Forming a Retired Workers Chapter or Area Council

Retired from the job, not the fight!
Unifor National Retired Workers Department

For more information visit the website at: unifor.org/retirees

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Preface

This manual is intended to assist with the formation of new Local Retired Workers Chapter, or Area Council in a geographic area.

The information provided will help with initial set-up and can also be used as a reference guide by existing Retired Workers Chapters or Area Councils.

The material is designed to answer the most commonly asked questions including:

- What do we do to get started?
- How do we finance activities?
- How do we provide service and activities for our members?
- How can we make our meetings interesting and informative?

Unifor retired workers helped build Unifor. Although you have left the workplace you are still an important part of the Union, with many rights.

Unifor has taken action to make retired membership more meaningful and to make it possible for retired workers to develop their own programs through the Local Union.

Your union served you well during your working years and can serve you well now.
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Why Your Local Needs a Retiree Chapter

Unifor believes that every retired member needs the Union and the Union needs all retired members. The interests of retired workers and active workers cannot be separated.

By forming a Chapter or Area Council you will join with retired workers to promote a better life for yourself, your family, your community and the others who will follow you into a well-deserved retirement.

Through Retired Workers Chapters and Area Councils, members maintain their connection with the Union and are able to keep in contact with other retirees and in-service colleagues.

An active Chapter or Area Council can work to bring about needed legislative changes. Chapters and Area Councils provide opportunities for retired union members to participate in and contribute to the creation of campaigns involving municipal, provincial and federal issues that are important to our members and to society.

An active Chapter or Area Council can also support active workers in their bargaining and in the event of a strike or lockout.

Retiree chapters and council’s can conduct many activities, but what happens with your members would reflect the causes and interests of your retirees, your Locals and your community.

Retirees remain involved in the cause while also enjoying social and recreational events.

Educational workshops and guest speakers can help keep retirees informed and proactive on key matters that impact their finances, health and happiness.

Lives of members are enhanced by new purpose and activities, continued participation in society, the development of friendships and comradery, and connectivity to a peer support network.

Active Chapters and Area Councils can join together in the continuing struggle for a better tomorrow.

Retired from the job, not the fight!
The New Retired Workers Chapter

- Getting Started

The Unifor National Constitution indicates a Retired Workers Chapter may be formed once 25 members are retired within a Local Union (see Article 12 of the Unifor National Constitution and Appendix 1 of this manual).

The first step would be to form a steering committee made up of at least four (4) retired workers. This committee would compile a membership list and develop the Chapter bylaws.

As a guideline, sample bylaws can be found in Appendix #2 of this manual.

The National Retired Workers department is available to assist the steering committee with this procedure.

Once the Chapter bylaws are drafted you need to start planning for your first meeting. At this first meeting you will present your bylaws and the Chapter executive officers will be nominated and elected.

The executive member positions to be elected are as follows:

1. **Chairperson:** The chairperson shall preside at Chapter membership and executive board meetings and sign all vouchers authorizing withdrawals from the Chapter funds.

2. **Vice-Chairperson:** The vice-chairperson shall assist the chairperson and assume the duties of the chairperson in his/her absence.

3. **Secretary:** The secretary shall keep minutes of all Chapter membership and executive board meetings, read all documents and conduct the general correspondence pertaining to the Chapter.

   *Note: The position of secretary may include responsibilities of a financial nature once the Chapter begins to function. The Chapter may decide to create a separate position for these responsibilities. The secretary should work with the Local Union Financial Secretary where possible.*

The steering committee should agree on who will assume these positions prior to the first meeting.
The Unifor National Constitution indicates a Retired Workers Area Council may be established in designated geographic areas, or by combination of designated Local Unions (see Article 12, Section 15, 16, 17, 18 and 19 of the Constitution and Appendix 1 of this manual).
Organizing the Retired Workers Chapter or Area Council

- What needs to be done

There are four (4) important items which must be considered to ensure a successful Chapter or Area Council, including the following:

1. If there is a Local Union to connect with, it is important to develop a good relationship with the Local Union leadership. Working together with the Local Union can help the Chapter or Area Council achieve the objectives it wants and needs.

