

- f) The decision shall be in writing and signed by an appropriate officer, and served on the charging and the charged parties.
- g) If the charges are not sustained, they shall be dismissed and the accused shall continue to be entitled to full rights as though no charges had ever been filed. If the charges, or any portion thereof, are sustained, the trial body may impose any penalty deemed necessary and appropriate under the circumstances, including but not limited to reprimands, fines, suspensions, expulsions, revocations of charters and orders to perform or refrain from performing any specified acts. Upon failure to comply with any such judgment (unless stayed in accordance with this Constitution) the member, officer or local union shall stand suspended.
- h) If the charges are not sustained, and the trial or appellate body is convinced that the same were not brought in good faith or were actuated by malice, the costs and expenses incurred in defending such charges shall be paid by the person or body responsible for improper commencement of the proceeding. In addition, the trial or appellate bodies finding bad faith or malice shall impose such penalty as in their judgment is deemed proper under the circumstances. However, no one shall be expelled for preferring charges in bad faith without notice and trial as prescribed in this Article.

SECTION 4 - Appeals

- a) Either the charged or the charging party may take an appeal in accordance with this article. The appeal must be filed with the International President within fifteen (15) days after the receipt of the decision being appealed, shall be in writing and specify the portions of the decision being appealed and the reasons for the appeal.

- b) Appeals from decisions of the local union Executive Board shall be taken to the General Executive Board. Appeals from decisions of the General Executive Board shall be taken to the Convention.

However, in the event that the next Convention is more than one year away from the time of the final decision of the General Executive Board, the charged party shall be considered to have exhausted all internal remedies with the decision of the General Executive Board.

Where the appeal is to the Convention, the appeal shall be referred to the Appeals Committee, which, when necessary, shall be a standing committee of the particular Convention. The Appeals Committee shall hear and consider the appeal and make a recommendation, but the decision shall be made by the Convention.

- c) The judgment being appealed must be complied with before the filing of the appeal, unless the International President, for unusually good cause shown, shall specifically and in writing stay the enforcement of the judgment in part or in whole. Absent such stay, the judgment shall stand and remain in full force and effect unless and until reversed by the appellate body.
- d) The appellate body shall have discretion to consider the case on the basis of the record made before the trial tribunal, or by a retrial of all or some issues, and shall also have discretion as to whether the parties may present their position in person and/or in writing. The parties shall be given adequate notice of the procedure to be followed so that they will be afforded a fair opportunity to present their case.
- e) The provisions of (c), (d), (f) and (g) of Section 3 hereof shall be applicable to appeals.

SECTION 5 - It shall require a two-thirds (2/3) vote of the Executive Board or Trial Committee present and voting to make a finding of "Guilty of the charges", with the accompanying penalties.

SECTION 6 - Penalties - Any member fined or punished by this Union shall stand suspended from all rights and privileges until fines are paid or the requirements of the sentence of punishment complied with.

ARTICLE XII

Strike Action

When any difficulty arises between any local union and the employer, it shall be the duty of the local union to do everything possible directed toward the peaceful settlement of the difficulty prior to resorting to strike action.

If a settlement cannot be reached, approval of three-fourths (3/4) of the members employed in the shop involved may be required for strike declaration by the local. The International President may require a secret ballot, and he/she may also require a like vote of the employed members in good standing of the local union in addition to the vote of those involved. Additionally, the International President may require that a representative of the International Union participate in the negotiations before a strike declaration by the local union.

In the event a strike is voted, the members involved shall be under the jurisdiction of the union in whose jurisdiction they are working and shall be subject to all strike rules that may be required by such local and the General Executive Board.

ARTICLE XIII

Termination of Strikes

Before a strike shall be called off, a special meeting of the Union shall be called for that purpose, and it shall require a majority vote, by secret ballot, of all members present to decide either way.

ARTICLE XIV

Meetings

In cases of special meetings for Contract Ratification, copies shall be handed out of all language changes in their full contractual form and be given to the membership three (3) days prior to the ratification vote.

ARTICLE XV

Rules of Order

1. The use of vulgar or profane language and/or gestures is prohibited, as being against the decorum and dignity of the meeting.
2. No member shall be allowed into the meeting in an intoxicated state.
3. No member shall interrupt a debate, except on a question of personal privilege, or of information.
4. No member shall leave the room without first obtaining the consent of the Presiding Officer.
5. No member shall engage in conversation during the progress of the meeting without first having obtained the consent of the Presiding Officer.
6. The Union shall have the power to declare further rules of order which will tend to increase the decorum and dignity of the meeting.
7. Any member violating any of the Rules of Order of this Union, shall be deemed guilty of disorder, and no fine imposed can be remitted except upon a two-thirds (2/3) vote of the members present.

