



POLICY AND PROCEDURES FOR MERGERS BETWEEN LOCAL UNIONS

*Adopted by the National Executive at its meeting held September 29 – October 2, 2008
Mont-Tremblant, Québec*

The National Union recognizes that mergers of Local Unions can result in greater strength, solidarity and efficiency for the membership and strongly recommends that Local Unions consider mergers where appropriate. To facilitate and encourage the merger process, the National Executive has developed the following policy and procedures.

1. The Executive Boards of each Local Union involved shall first approve the principle of the proposed merger and then each Local Union shall notify in writing the National President, the Regional Vice President, and the Council Director where applicable.
2. The President of each Local Union shall submit the following documents to the National President for approval to conduct merger discussions:
 - A. The current Constitution and Bylaws of the Local Union;
 - B. The most recent statement of assets and all outstanding liabilities;
 - C. The last Secretary-Treasurer's report submitted to the National Secretary-Treasurer; and
 - D. The last Local Union Trustee's report or audited financial statement.
3. After obtaining written approval from the National President, each Local Union may enter into a Merger Agreement. The Merger Agreement shall include:
 - A. Statement of intent to merge;
 - B. Which Local Union shall be the surviving entity or whether a new Local Union should be created;
 - C. Dues requirements in the merged Local Union and the date that the new dues structure will commence;
 - D. Control of all the assets of the merging Local Unions;
 - E. Responsibility for financial obligations and liabilities of the merging Local Unions;
 - F. Who will be the Officers and Executive Board members in the merged Local Union;
 - G. When the next election of Officers and Executive Board members will occur;
 - H. Which Constitution and Bylaws and amendments, if any, will govern the merged Local Union, and the precise wording to be used in any such amendments;
 - I. Effective date of the merger; and
 - J. What bargaining units will be represented by the merged Local Union.
4. If the Merger Agreement includes or requires any amendments to the Constitution and Bylaws of the surviving Local Union, those amendments must be adopted in accordance with the procedures for amending that Constitution.

5. The Executive Boards for each of the involved Local Unions shall approve the terms of the Merger Agreement.
6. Each Local Union shall then over the next six (6) months schedule and conduct merger meetings where the Merger Agreement is entirely reviewed and where members are offered the opportunity to ask any questions and receive answers. The Merger Agreement must be approved by a secret ballot vote of the largest decision-making body provided by the Constitution and Bylaws for each Local Union involved.
7. The Local Union may decide to conduct a mail ballot on the acceptance of the Merger Agreement. The mailing shall include the Merger Agreement, the ballot and the last date upon which the ballots must be returned.
8. Where the membership of one of the pre-merger Local Union is less than twenty-five percent (25%) of the total merged membership, then the Executive Board of the largest pre-merger Local Union shall approve the Merger Agreement, and present it for approval as any other actions of the Executive Board is presented for approval.
9. Upon an affirmative vote to merge by each of the involved Local Unions, the President of each Local Union shall inform the National President, the Regional Vice President and the Council Director, where applicable, of the effective date of the merger.

The President of each Local Union shall forward the following documents to the National President:

- a. Copies of the minutes of the Local Union Executive Board meetings at which the Merger Agreement was approved and the minutes of the other body or bodies which approved the Merger Agreement. The accuracy of these minutes shall be approved by individuals of the Local Union duly authorized;
 - b. A copy of the certification of the results of the vote or votes on the Merger Agreement; and
 - c. A copy of the Merger Agreement signed by the President and the Secretary-Treasurer of the Local Union.
10. After obtaining the documents mentioned in the preceding paragraph, the National President shall assess their conformity and inform in writing the Local Unions involved in writing of any documents missing or needing modifications. Once the file is complete, the merger will receive the National President's recommendation for approval to the National Executive at its next meeting to approve the merger. The proposed merger shall not become effective until after approval by the National Executive.
 11. If there is a Council in the Region the National President will inform the Council of the approved merger.