



BYLAWS AND REGULATIONS

SYNDICAT DES TRAVAILLEUSES ET TRAVAILLEURS DE ROLLS-ROYCE CANADA - CSN

(Union of Rolls-Royce Canada Workers – CSN)

Adopted on July 10th 2021

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CHAPTER 1 : PREAMBLE

1.1 - NAME

The *Syndicat des travailleuses et travailleurs de Rolls-Royce Canada - CSN*, as it was founded in Montreal on March 22nd, 2021, is an association of employees within the meaning of the Labour Code.

1.2 - HEAD OFFICE

The Head Office of the union is located at 1601, avenue de Lorimier, Montréal (Québec) H2K 4M5.

1.3 - JURISDICTION

The jurisdiction of the union extends to employees in the aerospace industry and may extend to any other employee as well.

1.4 - GOAL OF THE UNION

The union adheres to the CSN's declaration of principle and its goal is to study and advance the social, professional, economic and political interests of its members through collective action which includes the negotiation process and conclusion of a collective agreement, and this, without distinction of race, sex, language, political or religious opinion or sexual orientation. The union also aims to develop unity of action with other union bodies.

1.5 - AFFILIATION

The union must be affiliated to *la Confédération des syndicats nationaux (CSN)*, to *la Fédération de l'industrie manufacturière (FIM)* and to the *Conseil central du Montréal métropolitain-CSN (CCMM)*.

The union undertakes to respect the bylaws of the organizations mentioned in this article and to comply with them in its action.

The union undertakes to pay the monthly per capita fixed by the congresses of the various organizations to which it is affiliated.

Anyone representing the organizations mentioned above has the right to attend any meeting of the union as well as to take part in the deliberations, but has no right to vote.

1.6 - DISAFFILIATION

A proposal to disaffiliate from CSN, the federation and the central council or to dissolve the union cannot be discussed unless a notice of motion has been given at least ninety (90) days to the party.

The notice of motion and the proposal must be tabled and discussed at a duly called regular or special general meeting.

The notice of convocation of the general meeting must indicate the reasons in support of the proposal for disaffiliation or dissolution.

As soon as a notice of motion to discuss the disaffiliation from the CSN, the federation and the central council or the dissolution of the union is given, it must be sent to the general secretariat of the central council, the federation and the CSN. This notice of motion must be sent at least ninety (90) days before the meeting is held.

Following the transmission of the notice of motion, the authorized persons representing the CSN, the federation and the central council may, as of right, request a meeting with the union's executive committee in order to discuss the reasons for disaffiliation or the dissolution, the procedure to be followed during the disaffiliation or dissolution, the organization and holding of the general meeting of disaffiliation or dissolution, and the organization of the vote. The union executive committee is required to participate in such a meeting at least sixty (60) days preceding the meeting.

Failure to comply, by the executive committee, to participate in such a meeting and to reach an agreement in accordance with the CSN bylaws on the holding of the disaffiliation or dissolution meeting and the organization of the vote, the meeting of disaffiliation or dissolution will be considered non-conforming, void and illegal.

The disaffiliation or dissolution assembly takes place only in the presence of the union's paying members and authorized representatives of the CSN, the federation and the central council. No one from outside the union or the organizations mentioned in the article can be present at this meeting.

The authorized persons representing the CSN, the federation and the central council may, as of right, put forward their point of view for a period of time necessary to understand the debate.

These authorized persons can then attend the entire meeting where the proposal for disaffiliation or dissolution is being discussed and give their point of view.

To be adopted, the disaffiliation or dissolution proposal must receive the support of the majority of the union's paying members, whether they are at work or on layoff and having an imminent return to work, including absent members. for illness, work accident or any other leave authorized by an employment contract, as well as any person on strike, locked out or dismissed and whose recourse is supported by the union.

The union executive committee must send the list of paying members to the representatives of the CSN, the federation and the central council at the same time it sends them the notice of motion.

