

**CANADA EMPLOYMENT AND IMMIGRATION UNION**  
**BY-LAWS, REGULATIONS AND POLICIES BOOKLET**

***PART "B"***

***REGULATIONS***

## INDEX - CEIU REGULATIONS

<u>REG. #</u>	<u>TITLE</u>	<u>PAGE</u>
1	Regulation governing Provision of National Funds for the Annual National Vice-Presidents' Conference of Local Presidents.....	B1
2	Regulation governing the Nomination and Election of CEIU Delegates to the PSAC Convention .....	B3
3	Regulation governing the Payment of Allowances to the National President, Members of the National Executive, and other Union Members .....	B5
4	<i>(Regulation governing Grievance Procedure of CEIU Employees) - Rescinded - June 5, 1979 .....</i>	<i>B7</i>
5	Regulation governing Press Releases and/or Press Conferences .....	B8
6	Regulation governing the Terms and Conditions of Employment for the National President and the National Executive Vice-President .....	B9
7	Regulation governing the Relocation of the National President and the National Executive Vice-President.....	B11
8	Regulation governing Staffing of National Office .....	B13
9	Regulation pertaining to the Passage of Motions having Financing Implications.....	B17
10	<i>(Regulation governing Rights of National President when presiding at meetings of the National Executive) - Rescinded - April 29, 1982 .....</i>	<i>B18</i>
11	Regulation governing the Award of Life Membership in CEIU .....	B19
12	Regulation governing the Award of Honorary Membership in the CEIU.....	B21
13	Regulation governing Awards .....	B22
14	Regulation governing the Representation of CEIU Members during the Grievance and Appeal Procedures .....	B24
15	Regulation governing CEIU Collective Bargaining Procedure.....	B27
16	Regulation governing CEIU Services in the two Official Languages .....	B28

<u>REG. #</u>	<u>TITLE</u>	<u>PAGE</u>
17	Regulation governing Associate Membership .....	B29
18A	Regulation governing the Administration Procedures for Election of National Executive Members .....	B30
18B	Regulation governing the Administration Procedures For Election of NVP and Alternate for Human Rights .....	B40
19	Regulation governing the Trusteeship of Locals .....	B44
20	Regulation governing the Establishment of Regional Organizations.....	B46
21	<i>(Regulation governing the Election of Human Rights Groups Delegates to the CEIU National Convention).....</i> <i>- Rescinded - March 2003</i>	B48

**CEIU REGULATION NO. 1**

Enacted this 6th day of November, 1977

*As amended December 14, 1978*

*June 5, 1979*

*October 25, 1979*

*April 16, 1980*

*October 23, 1981*

*April 29, 1982*

*October 29, 1982*

*November 19, 1987*

*December 15, 1989*

*March, 1994*

*February 1996*

*It is required, pursuant to By-law 14.5 (d), that the Local Presidents meet with their respective National Vice-President(s) at least once annually, thus, under the authority of By-law 13.2.2, the National Executive hereby enacts as follows:*

**REGULATION GOVERNING PROVISION OF NATIONAL FUNDS FOR  
THE ANNUAL NATIONAL VICE-PRESIDENTS' CONFERENCE  
OF LOCAL PRESIDENTS**

1. The National Vice-Presidents, at least once a year, shall hold a meeting of Local Presidents of their region.
2. The National Vice-Presidents may, if they deem it profitable, hold joint meetings with other regions.
3.
  - (a) The National Vice-Presidents will receive from the National Union Headquarters, sixty (60) days in advance of their conference, their part of the national budget allotted for the holding of such meeting.
  - (b) That part of the budget allotted to each region shall be the amount adopted by the National Executive at the Fall National Executive meeting.
  - (c) The National Vice-Presidents, upon receipt of such funds, shall deposit them to a special account and disburse them when and where necessary. Two signatures shall be required to disburse funds from this particular account, one of which shall be the National Vice-President from the region, and such signing officers shall be bonded.
  - (d) Surplus funds not used by the region shall be made available for the organization of other union activities by the National Vice-Presidents concerned.

## REGULATION 1

- (e) Allowances may be paid to participants, and shall be determined by each region.
- (f) The National Vice-Presidents shall submit to the National President, within ninety (90) days of the closing of the meeting, a detailed financial report of expenses incurred.
- (g) No future monies will be forwarded unless the financial statement, properly verified, has been received by the National Office.