2. Make a list of the names, addresses and phone numbers, plus email addresses if available, of those who have retired. You will want to contact them for the important first meeting. The Chapter or Area Council should be in regular communication with all of its members to advise them of important information and upcoming events. You may wish to set up a phone committee.

3. Every Chapter should identify who is paying the voluntary dues and who is not. All members should be encouraged to make the voluntary contribution so the Chapter is better able to operate. *(All financial matters should be discussed with the Local Union Financial Secretary where possible).*

4. Schedule a date and time for monthly meetings. Check with the Local for availability of the union hall or for another appropriate meeting place. If no hall is available, you may want to speak to another Local in the area or consider a service club hall or community centre.

*Note: Article 12, section 5 of the Unifor Constitution states the Chapter or Area Council shall hold regular meetings of the members.*
When considering monthly meetings think about:

- What is the best day for your meetings? Should the meeting be held in the morning, afternoon or at rotating times?

- Will refreshments or snacks be provided? (coffee/donuts or potluck meal). If so how will refreshments or food be financed?

- Encourage spouses/partners and surviving spouses/partners to attend. These individuals play an important role in the development and continued success of the Chapter or Area Council (see Unifor Policy, Retired Workers Associate Membership, Appendix 3 of this manual).

- Once the first meeting date is set a meeting notice must be posted or published in a union publication/newsletter/website and all retired members contacted (see Article 3 of Sample Bylaws, Appendix 2 of this manual).
The Retired Workers Chapter or Area Council

- First Meeting

For the first meeting of the Chapter or Area Council the interim Chairperson should chair the meeting with the support of the steering committee.

A brief report should be given on the activities of the steering committee leading up to the first meeting.

If there is one, you should invite the Local Union President or designate to your first meeting.

Representatives from the National Retired Workers department are also available to attend or to work with the steering committee and assist with the first meeting.

A sample agenda for this meeting could be as follows:

AGENDA

Unifor Local ______
Retired Workers Chapter or Area Council “First” Meeting

Date ........................................
Time ........................................
Location ....................................

1. Introduction of steering committee by the interim chairperson
2. Report of the steering committee
3. Presentation of the bylaws
4. Adoption of the bylaws
5. Nomination and election of officers (see Article 5 of Sample Bylaws)
6. Proposed monthly meeting date for approval by members
7. Discussion on Chapter or Area Council committees Note: You may want to hold any decisions on committee issues for future meetings (see next section on committees).
8. New Business
9. Adjournment

Note: For future Chapter or Area Council meetings you can use Article 3 of the Sample Bylaws for your agenda.

CONGRATULATIONS!

You have now formed a Retired Workers Chapter or Area Council
After the first meeting the recording secretary will send a letter to the National Retired Workers department, listing the elected executive officers. They will attach a copy of the bylaws for approval by the National office.

The National office will then present the new Chapter or Area Council request to the National Executive Board for approval, once approved a Chapter or Area Council Charter will be issued. The Chair and Secretary will then be added to the distribution list maintained by the National Retired Workers department.

If you are a Chapter you should contact the National Retired Workers department to inquire if there is Area Council in your area (see Article 12, section 16 of the Unifor National Constitution).

The National Retired Workers department can also provide your new Chapter or Area Council with information about the Unifor Retired Workers Council and Conference, held annually at the Family Education Centre in Port Elgin, Ontario (see Article 12, section 20 of the Unifor National Constitution).

The Unifor National Retired Workers department can also be accessed through the Unifor website at unifor.org/retirees.
The steering committee can decide which committees the Chapter or Area Council requires, this decision can be made either in advance of or at the first meeting.

The Chapter or Area Council can start any committee they believe will be of service to their members and/or the community. Of course, the membership must approve the formation of such committee.

Each Chapter or Area Council will determine the number of members who sit on the committees.

The Chapter or Area Council should decide the following:

- How often should the committee meet?
- How should reports be handled for monthly meetings?
- Are there experienced people who may have worked on similar committees in the Local Union or have an interest in the subject?
- What is the direction and goals of the committee?