However, when the union, at the time of filing the petition for accreditation, is not composed of a majority of members already covered by an existing accreditation, the notice of motion and the procedure provided for in this article cannot be initiated. before the signing of the first collective

agreement or before the receipt of the arbitration award which takes its place or during the twelve (12) months following the final decision on accreditation.

If the union disaffiliates from the CSN, the federation and the central council, is suspended or deregistered, it must pay to the organizations mentioned in article 1.5, the per capita relating to the three (3) months immediately following the disaffiliation, suspension or expulsion.

1.7 - REQUEST FOR ACCREDITATION

The withdrawal of a request for accreditation cannot be decided without the agreement of the representative duly mandated by the CSN.

CHAPTER 2 : MEMBERS

2.1 - DEFINITION

Members are the persons who exercise the rights conferred by the bylaws, meet the eligibility criteria described in article 2.2 and meet the requirements of article 2.3. Any member has the right to have a copy of the collective agreement and these bylaws.

2.2 - ELIGIBILITY

To join the union as a member, you must:

- a) be a person covered by the jurisdiction of the union or be on layoff and have an imminent return to work, including any person absent for illness, work accident or any other leave authorized by an employment contract, as well as any person on strike, locked out or fired and whose recourse is supported by the union;
- b) adhere to these bylaws and comply with union regulations;
- c) pay the union dues set by the general assembly of the union;
- d) not belong to any other association whose social principles are in opposition to those of the union.

2.3 - ADMISSION

Anyone who aspires to become a union member must sign a membership form which must contain a commitment to abide by the union's constitution and be accepted by the union executive committee. Such a decision must be ratified by the general assembly.

This acceptance is retroactive to the application for admission.

2.4 - UNION DUES

The union dues that any member of the union must pay to it is determined by the general assembly.

2.5 - PRIVILEGES AND BENEFITS

Only the members benefit from the privileges and benefits conferred by the bylaws of the union. They have access to the books and can examine them during the days and hours of the meetings and during the opening hours of the union office, when a request is made for this purpose seven (7) days in advance.

CHAPTER 3 : RESIGNATION, SUSPENSION, EXCLUSION, REINSTALLATION

3.1 - RESIGNATION

Any resigning member loses his rights to the benefits and privileges of the union. He must draw up his resignation in writing.

3.2 - SUSPENSION OR EXCLUSION

Is liable to suspension or exclusion by the union executive committee, any member who:

- a) refuses to comply with the commitments made to the union;
- b) causes serious harm to the union;
- c) militates or makes propaganda in favour of associations opposed to the interests of the union or its members.

Any suspended or excluded member loses all rights to the benefits and privileges of the union, as long as he has not been relieved of his suspension.

3.3 - SUSPENSION OR EXCLUSION PROCEDURES

- a) The suspension of a member or his exclusion is pronounced by the executive committee.
- b) The decision of the executive committee does not become effective until it has been ratified by the general assembly.
- c) The executive committee, before pronouncing the suspension or exclusion, must give a notice of at least eight (8) days to the member concerned, inviting him to come and present his version to the committee, indicating in writing the reasons of his suspension or exclusion, as well as the place, date and time of the planned meeting.

3.4 - RECOURSE OF MEMBERS

The suspended or excluded member has the following recourse:

- a) if the member, whose suspension or exclusion has been pronounced by the executive committee and ratified by the general assembly, wishes to appeal, he must do so with the recording-secretary of the executive committee of the union, in the ten (10) calendar days following the ratification made by the general assembly;
- b) the member who appeals names a representative-arbitrator, the union executive committee appoints their own and the two (2) attempt to agree on the appointment of a president; in the absence of an agreement, the executive committee of the central council is called upon to do so;
- c) the deadlines for appointing representative-arbitrators are ten (10) calendar days from the date of the appeal; for the appointment of the president, the executive committee of the central council has ten (10) calendar days from the date on which the request is presented to it;
- d) the appeals committee thus appointed determines the procedure it intends to follow; however, he must hear the representations of the two (2) parties before rendering his decision;
- e) the unanimous or majority decision is final and binding on the parties involved and must be rendered as quickly as possible;
- f) if the member wins on appeal, the union pays the costs of the members of the appeal committee and reimburses the salary of the appealing member, if applicable; if the member loses on appeal, he must absorb the expenses of his representative-arbitrator as well as his share of the expenses caused by the presentation of the case in court;
- g) the expenses of the president are the responsibility of the union;
- h) the two (2) parties may agree to proceed before a single arbitrator;
- i) the suspension or exclusion of the union member remains in effect for the duration of the appeal.

