

Unifor: Unifaith Community Chapter By-Law

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PREAMBLE

This Community Chapter is chartered on the authority of the National Executive Board of the National Union.

This Community Chapter is committed to upholding the Principles, Objectives, and Code of Ethics and Democratic Practices of The National Union.

ARTICLE 1 Name

This Community Chapter shall be known as “Unifor: Unifaith Community Chapter,” or briefly as “Unifaith.”

ARTICLE 2 Objectives

A) This Community Chapter exists for:

- 1) those working within The United Church of Canada and
- 2) their families,
- 3) but not for the promotion of any particular religious or spiritual lifestyle.

B) As it grows in membership across Canada it will support its members so they have a collective voice to advocate for, achieve and enjoy:

- 1) job security,
- 2) advocacy in the face of disciplinary procedures,
- 3) professional development,
- 4) solidarity within The National Union and among sisters and brothers in other faith communities, and
- 5) the right to negotiate their own collective employment agreement.

C) As it shares the message of strength in solidarity it will work to defeat:

- 1) underemployment,
- 2) workers serving in “desolation” and isolation,
- 3) workplace violence and harassment, and
- 4) unreasonable application of employment policy.

D) It will celebrate:

- 1) the profound heritage of The United Church of Canada in solidarity with the Union Movement in Canada and around the world,
- 2) serving in solidarity,
- 3) encouraging one another,
- 4) inspiring one another, and
- 5) protecting one another.

ARTICLE 3 Governing Authority

- A) The Community Chapter, under all circumstances, shall be subordinate to and comply with the requirements of the Constitution, By-Laws and policies of The National Union, as they may from time to time be altered or amended.
- B) The Community Chapter shall take advantage of any powers, privileges, or rights conferred under the law as they may exist at any time, though such actions shall not prevent the National Union from recalling, amending, changing or abolishing any such powers, privileges or rights.
- C) As long as the Community Chapter adheres to these conditions, the Charter is to remain in full force; but with any infraction, the National Union may revoke the Charter annulling all privileges, powers, or rights conferred under it.
- D) The affairs of the Community Chapter shall be governed by its membership in accordance with the Constitution and Policies of the Community Chapter in the following manner:
 - 1) Through action taken at the Annual General Meeting, which members may attend in person or through virtual means, to facilitate the reality of being a national membership in different geographical areas.
 - 2) Through actions and decisions of the Executive Board.
 - 3) Decisions of the Executive Board may be overruled by the Annual General Meeting.

ARTICLE 4 Community Chapter Structure

- A) The structure of the Community Chapter shall consist of the following:
 - 1) Membership
 - 2) Executive Board
 - 3) Officers
 - 4) Committees

ARTICLE 5 Community Chapter Delegates

- A) The President of the Community Chapter shall be Head of Delegation and the first delegate to all National Union meetings and conventions.
- B) The other delegate shall be the Vice-President.
- C) Other delegates shall be elected from the membership at the Annual General Meeting.

ARTICLE 6 Membership

- A) Application
 - 1) Membership in the Community Chapter shall be obtained upon:
 - a) Receipt of a completed Membership Application in the prescribed form
 - b) Confirmation of eligibility, and
 - c) Approval by the Membership Committee.
 - 2) Eligibility
 - a) Membership is open to all workers in The United Church of Canada
 - b) "Workers" shall include

- i. Those in paid employment within the United Church of Canada,
 - ii. Those who were once qualified as in part b) i,
 - iii. Students in process to being Ministry Personnel,
 - iv. Those who are immediate family members of those in part i., ii., iii.
- 3) Rights and Responsibilities
- a) Members of the Community Chapter, in good standing (dues committed for a one-year period, and paid to date and eligible to be a member), may seek election to the Executive Board of the Community Chapter.
 - b) Members of the Community Chapter are not eligible to vote on any matters related to the negotiation and administration of collective agreements.
 - c) All members will be supportive of Community Chapter events, including conventions and meetings.
- 4) Resignation / Termination of Membership:
- The membership of any member shall be terminated:
- a) On written request received by the Executive Board, or
 - b) On loss of eligibility for membership, or
 - c) By resolution of the Executive Board following due process, and
 - d) Will thereafter have no right, title, interest or claim in any asset of the Community Chapter or any right to any refund of dues, fees or contributions made to the Community Chapter.