Once established, the committee should:

- Involve every member of the committee
- Select a Chairperson and Secretary
- Establish regular meeting dates
- Inquire if a similar committee is functioning in the Local Union. If so, discuss working together where possible on joint projects
- Make a monthly report for the Chapter or Area Council
Examples of Chapter or Area Council Committees

1. The Recreation Committee

A recreation committee plays an important role in establishing activities (euchre, cribbage, fitness classes, educational workshops etc.) that will encourage members, partners and surviving partners, to come to meetings. The recreation committee can also plan outdoor events such as bus trips, bowling and golf tournaments.

2. The Visiting Committee

Chapters and Area Councils are urged to establish a visiting committee. A visiting committee provides an invaluable service and its work means a lot to members. The visiting committee can contact/visit retired members, or their partners, who are hospitalized and/or in a nursing home/home for the aged. During a visit committee members can find out if members have any problems that the Chapter or Area Council can help address. This committee can also organize car pools to take members to special events that the Chapter or Area Council is arranging.
In order to keep the interest of members you may want to include a
guest speaker or presenter at the Chapter meeting.

The officers can make a list of meaningful topics that may be of interest
and present this list at the Chapter or Area Council meeting.

Ask for suggestions from the members.

Check to see what community services are available at no cost.

The National Retired Workers department can assist with a list of
speakers or presenters.

**Contacting the resources**

Resources may be any agency, organization or government at any level,
which can provide information or services needed by retired workers.
The number of and kinds of services available will vary from community
to community.

Once the decision on the topic has been made, contact the resources in
your area to discuss the services available and your ideas for the meeting.

Find out the following information about the resource:

- What do they offer that could be of benefit to retired workers?
- Can they provide information about their services, such as
  handouts?
- How much notice is required for them to attend a meeting?
- The nature of their presentation: short talk, question and
  answer session? Is there audio/visual material? If a video is
  used, how long is it? What equipment is required? Do they
  provide their own?
- What is the length of their presentation?
- Is there a cost?
In addition to information, can they provide services to the Chapter or Area Council members at meetings?

For example, if you are inviting a health care professional could they provide specific testing?

Those providing the resources will need to know the following information:

- Who you are and why are you contacting them?
- Where are the Chapter or Area Council meetings held?
- How many members do you expect at the meetings?
- Who will their contact person be in the Chapter or Area Council (name and phone number)?

**Informing the members about a guest speaker attending a meeting**

You may want to schedule speakers or presenters two meetings in advance so all members will be properly informed and to allow sufficient notice. This will also help to ensure a good attendance for your special guest.

*Note:* *As a courtesy, you should always schedule your guest speaker at the beginning of the meeting. Once the speaker is finished you can proceed with regular business.*

You may want to make up a meeting notice about a special guest speaker that can be distributed at the meeting prior to the one they are attending. Information should also be posted on any websites or social media accounts that are used by the Chapter or Area Council.

A sample notice is on the next page.
Local _______ Retired Workers Chapter or Area Council

MEETING NOTICE

Date ........................................................
Time ........................................................
Location ....................................................

Special Presentation: Community Health Care Nurse

Presented by: N. Pain, Health Professional

From: Local area
Community Health Centre
123 Any Street
Anytown, Canada

Program Information: 15-minute Video
Followed by a Q & A session

Length of Presentation: 45 minutes
Building the Retired Workers Chapter or Area Council

Keeping the Chapter or Area Council active and providing service to our retired members will ensure continued growth. An active Chapter will have members regularly attending its meetings and will attract those who are about to retire. This will build the Council as a whole.

Reaching the Pre-Retired Workers

Reaching workers when they retire is very important. In some Local Unions, where there is a full-time pension or benefit representative available, this person can provide those retiring with Unifor retired workers information. The representative can ask the retiring member to sign-up for voluntary dues deduction and provide the Chapter or Area Council Chairperson’s name and phone number. A list of the monthly meetings should also be given to the member.