3.5 - REINSTATEMENT

To be reinstated, a resigning member must be accepted again by the union executive committee.

A suspended or expelled member may be reinstated under the conditions set by the union executive committee or by the general assembly, as the case may be.

CHAPTER 4 : GENERAL ASSEMBLY

4.1 - COMPOSITION

The general assembly is made up of all the members of the union.

4.2 - ATTRIBUTIONS

The general assembly is the supreme authority of the union. It belongs to it in particular:

- a) to define the general policy of the union;
- b) to elect union leaders and surveillance representatives;
- c) to receive, amend, adopt or reject reports from members of the general assembly, union council and executive committee;
- d) to ratify, amend or annul any decision of the union council or the executive committee;
- e) to form all the committees that it deems useful for its work and in particular the collective agreement bargaining committee;
- f) to decide on the draft collective agreement, to accept or reject the employers' offers, to decide on a strike or any other means of pressure;
- g) to modify the bylaws of the union;
- h) to fix the amount of the union dues;
- i) to vote on the annual budget presented by the executive committee;
- j) to pronounce itself on the report of the surveillance committee and other documents relating to the administration of the funds of the union;
- k) to take all the necessary actions and to take all the opportune decisions for the good functioning of the union.

4.3 - ANNUAL GENERAL ASSEMBLY

The Annual General Meeting is held within ninety (90) days of the end of the fiscal year, which ends on December 31st.

The annual general meeting must be called at least seven (7) days in advance by means of a notice posted on the union board.

The notice of meeting must contain at least the following information:

- 1) the day of the assembly;

- 2) the time;
- 3) the location;
- 4) the order of the day;

During this assembly, there must be among others:

- the presentation and adoption of the financial report for the financial year just ended, the report of the surveillance committee and the budget forecasts;
- presentation of the annual report of the executive committee;

4.4 - REGULAR GENERAL ASSEMBLY

There must be a minimum of one (1) regular general meeting per three (3) months, including the annual general meeting, called in the same way as the annual general meeting.

4.5 - SPECIAL GENERAL ASSEMBLY

The president may order the convening of a special general assembly, with the approval of the executive committee and normally after official notice of convocation of at least twenty-four (24) hours. However, in an emergency, the president may order such a meeting to be called within a reasonable time.

The union council can also, following the same procedure, order the convening of a special general assembly.

The notice of meeting must indicate the object (s) of such meeting. Only this or these subject (s) can be discussed.

At any time, the number of members corresponding to the quorum may obtain the convocation of a special general meeting by giving the president a written notice signed by them, indicating the object or objects of such a meeting.

The recording-secretary must convene this special general meeting within eight (8) days of receipt of the notice by the president, in accordance with the aforementioned requirements.

The president is required to order the convening of a special general assembly at the request of a member of the executive committee of the federation, the central council or the CSN, for reasons that are considered serious and in the interest of members and the movement.

4.6 - QUORUM AND VOTE

- a) The quorum of the general assembly is equivalent to fifteen (15) members.