B) Honorary Membership

- 1) Unifaith may bestow Honorary Membership upon those recommended provided they meet eligibility requirements outlined in Article 6 A) 2) and are approved by the Executive Board.
- 2) Honorary Members may not seek election to the Executive Board, will not be required to pay dues and will not be recognized as members of Unifor.
- 3) Honorary Members will be granted corresponding member privileges, are eligible to participate in the Annual General Meeting and may participate as Standing Committee members.

ARTICLE 7 Annual General Meeting

A) Annual General Meeting Call

- 1) Annual General Meetings of the Community Chapter will be held annually at a time and place confirmed by the Executive Board. The Annual General Meeting will also be made accessible to members through virtual means, to facilitate the reality of the national membership being in different geographical areas
 - a) The Annual General Meeting will be advertised both on the Community Chapter website and by email or regular mail, postage pre-paid to the membership. The notice must be advertised at least twenty-one (21) days in advance of the meeting.
- 2) Composition of Annual General Meeting
 - a) All members of the Community Chapter are eligible to fully participate in the Annual General Meeting.

- b) The quorum for the Annual General Meeting shall be the lesser of one third of the membership or Twenty (20) members
- c) The Annual General Meeting shall be conducted under these by-laws and in conformity with the Constitution of The National Union Canada.
- d) Any member may propose a resolution to the Annual General Meeting which will be presented to the membership. The resolution will be adopted with a majority vote.
- 3) Annual Meeting Purpose will be to fulfill the following items:
 - a) Call to Order
 - b) Introduction of Officers and Guests
 - c) Reading and Action on Minutes of Previous Annual and Special Meetings
 - d) Reception of reports and recommendations from the Executive Board
 - e) Reception of reports and recommendations from the Standing Committees
 - f) Election of Executive Board members
 - g) Appointment of Auditors or Financial Reviewer(s)
 - h) Appointment of a Nominating Committee
 - i) Election of delegates to The National Union and other allied organizations
 - j) Other purposes as agreed
 - k) Adjournment
- 4) Special Meetings
 - a) Special Meetings may be called by the Executive Board, or by a petition signed by a minimum of twelve (12) members of the Community Chapter. Upon the receipt of a proper petition, the President and Secretary shall call a special meeting to be held within twenty-one (21) days.

ARTICLE 8 Financial Records and Audit

- A) The fiscal year of the Community Chapter shall be from January 1 of each year to December 31 of the same year.
- B) The financial records of the Community Chapter shall be audited each year. A review of the financial records may be performed in place of an audit if a majority of the membership approves as determined by vote at the Annual General Meeting.
- C) The results of the audit (review) shall be made available for the inspection of any member of the Community Chapter.

ARTICLE 9 Resolutions and Amendments to this By-Law

- A) By-Law Amendments require notice and must be submitted to the Secretary at least 60 days prior to the Annual General Meeting on the written request of twelve members or of the Executive Board.
- B) The Secretary shall advertise the proposed by-law amendment both (1) on the Community Chapter website and (2) by email or regular mail, postage pre-paid to the membership.
- C) The notice must be advertised at least twenty-one (21) days in advance of the meeting.

ARTICLE 10 Voting and Elections

- A) The report of the Nominating Committee will guide the process of electing members to the Executive Board, the Financial Reviewer(s), delegates, and the Nominating Committee
- B) The nominee in any election receiving the majority of the votes cast shall be declared elected, except that the President shall be elected by a majority of the eligible voters registered to vote at the Annual Meeting.
- C) Only members of the Community Chapter in good standing shall be eligible to vote or hold office.
- D) Only members present or members giving a signed letter of consent to stand for nominations shall be eligible to be elected or re-elected.
- E) The officers shall take office immediately following installation in accordance with Article 11g
- F) There will be no voting by proxy unless following a policy approved by the Community Chapter.

ARTICLE 10 Installation of Officers

A) Oath of Office:

1) Each elected office of the Community Chapter, after meeting all other qualification, shall be duly installed upon taking the following oath:

"I (give name), hereby accept the office (name office) of The National Union: Unifaith Community Chapter, with full knowledge of the responsibilities and duties of such office. I promise to faithfully, and to the best of my ability, discharge my duties according to the by-laws and rules of the Community Chapter and the Constitution and Policies of the Union."

"I further promise to give my successor in office all books and records in my possession."