Where a full-time pension or benefit representative is not in place, the Local Union President, Financial Secretary and/or bargaining unit Chairperson should be asked to advise those retiring about the Retired Workers Chapter or Area Council and provide information on meetings along with contact info for the Chairperson.

The leadership of the Local Union should strive to continue to serve the membership by advising active members about the benefits of belonging to the Chapter or Area Council when they do retire.

If possible, the Chapter or Area Council should publish all reports of the Chapter or Area Council and notification about meetings in the Local Union newspaper/newsletter, website or social media channels on a regular basis. When activities and services of the Retired Workers committees are functioning well, members will be encouraged to participate and new members will want to join.

You may be able to set up a website to post information about the Chapter or Area Council. This could include upcoming events. If your Local Union has a website the retired workers site may be added as a link.

For those members without a Local Union, you can still form a Chapter or Area Council with all of the rights and privileges, as per Article 12, of the Unifor National Constitution.
UNIFOR CONSTITUTION

ARTICLE 12

National Retired Workers Council

1. The National Executive Board shall establish a retired worker structure within Unifor.

Retired Workers

2. A retired member is a member of a local union who has severed his/her employment relationship with a particular employer in the expectation of receiving a pension or retirement income.

3. A member who retires is entitled to “retired membership status” and does not have to pay dues. The retired member has all the privileges of membership except the right to vote on contract demands, strike votes, ratifications of collective agreements and on matters pertaining to the administration of the collective agreement. In addition a retired member cannot run for local union executive office and cannot vote in elections for workplace representatives.

Local Union Chapters of Retired Workers

4. Twenty-five or more Retired Workers can apply to establish a Local Union Retired Workers Chapter by submitting its proposed bylaws to the executive of the Local Union. When such an application is made the Local Union will review the proposed bylaws and amend its own Bylaws to establish the Retired Workers Chapter.
5. The Chapter shall hold regular meetings of its members.

6. The Chapter’s members shall elect a retired worker to be a representative of retired members on the Local Union Executive Board with voice and vote, using election procedures which conform to this constitution.

7. The Local Union President or designee shall be a member of the executive of the Local Union Retired Workers Chapter with voice and vote.

8. Local Union Retired Workers Chapters shall adhere to National Union policies.

**Predecessor CEP Locals**

9. In the case of predecessor CEP local unions, retired worker chapters shall be established when 25 or more retired members with retirement dates after September 1, 2013 apply to the Local Union to form a chapter. When a Retired Workers Chapter has been established past retired members are eligible to join.

10. Where an association of Retired Workers already exists, these members can immediately apply for status as a Local Union Chapter of Retired Workers.

11. When a Retired Worker Local Chapter is established, retired members shall immediately have voice but no vote at Local Union meetings.

12. Within one year of a local chapter’s continuous operation, the Local Union shall amend its Bylaws to provide a position on the local executive for a representative of the retired worker chapter.

13. Within three years of establishing the retired worker local chapter, retired members shall have full rights of retired members as outlined in the National Constitution.

14. A Local Union may apply to the National Executive Board for different voting provisions for retired members under this article.
Area Councils of Retired Workers

15. Area Retired Workers Councils can be established in designated geographic areas, or by combination of designated Local Unions.

16. A group of Local Union Retired Workers Chapters may jointly propose the formation of an Area Council of Retired Workers to the President of the National Union.

17. The National President shall convey the proposal with a recommendation to the National Executive Board for consideration at its next meeting.

18. The proposal shall include a description of the objectives and governance of the Council as well as a decision on whether its membership shall be member or delegate based.

19. The President of each Local Union within the jurisdiction of an Area Retired Workers Council is entitled to name one delegate to the Area Council.

National Council of Retired Workers

20. There shall be a National Retired Workers Council whose Bylaws shall be approved by the National Executive Board.

21. Delegate entitlement to the National Retired Workers Council shall be as follows:

   (a) Each Local Union Retired Workers Chapter is entitled to one delegate.

   (b) Each Chapter with more than 1,000 members is entitled to one additional delegate for each 1,000 members or major part thereof.