- b) Any vote taken at the general assembly is decided by the majority of the members present at the general assembly, with the exception of the decisions provided for in articles 1.6, 4.6 d), 10.10 and 11.1 of these bylaws which are taken according to the procedure provided for in these articles.
- c) Votes at a general meeting are taken by show of hands except in the cases listed in paragraph d). However, at any time, a member may request that a vote be taken by secret ballot without discussion.
- d) The decisions taken by compulsory secret ballot are as follows and these votes, to be valid, must meet the conditions listed below:
- **Approval of the collective agreement**
Majority of members present at the assembly.
 - **Strike vote**
Majority of members present at the assembly;
Notifying the members, when the meeting is called, that a strike vote is on the agenda.
 - **Ratification of suspension or exclusion of a member**
Majority of members present at the assembly.
 - **Disaffiliation**
Majority of union dues-paying members.
 - **Changes to the present bylaws**
Majority of two thirds (2/3) of the members present at the assembly.
 - **Dissolution of the union**
Majority of union dues-paying members.

4.7 - ORDER OF THE DAY

A draft of the order of the day must be indicated in the convening.

CHAPTER 5 : UNION COUNCIL

5.1 - COMPOSITION

The union council is made up of the following members:

- a) the members of the executive committee;
- b) The union stewards;
- c) the members of the committees provided for in Appendix A.

The above is a minimum and the union council can increase the number of delegates if necessary.

5.2 - ELIGIBILITY

Any member of the union is eligible for the office of union steward.

5.3 - DUTIES OF THE UNION COUNCIL

The union council is the authority between general assemblies. It belongs to it in particular:

- a) to ensure that the executive committee carries out the mandates entrusted to it by the general assembly; it replaces any officer and steward who resigns, is unable to act or is absent, until the following general meeting, which will hold elections to fill vacant positions;
- b) to develop the actions and policies of the union between general assemblies, including in particular everything relating to the collective agreement and inter-union affairs;
- c) to create the committees necessary for the good functioning of the union and to elect its members;
- d) to appoint the persons representing the union to the various organizations to which the union is affiliated;
- e) to prepare the general assemblies.

5.4 - MEETINGS

- a) The union council meets at least once (1) a month according to the terms it determines.
- b) Any member of the union may attend and speak at the union council, but only members of the union council have the right to vote.

5.5 - QUORUM AND VOTE IN THE UNION COUNCIL

- a) The quorum of the union council is equivalent to the number of delegates present.
- b) The decisions of the union council are taken by a simple majority of the members present.

CHAPTER 6 : DUTIES AND POWERS OF THE MEMBERS OF THE UNION COUNCIL

6.1 - DUTIES AND POWERS OF THE UNION STEWARD

The duties of the union steward are as follows:

- a) see to the application of the collective agreement at the level of its representative unit;
- b) take care of getting new hires to join the union;
- c) inform his representation unit of the decisions voted on at the union council and defend to the union council the policies suggested to him by the members of his representation unit;
- d) directly summon the members of its representative unit to general meetings despite the provisions of Article 4.3.

6.2 - DUTIES AND POWERS OF COMMITTEE MEMBERS

The duties of committee members are as follows:

- a) participate in committee meetings;
- b) be responsible for the smooth running of any particular case file that may be entrusted to him/her;
- c) report to the various union bodies.

6.3 - DURATION OF MANDATE

The term of office of stewards and committee members is three (3) years, starting June 1st, 2021.

6.4 - END OF MANDATE

All union representatives as well as members of the various committees must, at the end of their mandate, transmit to the persons who succeed them all the properties of the union as well as all the useful information and relevant documents.

6.5 - ELECTION

- a) union representatives and committee members are elected by all union members;
- b) nominations for the positions of stewards and committee members take place seven (7) days before June 1st of the election year;
- c) elections take place every three (3) years around June 1st.

CHAPTER 7 : EXECUTIVE COMMITTEE

7.1 - ADMINISTRATION

The union is administered by an executive committee.

7.2 - COMPOSITION

The executive committee is made up of ten (10) members whose functions are:

- a) the Presidency;
- b) the general vice-presidency;
- c) the vice-presidency for information;
- d) the shop vice-presidency;
- e) the vice-presidency for training;
- f) the vice-presidency for health and safety;
- g) the vice-president of computer technologies;
- h) the vice-presidency for mobilization;
- i) Secretariat and archives;
- j) the treasury.

7.3 - ELIGIBILITY

Any member of the union is eligible for a union officer position.

