

Advance Employees' Association Constitution

Effective July 1, 2011

1 - Name

1.1 The name of the Organization shall be Advance Employees' Association and for ease of reference shall hereinafter be referred as the Association.

2 - Membership

2.1 Membership in the Association is open to all workers employed by Advance Engineered Products Ltd., its affiliates and/or subsidiaries in the Province of Saskatchewan. Membership in the Association is open to all workers regardless of age, ancestry, creed, marital status, nationality, place of origin, political affiliation, physical disability, race, sex or sexual orientation.

2.2 Application for membership shall be made to the Executive Committee of the Association.

2.3 No applicant shall be entitled to the rights and privileges of membership until his/her application has been received and accepted by the Executive Committee of the Association.

2.4 Any revocation of membership in the Association must be in writing and delivered to the Executive Committee of the Association. Such revocation of membership shall not be effective earlier than 90 days from the date said revocation

is received by the Executive Committee of the Association.

3 - Aims and Objects

3.1 The objects of the Association shall be:

- (a) To advance and safeguard the employment conditions, working conditions and standard of living of its members and their families, by representing its members through the recognized processes of collective bargaining.
- (b) To collectively bargain with employers, their officials, or representatives in putting into effect any and all programs agreed upon for the improvement of conditions of employment.
- (c) To promote the adoption and maintenance of legislation and public policies that will advance the interests and social wellbeing of its members and that of labour and society in general.
- (d) To organize workers into membership in the Association, within existing Locals or by establishing new Locals.
- (e) All members of the Association elected to hold office within the Association shall swear the following Oath of Office (or affirm):

"I hereby sincerely pledge my word to the members of the Association that I will truly and faithfully perform the duties of my office in accordance with the Constitution and policies of the Association and that I will act in a manner consistent with continued representation by the Advance Employees' Association."

- (f) Any elected representative of the Association who breaks the Oath of Office will be immediately removed from office upon decision by the Executive Committee of the Association, shall cease to be a member in good standing of the Association and shall not be entitled to hold office for such length of time as the Executive Committee shall determine. Such prohibition from holding office will be for a maximum period of five years or until the removal is successfully appealed to a membership meeting of the Local.

4 - Organization

4.1 Effective July 1, 2011, the Association shall be comprised of Locals organized to correspond to bargaining units represented by the Association.

Local 101 Regina Plant
Local 102 Saskatoon Plant

4.2 Locals shall have full autonomy and sole liability to conduct their collective bargaining, representation and servicing. Each Local shall elect a Local Executive Committee, a bargaining committee and shop stewards in sufficient numbers to adequately represent the members of the Local.

5 - Association Executive Committee

5.1 The Executive Committee of the Association, hereinafter referred to as the Executive Committee, shall be comprised of four representatives elected by the members of Local 101 and one representative from the Executive Committee of Local 102. The President, Vice President, Secretary Treasurer and Occupational Health and Safety Co-Chair of the Association shall be elected by the members of Local 101.

Officers and Duties

5.2 Members of the Association who are elected to the Executive Committee shall hold offices for three years or until their successors are elected at an annual general membership meeting of the electing Local. In the event any of the elected Executive Committee ceases to be a member of the Association in good standing, he/she shall immediately resign and/or shall be deemed to have resigned. A resigned officer shall immediately turn over to the Executive Committee all

books, minutes, property and documents belonging to the Association.

5.3 The Executive Committee shall formulate policy and oversee the business of the Association between general membership meetings of the Locals.

5.4 Executive Committee may also appoint or retain and remunerate other persons to assist in conducting the business of the Association.

5.5 It shall be the duty of members elected to the Executive Committee to attend meetings and keep correct minutes of same. The President, or other officer appointed by the Executive Committee, shall sign and execute all documents related to the affairs of the Association and may, with the other officer(s) appointed by the Executive Committee, sign all cheques and other financial documents issued on behalf of the Association. The President or other officers appointed by the Executive Committee shall conduct the correspondence of the Association and shall have charge of all records, books, papers and documents.

The duties of the Secretary-Treasurer shall be to receive and deposit in whatever chartered bank or other company the Executive Committee may order, all monies paid to the Association. He/she shall be responsible for keeping a proper set of books showing all transactions of the Association and shall present

a full detailed account of receipts and disbursements to general membership meetings of the Association whenever so instructed by the members. He/she may, with the President or other officer appointed by the Executive Committee, sign and execute all documents related to the affairs of the Association and approved by the Executive Committee and may, with the President or other officer appointed by the Executive Committee, sign all cheques and other financial documents issued on behalf of the Association. It is the duty of the Secretary-Treasurer to keep records of membership, initiation fees and annual dues, records of revenue and disbursements of operation of the Association, minutes of the membership meetings of the Association and all other duties pertaining to the office of the Secretary-Treasurer.

5.6 In the absence of the President or his/her inability to act, the Vice-President shall perform the duties of the President.

5.7 The Occupational Health & Safety Co-Chair shall keep workers informed of the activities, concerns, and recommendations of the OH&S Committee and of any information addressed to the Committee.

Auditors

5.8 The Executive Committee may choose to have its books and accounts audited, however, it is not required to audit its books and accounts.

If the Executive Committee so chooses, an auditor shall be appointed by the Executive Committee who shall be a Chartered Accountant. He/she shall have access to all the books and accounts of the Association and shall examine the general statement of revenue and expenditure, assets and liabilities, and verify same with the accounts and vouchers related thereto, and shall submit a report to the Executive Committee annually.