   (c) Each Area Retired Workers Council is entitled to three delegates.

   (d) Each Local Union with a Retired Workers chapter is entitled to one delegate named by the Local Union President.

22. The National Executive Board may approve additional representation.
23. The National Retired Workers Council shall amongst other endeavours:

(a) Elect a chairperson who will be a member of the National Executive Board.

(b) Promote the policies and participate in the programs of the National Union.

(c) Consider resolutions submitted by Local Chapters and Area Councils.

(d) Advise the National Executive Board on issues that affect Retired Workers within the union.

(e) Work to advance the interest of Retired Workers in our communities.

(f) Engage in the political, educational and organizing campaigns of the National Union.

24. The National Retired Workers Council shall meet annually and the event will be translated and interpreted in Canada’s two official languages.

The Executive of the National Retired Workers Council

25. A National Retired Workers Council Executive shall be established and shall meet quarterly.

26. The composition of the Executive shall reflect the regional, gender and equity principles of the National Union.

27. The Executive shall be composed of a Chairperson, a Vice-Chairperson, a Secretary, and seven members-at-large. The executive positions shall be filled at the annual meeting of the National Retired Workers Council immediately following the Convention of the National Union.

28. The procedures for electing the executive shall conform to the National Constitution. The Executive shall serve for a term of three years.
29. Upon election the Chairperson of the Executive shall be a member of the National Executive Board.

30. In the event of a vacancy in the position of Chairperson, the Vice-Chairperson will serve as the interim Chairperson until the next annual meeting of the National Retired Workers Council, at which time an election will be conducted to fill the vacancy.

31. Each member of the National Retired Workers Council Executive is automatically a delegate to Convention and the Canadian Council with voice and vote.

32. The Chairperson of the National Retired Workers Council or her/his designee is automatically a delegate to each Regional Council with voice and one vote.

Membership and Dues

33. Membership in the Retired Workers structures is open to any member entitled to retired membership status.

34. Retired Workers are not required to pay dues during retirement. To assist in financing, voluntary retired membership dues are $1 per month. A Local Union may increase the dues subject to the approval of the National Executive Board.

35. Dues will be distributed as follows:

(a) 55 cents shall be allocated to a National Retired Workers Fund, of which 10¢ shall be remitted to the appropriate Area Retired Workers Councils. The National Retired Workers Fund shall support the activities of the National Retired Workers Council.

(b) 45 cents shall be allocated to the appropriate Local Union Retired Workers Chapter.

36. The National Executive Board will decide the distribution of funds from the National Retired Workers Fund. Each Local Union Retired Workers Chapter Fund shall be held by the Local Union for disbursement upon the request of the Retired Workers Chapter.
SAMPLE BYLAWS
Local Union Retired Workers Chapter
or Retired Workers Area Council

ARTICLE 1 – Retired Workers Chapter or Area Council

a) There shall be established within this Local Union a Retired Workers Chapter or Area Council, which shall be named Retired Workers Chapter or Area Council of Unifor Local ________.

Note: This only applies for Area Councils established within a Local. It does not apply to Area Councils formed by a group of Locals.

b) The Retired Workers Chapter or Area Council shall be subordinate to the Local Union and the National Union. None of the provisions in these bylaws shall conflict with the Local Union bylaws or the Unifor Constitution.

ARTICLE 2 – Membership

a) Membership in the Chapter or Area Council is available to all retired members of the Local Union, provided they are eligible, under Article 12, section 3 of the Unifor Constitution.

b) Any retired member eligible for retired membership in a Local Union Chapter or Area Council, in accordance with 2a above, is eligible to pay voluntary dues to the Chapter or Area Council. Such voluntary membership dues shall be in the amount of one ($1.00) dollar per month.
c) Voluntary membership dues may be authorized by the retired member directly to the Local Union, if applicable. The retirees may pay such dues to the Financial Secretary of the Chapter or Area Council annually, if applicable, as per Article 12, section 34 of the Unifor Constitution.

d) A former member of the Local Union, who is receiving a vested or deferred pension under the Local Union contract may be eligible for membership in the Chapter or Area Council by paying a one ($1.00) dollar per month membership dues to the Chapter or Area Council.