During the holding of an election, an absent member may apply for any position of officer, provided that it is proposed at the meeting where the nominations are held, by a member provided with a power of attorney signed by the absent member who applies.

7.4 - DUTIES OF THE EXECUTIVE COMMITTEE

The duties of the executive committee are as follows:

- a) administer the affairs of the union;
- b) determine the date and place at which the union proceedings are held;

- c) authorize the disbursements provided for in the budget and the maximum amount of which is set by the general assembly;
- d) take cognizance of the various treasury reports;
- e) in the light of the union's priorities and taking into account the resources available, adopt the budget forecasts for recommendation to the union council and the general assembly;
- f) see to the application of the regulations decreed by the general assembly;
- g) form any committee necessary to study, discuss, promote or achieve the goals of the union;
- h) appoint the persons representing the union to the various organizations to which the union is affiliated;
- i) admit members;
- j) receive complaints from members, examine and dispose of them, all subject to the provisions of Articles 3.2, 3.3. and 3.4 of these bylaws;
- k) receive and study all communications that the general assembly submits to it and report to it;
- l) must comply with the decisions of the general assembly which constitute a mandate to be carried out on behalf of all members of the union;
- m) having to submit to the general assembly all questions requiring a vote by the members;
- n) be required to present an annual report of its activities to the annual general meeting;
- o) provide for the appointment of a replacement for the post of president in the event of a short-term absence;
- p) authorize any legal proceedings or acts that the interests of the union require.

7.5 - MEETINGS

The executive committee meets at least once (1) a month, according to the terms it determines.

7.6 - QUORUM AND VOTE

The quorum of the executive committee is equivalent to fifty percent (50%) of the number of positions that are effectively filled.

The decisions of the executive committee are taken by a majority of the members present.

CHAPTER 8 : DUTIES AND POWERS OF OFFICERS

8.1 - PRESIDENT

The duties of the president are as follows:

- a) be responsible for the internal management of the union;
- b) chair union bodies, lead debates, give the necessary information and explanations on the questions and proposals that are debated. The president must temporarily cede his seat to a vice-president if he wants to take part in the debates;
- c) represent the union in its official acts;
- d) to supervise the execution of the bylaws and to see that each officer takes care of the duties of his office;
- e) monitor the general activities of the union;
- f) sign checks jointly with the treasurer;
- g) order the convening of general assemblies, meetings of the union council and the executive committee;
- h) have the right to vote only in the event of a tie vote;
- i) sign, with the recording-secretary, the minutes of the meetings;
- j) sign, with the treasurer, the financial reports;
- k) be responsible for the union's external information (media, authorities, etc.);
- l) be an ex-officio member of all committees.

8.2 - VICE-PRESIDENTS

a) General vice-president

- replace the president in his absence or in the event of his inability to act;
- be responsible for the smooth running of any particular case that may be entrusted to him/her by the executive committee.

b) Vice-president for information

- be responsible for the internal information of the union (newspaper, leaflets, etc.);
- collaborate with the president on external union information (media, authorities, etc.);

- be responsible for the smooth running of any particular case that may be entrusted to him/her by the executive committee.

c) Shop vice-president

- be responsible for the union's grievance cases and for labour relations with the employer;
- be responsible for the smooth running of any particular case that may be entrusted to him/her by the executive committee.

d) Vice-president for training

- be responsible for the training of union members;
- be responsible for the smooth running of any particular case that may be entrusted to him/her by the executive committee.

e) Vice-president for health and safety

- be responsible for the health and safety cases of industrial accidents and occupational health;
- be responsible for the smooth running of any particular case that may be entrusted to him/her by the executive committee.

f) Vice-president of computer technologies

- be responsible for the union's website, social networks and IT office automation;
- be responsible for the smooth running of any particular case that may be entrusted to him/her by the executive committee.

g) Vice-president for mobilization

- be responsible for union life and the mobilization of union members;
- be responsible for the smooth running of any particular case that may be entrusted to him/her by the executive committee.