ARTICLE 12 Executive Board

A) Composition of the Executive Board

- 1) The Executive Board shall consist of a minimum of six (6) members and a maximum of fifteen (15) members.
- 2) Executive Board membership shall consist of the following:
 - i. Officers
 - 1. President (two-year term)
 - 2. Vice-President (one-year term prior to taking office)
 - 3. Past-President (one-year term following term as President)
 - 4. Secretary (two-year term)
 - 5. Treasurer (two-year term)
 - ii. Standing Committee Chairpersons (two-year term)
 - 1. Organizing Committee
 - 2. Workplace Health and Safety Committee
 - 3. Communications Committee
 - 4. Education Committee
 - 5. Solidarity in Action Committee

- 6. Membership Committee
- 7. Retirees Committee
- iii. Others:
 - 1. as determined by the Executive Board
 - 2. Regional Representatives to be added as resolved by the Community Chapter
- B) Executive Board Procedures and Authority
 - 1) To meet at least quarterly, with the ability to meet through virtual means, to facilitate the reality of being in different geographical areas
 - 2) A quorum for Executive Board meetings is two thirds of its membership
 - 3) Travel and other expenses of Executive Board members will be reimbursed following a policy approved by the Community Chapter
 - 4) The Executive Board will act with the power and responsibility of the Community Chapter between Annual General Meetings, except that it may not elect the President
- C) Vacancies:
 - 1) In case of the vacancy of the office of President, the Vice-President shall immediately assume all responsibilities of that office
 - 2) Vacancies in other offices shall be filled by appointment of the Executive Board, subject to the approval of the appointment at the next Annual General Meeting
- D) Salaries and Honorariums
 - 1) The Executive Board may from time to time submit policies and procedures for Salaries or Honorariums for the consideration of a meeting of the Community Chapter

ARTICLE 13 Officers

- A) Responsibilities of the President
 - 1) To preside and keep order at Annual, Special, and Executive Board meetings of the Community Chapter. At all such meetings he/she shall maintain good order and require strict compliance with these by-laws as well as any rules and regulations that may be adopted
 - 2) Take votes and announce the results
 - 3) To be the official spokesperson of the Community Chapter
 - 4) To direct the conduct of the Community Chapter's business generally
 - 5) To serve as a member of all Community Chapter committees
 - 6) To be one of three signing officers (two required for transactions) for all Community Chapter financial accounts
 - 7) Other duties as assigned
- B) Responsibilities of the Secretary
 - 1) To maintain the record of the Community Chapter membership. Will receive applications for new membership and upon approval, will send welcome package and membership card. Will distribute membership information as appropriate to Officers and/or Committees

- 2) To distribute electronic communication to the membership as directed by the Communications Committee and/or Executive Board
 - 3) To record and maintain the minutes of all meetings of the Community Chapter and of Executive and shall submit them for approval and/or amendment at the next meeting thereafter. The Secretary shall distribute copies of the minutes to each Executive Board member for review prior to the next meeting. Minutes of the Annual General Meetings shall be made available to the membership in advance of the next Annual General Meeting thereafter
 - 4) Ensure completion of the Annual Report and its distribution to the Community Chapter membership
 - 5) To maintain all non-financial records of the Community Chapter including annual reports and bylaws
 - 6) To be one of three signing officers (two required for transactions) for all Community Chapter financial accounts
 - 7) To receive and send correspondence and other documents on behalf of the Community Chapter
 - 8) Other duties as assigned
- C) Responsibilities of the Treasurer
- 1) To be custodian of all financial assets of the Community Chapter
 - 2) To report the financial status of the Community Chapter at each membership meeting and Executive Board meeting
 - 3) In consultation with the Executive Board members, to propose the Annual Budget
 - 4) To maintain all financial records following generally accepting bookkeeping practices
 - 5) To receive any funds as directed by the Community Chapter
 - 6) To cause payment of all bills approved by the Community Chapter or the Executive Board
 - 7) To be one of three signing officers (two required for transactions) for all Community Chapter financial accounts
 - 8) Other Duties as assigned
- D) Responsibilities of Vice-President / Past-President
- 1) Only one of these officers is in office at a time, for their one-year term, in order to reduce the number of years committed to the office, to ensure a year of preparation and a year of continuity with the Executive Board
 - 2) To chair the Nominating Committee
 - 3) To assume the duties of the President in his / her absence.
 - 4) Other duties as assigned

ARTICLE 14 Standing Committees:

- A) Chairs
- 1) Chairs of all committees shall be appointed by a majority vote of the Executive Board
 - 2) Chairs shall be on the Executive Board