**ARTICLE 3 – Chapter or Area Council Membership Meetings**

a) There shall be a regular membership meeting of the Chapter or Area Council, in accordance with Article 12, section 5 of the Unifor Constitution.

b) The Local Union, in consultation with the Chapter or Area Council, shall develop notice procedures for regular Chapter or Area Council membership meetings or special meetings.

c) All retired members of the Chapter or Area Council in attendance at the meeting will constitute a quorum.

d) The following order of business will constitute the regular agenda for Chapter or Area Council meetings:

- Roll call of officers
- Respect to deceased members
- Reading of minutes of previous meeting
- Business arising
- Correspondence
- Financial report
- Report of officers, committees and/or delegates
- Report of Local President or his/her designated representative, if applicable
- Old business
- New business
- Adjournment
ARTICLE 4 – Chapter or Area Council Officers

a) The officers of the Chapter or Area Council will include: Chairperson, Vice-Chairperson, Secretary and Sergeant-at-arms.

b) The duties of these officers shall be as prescribed by the Chapter or Area Council in the bylaws, as follows:

Chairperson: The chairperson shall preside at Chapter or Area Council membership and executive board meetings and sign all vouchers authorizing withdrawals from the Chapter or Area Council funds.

Vice-Chairperson: The vice-chairperson shall assist the chairperson and assume the duties of the chairperson in his/her absence.

Secretary: The secretary shall keep minutes of all Chapter or Area Council membership and executive board meetings, read all documents and conduct the general correspondence pertaining to the Chapter or Area Council.

Note: The position of secretary may include responsibilities of a financial nature once the Chapter or Area Council begins to function. The Chapter or Area Council may decide to create a separate position for these responsibilities. The secretary should work with the local union Financial Secretary, if applicable.

ARTICLE 5 – Election of Chapter or Area Council Officers

a) All officers of the Chapter or Area Council shall be elected by secret ballot. These officers shall be elected by majority vote and shall serve for a period of three (3) years.

b) Any retired member in good standing is eligible to be a candidate for Chapter or Area Council office.

c) The membership of the Chapter or Area Council shall elect a retired member from its membership to serve as a member of the Local Union executive board with voice and vote in accordance with
Article 12, section 6 of the Unifor National Constitution, except in the case of Predecessor-CEP Locals, as per Article 12, section 12.

d) Procedures for filling vacancies shall be determined by the Chapter or Area Council bylaws and the Unifor Constitution.

**ARTICLE 6 – Power of Administration**

a) The membership in attendance at a meeting is the highest authority of the Chapter or Area Council.

b) Between membership meetings, the Chapter or Area Council executive board shall be empowered to act on behalf of the membership to the extent urgent business requires prompt and decisive action, subject to the general policies established by the Chapter or Area Council membership, the Local Union if applicable, and the National Union.

c) Between meetings of the Chapter or Area Council executive board, the Chairperson shall be empowered to act on behalf of the executive board, in consultation with the Local Union President if applicable, subject to the general policies established by the Chapter or Area Council and the subsequent approval of the Chapter or Area Council executive board and membership.

**ARTICLE 7 – Composition of the Chapter or Area Council Executive Board**

a) Composition of the Chapter or Area Council executive board will include the Chapter or Area Council officers mentioned in Article 4 above, plus Local Union President or his/her designee, as per Article 12, section 7 of the Unifor Constitution.

**ARTICLE 8 – Chapter or Area Council Committees**

a) The Chapter or Area Council shall establish, in consultation with the Local Union if applicable, any committees within the Chapter or Area Council that is deemed necessary. The Chapter or Area
Council committees shall be elected by the Chapter or Area Council. The following are some of the suggested committees: organizing and membership, education, recreation, community services, human rights and political education.