8.3 - RECORDING SECRETARY

The duties of the recording secretary are as follows:

- a) write and read the minutes of the meetings, enter them in a register and sign them with the president;
- b) convene the meetings of the various bodies in accordance with the terms of these bylaws;

- c) give access to the minute books to any member who, at the meetings, wishes to take cognizance of them;
- d) draft and send correspondence, a copy of which must be kept in the archives;
- e) classify and store all communications;
- f) read out all the documents that must be communicated to the assembly;
- g) transmit to the organizations to which the union is affiliated, a copy of the bylaws, the composition of the executive committee and the proposals to be sent for the congresses;
- h) coordinate the union stewards in their duty to make new hires join the union.

8.4 - TREASURER

The duties of the treasurer are as follows:

- a) be responsible for the financial administration and management of union property;
- b) ensure that financial transactions are correctly recorded in the accounting records prepared by the CSN;
- c) collect all dues and money owed to the union;
- d) provide the executive committee, on request and at least every four (4) months, with cash and cash flow reconciliation reports;
- e) make all disbursements authorized by the executive committee and sign the checks jointly with the president;
- f) provide access to accounting books as well as cash statements (account statements) at each meeting;
- g) deposit in a financial or economic institution, as soon as possible, the funds in hand and forward the amounts due to the organizations to which the union is affiliated;
- h) prepare, in collaboration with the executive committee, the budget forecasts and see that they are presented to the executive committee, the union council and the general assembly;
- i) prepare the annual financial report at the end of the financial year and see that it is presented to the executive committee, the union council and the general assembly;
- j) provide, at all times, all accounting books and all the necessary documents to a duly authorized person representing the executive committee of the CSN and the union's surveillance committee;

8.5 - DURATION OF THE MANDATE

The term of office of the union officers is three (3) years, starting on December 1, 2020.

8.6 - END OF MANDATE

All officers must, at the end of their term of office, transmit to their successors all the properties of the union as well as all the useful information and relevant documents.

8.7 - ELECTION PROCEDURE

- a) The general assembly chooses an election president and an election secretary, as well as scrutineers to participate in the counting of the votes. These people cannot apply for any position.
- b) If only one person agrees to be nominated, they are automatically elected by acclamation.
- c) If there is a vote, it is taken by secret ballot. The scrutineers chosen for the counting of the votes count the votes and report to the election president. In cases of equality of votes, the latter, if he is a member of the union, may vote or order a second ballot. If he is not a member of the union, he must order a second ballot.
- d) To be elected, a candidate must obtain an absolute majority (over 50%) of the votes cast.
- e) Only members in good standing have the right to vote. Any member eligible for nomination cannot accept more than one position.
- f) Nominations for officer positions take place seven (7) days prior to December 1st of the election year.

8.8 - INAUGURATION

The officers actually access their respective functions as soon as they are installed.

- a) To proceed with the installation of officers, whenever possible, an authorized representative of an organization to which the union is affiliated should be invited.
- b) The inauguration of the officers is done immediately after the elections or at the subsequent assembly.
- c) The election secretary reads the names of the elected officers who take their places in order on the rostrum.
- d) The election president asks the members of the assembly to stand up and proceeds to the inauguration.
- e) The election president:

« DO YOU PROMISE TO FULFILL THE DUTIES OF YOUR OFFICE, TO RESPECT THE BYLAWS, TO PROMOTE THE INTERESTS OF THE UNION AND ITS MEMBERS, TO REMAIN IN OFFICE UNTIL YOUR SUCCESSORS ARE APPOINTED? »

Each officer responds:

« I PROMISE »

The general assembly responds:

« WE ARE WITNESSES »

8.9 - REMUNERATION

A member who occupies a position in the union cannot receive any remuneration or attendance fees.

However, he is entitled to reimbursement for travel, accommodation and meals, and childcare expenses incurred in carrying out union mandates and according to the needs determined, according to the scales in force at the CSN.

In the event that these mandates require a release from work, the compensation granted must not exceed the regular salary of the released member.