Rules of Procedure

1. On motion, the regular order of business may be suspended by a two-thirds (2/3) vote of the meeting at any time to dispose of anything urgent.
2. All motions (if requested by the Chair) or designations must be submitted in writing.
3. Any conversations by whispering or otherwise which are calculated to disturb a member while speaking or hinder the transaction or business shall be deemed to be a violation of order.
4. Sectarian discussion shall not be permitted in the meetings under any circumstances.

Motions

5. A motion to be entertained by the Presiding Officer must be seconded, and the mover as well as the seconder must rise and be recognized by the Chair.
6. Any member having made a motion can withdraw it by consent of their seconder but a motion once debated cannot be withdrawn except by a majority vote.
7. A motion to amend an amendment shall be in order but no motion to amend an amendment to an amendment shall be permitted.

Debate

8. A motion shall not be subject to debate until it has been stated by the Chair.
9. When a member wishes to speak they shall rise and respectfully address the Chair, and if recognized by the Chair, they shall be entitled to proceed.
10. If two or more members rise to speak at the same time, the Chair shall decide which is entitled to the floor.

11. Each member when speaking shall confine themselves to the questions under debate and avoid all personal, indecorous or sarcastic language.
12. No member shall interrupt another while speaking except to a point of order, and they shall definitely state the point, and the Chair shall decide the same without debate.
13. If a member, while speaking is called to order, they shall take their seat until the point of order is decided, when, if decided in order, they may proceed.
14. If any member shall feel personally aggrieved by a decision of the Chair, they may appeal to the body for the decision.
15. When an appeal is made for a decision of the chair, the Vice-President shall then act as Chairperson; said appeal then be stated by the Chairperson to the meeting in these words: "Shall the decision of the Chair be sustained as the decision of this Union?" The member will have the right to state the grounds of appeal, and the Chair will give reasons for their decision. Thereupon the members will proceed to vote on the appeal without further debate, and it shall require a majority vote to sustain such an appeal.
16. No member shall speak more than once on the same subject until all the members desiring the floor have spoken, nor more than twice without unanimous consent, nor more than five minutes at any one time without consent of a two-thirds (2/3) vote of all members present.
17. The Presiding Officer shall not speak on any subject unless the Presiding Officer retires from the Chair, except on point of order, and in case of a tie the Presiding Officer shall have the casting vote.

Privileged Questions

18. When a question is before the meeting, no motion shall be in order except: (1) to adjourn; (2) to lay on the table; (3) for the previous question; (4) to postpone to a given time; (5) to

refer or commit; (6) to amend; (7) to postpone indefinitely. And these motions shall have precedence in the order herein arranged. The first three of these motions are not debatable.

19. If a question has been amended the question on the amendment shall be put first; if more than one amendment has been offered, the question shall then be put as follows: (1) amendment to the amendment; (2) amendment; (3) original proposition.
20. When a question is postponed indefinitely it shall not come up again except by a two-thirds (2/3) vote.
21. A motion to adjourn shall always be in order except: (1) when new business has not been completed; (2) when a member has the floor; (3) when members are voting.
22. Before putting a question to vote the Presiding Officer shall ask: "Are you ready for the question?" Then it shall be open for debate. If no member rises to speak, the Presiding Officer shall then put the question in this form: "All in favour of this motion say "aye", after the affirmative vote is expressed. Those opposed say "no". After the vote is taken the Presiding Officer shall announce the result in this manner: It seems to be carried (or lost); it is carried (or lost) and so ordered."
23. Before the Presiding Officer declares the vote on a question, any member may ask for a division of the house, then the Chair is in duty bound to comply with the request, and a standing vote shall then be taken, and the Sergeant-at-Arms shall count the same.
24. When a question has been decided it can be reconsidered only by a two-thirds (2/3) vote of those present.
25. A motion to reconsider must be made and seconded by two members who voted with the majority.

26. A member being ordered to take their seat three times by the Chair without heeding shall be debarred from participating in any further business at that session.
27. All questions, unless otherwise provided, shall be decided as a majority vote may direct.

ARTICLE XVI

Amendments

SECTION 1 - Published means recorded in the Official Journal of the Recording Secretary and read at three (3) consecutive meetings.

SECTION 2 - Any amendments to these bylaws that would result in a change to the rate of dues or initiation fees paid by the members will require a majority vote of members in good standing. Before this vote is taken such proposed changes and time and date of the meeting will be posted at least fifteen (15) days in advance of the meeting and will be posted on the Union bulletin boards.

SECTION 3 - All amendments to these Bylaws shall become effective only after receiving approval of the General President of the International Union.

ORDER OF BUSINESS

Meeting Called to Order
Roll Call of Officers
Initiation of New Members
Reading of the Minutes
Correspondence and Bills
Reports of Officers and Committees
Unfinished Business
New Business
Good and Welfare
Adjourn

All subject matter not covered by these BYLAWS shall be governed and enforced as prescribed by the Constitution of the Bakery, Confectionery, Tobacco Workers and Grain Millers International Union.