**ARTICLE 9 – Finances**

a) All membership dues collected or any dues check-off which may be received by the Local Union Financial Secretary shall be submitted to the National Secretary-Treasurer who shall allocate such monies to the respective bodies in accordance with Article 12, section 35 of the Unifor Constitution.

b) All monies collected by and on behalf of the Chapter or Area Council shall be kept in the funds of the Local Union Financial Secretary and shall be disbursed upon the request of the Chapter or Area Council upon presentation of a voucher signed by the proper Chapter or Area Council officers.

c) The Chairperson of the Chapter or Area Council shall receive $_______ monthly expenses.

“Chapter members or officers who incur special expenses in carrying out authorized chapter business may be reimbursed from the Retired Workers Chapter or Area Council fund. It is not intended however, to pay lost time, wages/salary, nor to reimburse members for attendance at all approved meetings.”

d) Guidelines for reimbursement of expenses when the above conditions are met shall be as follows:

- Actual fare or auto mileage, parking fees, registration fees and meals when the authorized work involves eating out.
- For authorized attendance at activities or conferences requiring overnight stay, the reimbursement shall be for incurred transportation costs, including parking, hotel accommodations, registration fees (not including cost of meals) and a set amount per day to cover food and incidental expenses.
e) The Chapter or Area Council will receive an up-to-date financial report of the Chapter or Area Council funds and expenditures from the fund provided by the Local Union Financial Secretary each month, if applicable.

**ARTICLE 10 – Amendment Procedure**

a) These bylaws, at the outset, may be adopted by the Chapter or Area Council at a special meeting called for that purpose, with due notice, after the provisions contained therein have been established for the operations of the Chapter or Area Council.

b) In accordance with the Unifor National Constitution these bylaws and any future amendments must be submitted to the Unifor National Executive Board for approval.

c) These bylaws may be amended, once adopted, by the following procedure:

- Proposals to amend the bylaws may be submitted at any regular Retired Workers Chapter or Area Council meeting by the membership within the Chapter or Area Council.

- The recommendation of the Chapter or Area Council executive board relative to the submitted bylaw provision or provisions shall be presented at the next regular Chapter or Area Council meeting for action by the Chapter or Area Council membership. A two-thirds (2/3) vote of the membership in attendance at the Chapter or Area Council meeting will be required for adoption.
UNIFOR POLICY
Retired Workers Associate Membership

A) Associate Membership for Spouses and Surviving Spouses
1. A Retired Workers Chapter or Area Council will have the right to issue Associate Membership to the spouses and surviving spouses of members of the Chapters or Area Councils;
2. Associate Members will have voice, but will not be eligible to vote on financial matters of the Chapter or Area Council or be eligible to run for or vote for executive office within the Chapter or Area Council;
3. Associate Membership, once granted, shall be irrevocable except the Chapter or Area Council by majority vote may revoke such membership for conduct detrimental to the Chapter or Area Council.

B) Associate Membership for Excluded Employees
A member who accepts an excluded bargaining position with the company, and who upon retirement, is desirous to become an Associate Member of a Retired Workers Chapter or Area Council may do so provided she/he:
1. Presents proof of Unifor membership;
2. Applies for membership and is voted by secret ballot;
3. Pays to the Chapter or Area Council the dues prescribed by the Chapter or Area Council bylaws which under these circumstances would be mandatory.
Associate Membership under the above circumstances would be:

a) Limited to the Retired Workers Chapter or Area Council only. She/he would have no membership rights in the Local Union in accordance with Article 12, Section 3, of the Unifor National Constitution. She/he may not hold executive office in the Chapter or Area Council nor vote in their elections;

b) She/he will have voice but no vote in disbursement of Chapter or Area Council funds;

c) She/he is eligible to serve on standing committees established by the Chapter or Area Council with voice and vote on such committees; and

d) Associate Membership may be revoked by a majority vote of the Retired Workers Chapter or Area Council for conduct by the member that is detrimental to the Chapter or Area Council, or Unifor.

C) Former CAW/CEP Unifor Members Working Elsewhere

A former CAW/CEP Unifor member working elsewhere will be eligible for Associate Membership of a Retired Workers Chapter or Area Council upon retirement provided she/he applies in writing to the Chapter or Area Council where she/he established membership and such application is approved by the membership.