CHAPTER 9 : AUDIT AND SURVEILLANCE COMMITTEE

9.1 - AUDIT

At any time, an authorized person representing the federation, the central council or the CSN may carry out an audit of the union's books. The treasurer must provide all the books and all the documents required by this authorized person.

9.2 - ELECTION OF MEMBERS OF THE SURVEILLANCE COMMITTEE

Three (3) members of the union are elected responsible for surveillance in the same way as the officers and for a mandate of the same duration.

No member of the executive committee or the union council may act as a member of the surveillance committee.

9.3 - MEETINGS AND QUORUM

The surveillance committee meets at least once (1) every six (6) months.

The treasurer must be present at the meetings of the surveillance committee, unless the members of the committee request to meet without his presence.

The quorum of the committee is two (2) members.

9.4 - DUTIES AND POWERS OF THE SURVEILLANCE COMMITTEE

The responsibilities of the surveillance committee are as follows

- a) review all income and expenses;
- b) examine and validate the reconciliation of the fund, the cash flow report as well as all the union's other cash accounts (leisure, insurance, strike fund, etc.);
- c) verify the application of the proposals of the general assembly, the union council and the executive committee;
- d) order the convening, by unanimous decision, of a special general meeting.

9.5 - ANNUAL REPORT

The heads of the surveillance committee must, once (1) a year, at the annual general meeting, submit a written report of their work as well as any recommendations they deem useful. The report and recommendations are first submitted to the executive committee and the union council.

CHAPTER 10 : RULES OF PROCEDURE

THIS CHAPTER APPLIES TO ALL UNION BODIES

10.1 - OPENING AND ORDER OF THE DAY

At the time fixed for the meetings, the president opens the meeting. It must not, without the consent of two thirds of the members present, deviate from the agenda.

10.2 - DECISION

Except in the specific cases provided for in these bylaws, the decisions of the assembly are taken by a majority of the members present.

In the event of a tie, the president of the assembly, if he is a member of the union, may vote or order a second ballot. If he is not a member of the union, he must order a second ballot.

10.3 - VOTE

When the vote is requested, all discussion ceases; the vote is taken by show of hands, unless a secret ballot or roll call vote is requested.

Only one person, a member of the union, can demand that the vote be taken by secret ballot or by roll call, provided that he so requests before the president calls the vote.

However, with regard to the votes referred to in article 4.6 d), the rules provided therein apply.

10.4 - NOTICE OF MOTION

To revoke a proposal already adopted at the general meeting, we must proceed as follows:

- a) a notice of motion must be given at a general meeting by one of the members. This notice of motion cannot be discussed at this meeting;
- b) at the next general meeting, the person who gave the notice of motion must be present. After the latter has explained the notice of motion, it must receive the support of the majority of the members present so that the proposal which is the subject of the notice of motion is discussed and voted on. This last vote is also taken by a majority of the members present.

10.5 - ADJOURNMENT OR CLOSURE OF MEETING

A proposal to adjourn the meeting is always in order, but it can be refused if the majority of the members present are against it. The president declares the meeting closed when the agenda is exhausted.

10.6 - PROPOSAL

Any proposal must be seconded, written by the recording secretary and read to the assembly before being discussed. This proposal then becomes the property of the assembly and cannot be withdrawn without the unanimous consent of the assembly.

10.7 - PRIORITY OF A PROPOSAL

Until a proposal is decided, no other is received, unless it is to amend it, defer it, send it to a committee or unless it is for the previous question or for the adjournment.

10.8 - AMENDMENT

The amendment must relate to the issue raised by the main motion. The amendment should not address a new question, but it is regular, even if it changes the nature of the main proposition entirely, as long as it does not stray from the topic. On the other hand, without changing the nature of the main clause, the amendment may consist only of deleting, adding or subtracting to add certain words.

10.9 - SUB-AMENDMENT

The subamendment should only relate to the terms of the amendment. It must consist of deleting, adding or subtracting to add certain words to the amendment. It must not attempt to bring back the terms of the main proposition which would be modified by the amendment.