- 3) Chairs shall submit a report to each Executive Board meeting
 - 4) Chairs shall undertake the responsibilities of their Standing Committee on the authority and direction of the Executive Board
- B) Nominating Committee
- 1) The chair of the Nominating Committee shall be the Vice-President / Past-President
 - 2) A member shall not be permitted to serve on the nominating committee if he/she is a candidate for any position on the Executive Board except for the Past President
- C) Standing Committee duties shall be established by the Executive Board in consultation with committee members. Refer to Appendix A for mandates of the Standing Committees
- D) Standing Committees include:
- 1) Nominating Committee
 - 2) Organizing Committee
 - 3) Workplace Health and Safety Committee
 - 4) Communications Committee
 - 5) Education Committee
 - 6) Solidarity in Action Committee
 - 7) Membership Committee
 - 8) Retirees Committee
 - 9) Others as determined by the Executive Board

ARTICLE 15

A) Community Chapter Dues:

- 1) Each member of the Community Chapter shall pay yearly dues and any other assessments that the Community Chapter has deemed necessary.
- 2) The Community Chapter dues will be set at the minimum amount required by the National Executive Board of The National Union Canada which is expected to include both a waged and non-waged provision.
- 3) The due structure may altered by resolution of the Community Chapter at an Annual Meeting
- 4) Dues from members in the Community Chapter shall be collected through a centralized electronic infrastructure operated by The National Union who will in turn remit the dues to the Community Chapter to further its purposes.
- 5) Dues will be used solely for the advancement of the Community Chapter objectives.

B) Community Chapter Special Assessments

- 1) The membership of this Community Chapter may levy a special assessment in the amount determined by ballot in a membership meeting, if the question has been advertised both (1) on the Community Chapter website and (2) by email or regular mail, postage pre-paid to the membership. The notice must be advertised at least twenty one (21) days in advance of the meeting.

APPENDIX A: STANDING COMMITTEE MANDATES

- 1) Nominating Committee
 - a. The nomination and election of the Executive Board and delegates shall be conducted under the supervision of the Nominating Committee
 - b. This committee shall have the authority and responsibility to see that nominations and elections are conducted in accordance with The National Union guidelines, and this by-law, with reasonable opportunity for each member to nominate and vote for the candidate of their choice
- 2) Organizing Committee
 - a. Provide leadership in the contact and recruitment of individuals who meet Unifaith membership criteria to achieve certification from coast to coast
 - b. Provide leadership in developing an organizational geographic structure for Unifaith members
- 3) Workplace Health and Safety Committee
 - a. Foster a safe and healthy work environment for Unifaith members. This may include manses, co-workers, family members, parishioners and others affected by the workplace environment
 - b. Promote the highest degree of physical, mental and social well-being of the membership. To promote prevention of both physical and emotional injury caused by working conditions. To seek protection from adverse conditions in the workplace
- 4) Communications Committee
 - a. Collaborate with Unifaith Executive members on the content of Unifaith written documents, email, website, social media and video communications
 - b. Produce and ensure the communications are distributed to the appropriate recipients (i.e. Unifaith members, Unifor, church officials, media)
 - c. Make and carry out arrangements for connecting with Unifaith members via live web streaming of Unifaith's AGM and special presentations; conference call coffee chats; and such
 - d. Produce Unifaith promotional materials, including flyers, posters, invitations and banners
 - e. Prepare members and/or supporters, as needed, for media interviews; responding to media requests for interviews
 - f. Connect with and become Friends of social justice and union partners and United Churches via Facebook, Twitter and other social media
- 5) Education Committee
 - a. Facilitate and organize learning opportunities for the membership with Unifor the Union and others
- 6) Solidarity in Action Committee
 - a. Connect, advocate for and support members who request assistance within the parameters of Unifaith, particularly those whose employment with the United Church of Canada is put at risk by their employer
 - b. Connect with the larger Unifor social justice and labour initiatives

- c. Honour the employment fairness and social justice values of The United Church of Canada

7) Membership Committee

- a. Provide leadership in engaging members to participate actively within Unifaith
- b. Support and care for the membership
- c. Communicate regularly with the Unifaith membership to keep them informed of Unifaith activities and Executive Board initiatives
- d. Help identify life changes of members to ensure the membership data remains up-to-date
- e. Be the link between the membership and the Executive Board

8) Retirees Committee

- a. Provide support, care and advocacy for retired members
- b. Develop solidarity with retirees and develop the use of retiree talent for support, care and advocacy of active members

End of Bylaws, January 06, 2014
Last Amended, January 22nd, 2016