Associate Membership under the above circumstances would be:

a) Limited to the Retired Workers Chapter or Area Council only. She/he would have no membership rights in the Local Union in accordance with Article 12, Section 3, of the Unifor National Constitution;

b) She/he may not hold executive office in the Chapter or Area Council nor vote in their elections;
c) She/he pays to the Chapter or Area Council the dues prescribed by the Chapter or Area Council bylaws which under these circumstances would be mandatory;

d) She/he is eligible to serve on standing committees established by the Chapter or Area Council with voice and vote on such committees; and

e) Associate Membership may be revoked by a majority vote of the Retired Workers Chapter or Area Council for conduct by the member that is detrimental to the Chapter or Area Council, or Unifor.

D) Retired Workers Chapter or Area Council Transfer

1. Where a member of a Local Union moves to another location under a corporate collective bargaining agreement, and upon retirement, is desirous of returning to her/his original Local Union to establish membership and participate in the activities of the Retired Workers Chapter or Area Council, the member may do so with the understanding that her/his membership rights in her/his original Local Union would be limited to the Retired Workers Chapter or Area Council and not the Local Union, according to Article 12, Section 3 of the Unifor National Constitution.

2. While participating in the Retired Workers Chapter or Area Council, she/he may hold office in the Retired Workers Chapter or Area Council but may not be a candidate for or elected as the retired workers representative on the Local Union Executive Board.

3. Where a retired member has moved under the above circumstances and returns to her/his original Local Union she/he may exercise full membership rights both in the Local Union and the Chapter or Area Council in accordance with Article 12, Section 3, of the Unifor National Constitution.
E) Retired Workers Transfers between Local Unions

1. When a member is retired from her/his Local Union in accordance with Article 12, Section 3 of the Unifor National Constitution and desires to participate in a Retired Workers Chapter or Area Council other than her/his own Local Union and such Retired Workers Chapter or Area Council is outside the present geographical area, such member may make application to the Retired Workers Chapter or Area Council to which she/he wishes to transfer. If such application is approved by the membership of the Retired Workers Chapter or Area Council, her/his retired workers membership may be transferred.

2. Such membership in the new Retired Workers Chapter or Area Council will be limited to the Retired Workers Chapter or Area Council only and she/he would have no membership rights in the new Local Union in accordance with Article 12, Section 3 of the Unifor National Constitution. Her/his rights of participation would be limited to the Retired Workers Chapter or Area Council, but she/he may not be a candidate for or elected as the retired workers representative on the Local Union Executive Board.

F) Associate Membership for Retirees who had no CAW/CEP Unifor affiliation

Where a retired worker in the community, who did not retire from CAW/CEP Unifor, applies for membership in a Retired Workers Chapter or Area Council she/he can be accepted as an Associate Member, provided she/he meets the following criteria:

1. Applies for membership and is approved by the membership of the Chapter or Area Council, by secret ballot;

2. Pays to the Chapter or Area Council the dues prescribed by the Chapter or Area Council bylaws which under these circumstances would be mandatory.
Associate Membership under the above circumstances would be:

a) Limited to the Retired Workers Chapter or Area Council only. She/he would have no membership rights in the Local Union in accordance with Article 12, Section 3, of the Unifor National Constitution. She/he may not hold executive office in the Chapter or Area Council nor vote in their elections;

b) She/he will have voice but no vote on disbursement of Chapter or Area Council funds;

c) She/he is eligible to serve on standing committees established by the Chapter or Area Council with voice and vote on such committees; and

d) Associate Membership may be revoked by a majority vote of the Retired Workers Chapter or Area Council for conduct by the member that is detrimental to the Chapter or Area Council, or Unifor.

G) Retired Workers Membership Cards and Lapel Pins

The Retired Workers department will design an appropriate membership card and a lapel pin for the Chapters and Area Councils.

Retired workers play a very important role in our union. With the recent adoption of the above policy allowing for participation within the Chapters and Area Councils retired workers will continue to make meaningful change, not only within our union but in society as a whole.