10.10 - PRIOR QUESTION

The purpose of the preliminary question is to end the discussion after at least five (5) interventions on a proposal, an amendment or a sub-amendment to the main proposal, and to oblige the assembly to vote immediately on the question in discussion. The member proposing the previous question should not have spoken on the proposal. To be adopted, the previous question must receive the support of two thirds (2/3) of the members present. If the previous question is rejected, it can only be asked again after five (5) new interventions.

The member proposing the previous question must state whether it applies to the subamendment, the amendment or the main motion. In addition, he must indicate whether he allows the persons on the list to intervene.

10.11 - QUESTION OF PRIVILEGE

The purpose of the question of privilege is to allow a member, at any time during a meeting, to speak on a matter of urgency relating to a particular case or of general interest to the union.

10.12 - ETIQUETTE

During the assemblies, the members are seated and silence must be strictly observed so as not to interfere with the deliberations.

When a member speaks, they stand and address the chair. He confines himself to the question under discussion avoiding name-calling, challenges, threats, sexist or racist remarks, personal attacks and any foul language. When several members rise at the same time to speak, the president decides which one has priority.

10.13 - RIGHT TO SPEAK

The president of the assembly gives the right to speak in turn, but a speaker cannot speak in the second (2nd) turn as long as members have indicated their intention to speak in the first (1st) turn. This is the case for the other rounds. The president may require that the persons who speak be limited to five (5) minutes in the first (1st) round and to three (3) minutes in the following rounds.

10.14 - RECALL TO ORDER

Any member who deviates from the question or who uses offensive expressions must be immediately called to order by the president; in the event of a repeat offense, the latter must, by order of the assembly, refuse to speak for the entire meeting.

10.15 - POINT OF ORDER

When a point of order is raised, all discussion of the proposal ceases. The president decides it, except call to the assembly.

10.16 - DISPUTE ON THE PROCEDURE

In the event of a dispute over a procedure not provided for in these bylaws, the CSN's code of procedure applies.

10.17 - VIRTUAL ASSEMBLY

The executive committee may decide, under certain circumstances, to hold a remote meeting (virtual meeting) via the electronic platform of its choice. In such a case, the notice of meeting must mention the name of the electronic platform that will be used as well as the link to connect to it at the time of the meeting. Before organizing and holding such an assembly, the union must ensure the rules and procedures to be followed with the advisor of *la Fédération de l'industrie manufacturière (FIM)*.

CHAPTER 11 : BYLAW AMENDMENTS**11.1 - AMENDMENTS**

Subject to article 11.2, the general assembly has the power to modify these bylaws, within the framework of the bylaws of the CSN, the federation and the central council.

Any proposal having the effect of modifying these bylaws, in whole or in part, or of changing the name of the union, must be presented in writing to the union council before being read at the general assembly.

Any change to the bylaws only comes into effect after having been approved by two-thirds (2/3) of the members present.

Any modification to these bylaws must be sent to the federation, the central council and the CSN.

11.2 - RESTRICTION ON AMENDMENTS

Articles 1.5, 1.6, 1.7, 11.2 and 11.3 of these bylaws may not be amended or repealed without the written consent of the CSN, the federation and the central council, unless the union has disaffiliated in accordance with the procedure laid down in article 1.6.

11.3 - UNION DISSOLUTION

When a proposal to dissolve the union has been adopted, in accordance with the provisions of these bylaws, the union's assets are transferred to the Professional Defense Fund (FDP) of the CSN, unless the general assembly decides otherwise.

APPENDIX A : COMMITTEES

The committees of the *Syndicat des travailleuses et travailleurs de Rolls-Royce Canada - CSN*, in accordance with Article 5.1 of these bylaws, are as follows:

- a) Shop committee (4 members);
- b) Health and safety committee (4 members);
- c) Pension committee (3 members);
- d) Bargaining committee (5 members, of which the president of the union and the shop vice-president sit ex officio).