5.9 If the Association's books and accounts have been audited, the Executive Committee shall circulate copies of the Auditor's Report to the Association's members.

Resolutions

5.10 Resolutions regarding the general policy and operation of the Association may be submitted by members at general membership meetings of the Locals.

5.11 The Executive Committee may initiate resolutions for action which it deems to be in the interests of the Association's members.

Voting

5.12 A vote upon any question at a general membership meeting of the Association or of a Local, or the Executive Committee shall be by a show of hands, except in the case of election of officers or a strike or ratification vote when voting shall be by ballot when required.

5.13 At the discretion of the Executive Committee, a vote on any question may be submitted to the Membership of the Locals for implementation. In all matters a vote of 50 per cent plus one of members voting at a meeting(s) shall be required to make the vote effective. Only members in good standing shall be entitled to vote. In order to participate in any vote conducted at meetings of the Association, a member must attend a duly authorized meeting where the vote is conducted. Notwithstanding the foregoing, the Executive Committee or the Local Executive Committee, as the case maybe, may order that advance polls and/or absentee ballots for the purpose of voting be established to facilitate the participation of members in any vote by secret ballot, including but not limited to a strike vote.

Membership Fees

5.14 The Association's membership dues shall be set by the members of the Association and shall become payable by the member as his/her dues when approved by majority vote of the members at meetings of the Locals. The Executive Committee may initiate any proposal to increase or decrease membership dues and shall obtain approval by membership vote.

Fiscal Year

5.15 The fiscal year of the Association shall from

January 1 to December 31 of each calendar year.

Quorum

5.16 A quorum for a meeting of the Executive Committee shall be a majority of the members elected.

5.17 A quorum for a meeting of the Local Executive Committee shall be a majority of the Committee members.

A quorum for meetings of the Local shall not be less than twenty-five (25) members in person in the case of Local 101 and seven (7) members in person in the case of Local 102.

Bargaining Unit Autonomy

5.18 Each bargaining unit as referenced in Section 4.1 hereof shall be designated as a Local and shall be autonomous; provided that no Local shall take any action whatsoever that affects another Local until it has received the approval of the Executive Committee.

5.19 Each Local shall be entitled to determine its own policy regarding collective bargaining and collective agreement administration with the full authority and sole liability to set bargaining policy, call strike votes, engage in strike action and otherwise conduct the business of the Local and bargaining unit in every respect.

6 - Changes in Organization Structure

6.1 The Executive Committee may establish new Locals and the Bylaws related thereto or may merge existing Locals provided that such action is placed before the members of the affected Locals for consideration and approval.

7 - Amendments to the Constitution

7.1 Amendments to this Constitution shall come into effect by a two-thirds vote of those voting at general membership meetings of the Locals.

8 - Locals

8.1 As referred to in Sub-Section 4.1 effective July 1, 2011, the Union shall be comprised of Locals organized to correspond to bargaining units represented by the Association. The Executive Committee shall assign Local status to new bargaining units as it deems appropriate in accordance with this Constitution.

8.2 - Local 101

Comprising members of the Association working in the bargaining unit comprised of employees of Advanced Engineered Products Ltd. in Regina, Saskatchewan.

8.3 - Local 102

Comprising members of the Association working in the bargaining unit comprised of employees of Advanced Engineered Products Ltd. in Saskatoon, Saskatchewan.

9 - Local Operations

Each of the Locals described in Section 8 above shall be organized and structured as set out below.

9.1 The members of each of the Locals described in Section 8 above shall elect a Local Executive Committee for their respective Local. The Executive Committee of each Local shall consist of at least three (3) members who shall hold the offices of President, Vice-President, and Secretary-Treasurer respectively.

9.2 The President of a Local shall preside at all meetings of the Local and shall be ex-officio member of all Committees.

9.3 In the absence of the President or his/her inability to act, the Vice-President shall perform the duties of the President.

9.4 It shall be the duty of the Secretary-Treasurer to attend all meetings of his/her Local and keep correct minutes of same. He/she shall conduct the correspondence of the Local and shall have charge of all records, books, papers, and documents. He/

she shall be responsible for keeping a proper set of books showing all transactions of the organization affecting the operation of the Local and shall present a full detailed account of receipts and disbursements whenever so instructed. The Secretary-Treasurer shall also be responsible for forwarding copies of all minutes to the Executive Committee of the Association.

9.5 All officers of the Locals shall hold offices for three years or until their successors are elected.

9.6 Each Local shall be autonomous as described sub section 5.19 above.

Voting at a Local Meeting

9.7 A vote upon any question taken at a Local meeting shall be by ballot or by a show of hands except in the election of officers by the membership, when voting shall be by ballot. In all matters of policy, a vote of fifty-one percent of those present at the meeting or fifty-one percent of the ballots cast shall be required to make the vote effective. Only members in good standing shall be allowed to vote.

Local Membership Dues

9.8 The annual membership dues of the Association shall be set by the Executive Committee and payable to the Association. A Local may set additional membership dues for members of their Local but such fee shall only become

payable by the member as a portion of her/his dues when such additional fee is approved by the members of the applicable Local and verified by the Executive Committee.

Meetings

9.9 There shall be an Annual Meeting of each Local's membership held not later than December 15; the Local Executive Committee shall be responsible for setting the date, place and notification of membership for such Annual Meetings. The Association Executive Committee may also call and schedule a meeting of either of the Locals at times and dates of its choosing.

9.10 Local membership meetings shall be held at least quarterly or on the call of the Local President or any twenty-five (25) members of Local 101 and any ten (10) members in the case of Local 102.