*More detailed information regarding the administration of these funds is included in the document entitled **Financial Guidelines for NVPs** which is available from the CEIU National Office.*

**CEIU REGULATION NO. 2**

Enacted this 7th day of November 1977

*As amended January 20, 1978*

*July 21, 1978*

*April 17, 1980*

*June 10, 1981*

*October 25, 1982*

*October 31, 1984*

*May 18, 1988*

*February 1996*

*Pursuant to By-law 11.16, and under the authority of By-law 13.2.2, the National Executive hereby enacts as follows:*

**REGULATION GOVERNING THE NOMINATION AND ELECTION  
OF CEIU DELEGATES TO THE PSAC CONVENTION**

1. In the nomination and election of CEIU members as delegates to the PSAC Convention, the principle which will be maintained, unless special circumstances prevent it, is that all geographic areas of each region will be represented by a delegate to the Convention.
2.
  - (a) Based on the latest membership figures available prior to the National Convention, a determination shall be made in accordance with the PSAC Constitution as to the total number of delegates that the Component will be entitled to have at the next PSAC Convention.
  - (b) As the members of the National Executive are automatically delegates to the PSAC Convention, the total number of National Vice-Presidents shall therefore be deducted from the total CEIU entitlement referred to in paragraph (a).
  - (c) Two members of the CEIU National Human Rights/Race Relations Committee shall be afforded accredited delegate status based on gender parity. The total (2) shall be deducted from the total CEIU entitlement as referred to in paragraph (a).
  - (d) In addition, each region shall be entitled to at least one additional delegate, and this group of eleven (11) shall also then be deducted from the total CEIU entitlement as referred to in paragraph (a).
  - (e) The remaining entitlement, after the numbers in paragraphs (b), (c) and (d) have been deducted, shall be divided on a pro rata basis amongst all regions and a vote conducted in accordance with Sections 3 and 4 of this regulation.

## REGULATION 2

3. Nominations for delegates to the PSAC Convention shall be solicited from Locals in each region and forwarded to the National Nominations and Elections Chairperson no later than one (1) month prior to the opening of the Triennial National Convention.
4. During the Triennial National Convention, each region will place before the delegates, for the confirmation of election, the names of all nominees for delegates and alternates to the PSAC National Convention.
5. The nominated delegates shall be candidates in electoral districts in their respective region and the order of delegates and alternates shall be determined by a vote of the membership within that electoral district.
6. The names of the delegates as per the CEIU entitlement to the PSAC Convention shall be forwarded to the Public Service Alliance of Canada at the appropriate time.
7. Should the entitlement of CEIU delegates to the PSAC Convention exceed the number of delegates as provided by Section 1 of this Regulation, the names of the first alternate in each region shall be put together and a name or names shall be drawn until the full complement is obtained.
8. Should the entitlement of CEIU delegates to the PSAC Convention be less than the number of delegates as provided by Section 1 of this Regulation, the National Executive shall have the authority to re-examine the delegate entitlement based on the PSAC Constitution, and to delete the name(s) of the lowest ranking delegate(s) in the region(s) whose quota was exceeded by application of Section 1 of this Regulation.

**CEIU REGULATION NO. 3**

Enacted this 6th day of November 1977

*As amended December 12, 1978*

*June 5, 1979*

*October 25, 1979*

*October 23, 1981*

*April 29, 1982*

*October 25, 1982*

*October 28, 1983*

*November 2, 1984*

*May 15, 1986*

*November 19, 1987*

*May 18, 1988*

*March 1991*

*November 1991*

*March 1994*

*February 1996*

*March 2000*

*October 2000*

*Pursuant to By-law 13.2.3(c), and under the authority of By-law 13.2.2, the National Executive enacts as follows:*

**REGULATION GOVERNING THE PAYMENT OF ALLOWANCES TO THE NATIONAL PRESIDENT, MEMBERS OF THE NATIONAL EXECUTIVE, AND OTHER UNION MEMBERS**

1. National Executive (excluding National President and National Executive Vice-President)
  - 1.1 CEIU National Convention, CEIU National Executive Meeting and other CEIU union activities:
    - loss of wages - minimum equivalent to PM-2 last increment (Note 1)
    - \*\* - per diem at the rate of \$60.00 weekdays, \$100.00 on weekends
    - \*\* - lodging (if required): single room OR allowance for non-commercial private accommodation in the amount of \$50.00
    - transportation (at the most economical and practical means)
    - child-care assistance and dependent care
2. National President and National Executive Vice-President
  - 2.1 CEIU National Convention
    - \*\* - per diem at the rate of \$60.00 weekdays, \$100.00 on weekends
    - lodging (a suite)
    - transportation (at the most economical and practical means)
    - child-care assistance and dependent care

## REGULATION 3

- 2.2 CEIU National Executive Meeting
- \*\* (a) if in area of residence (Ottawa/Hull) - per diem at the rate of \$60.00 weekdays, \$100.00 on weekends, plus single room, if required
- (b) if outside area of residence - as per 2.1
- 2.3 Other CEIU activities
- (a) if in local area of residence (Ottawa/Hull) - at the rates approved by the CEIU National Executive
- (b) if in travel status - as per 2.1, except accommodation is to be private/commercial accommodation, the most economical as possible, the cost of which is to be less than a suite.
3. Union Member other than National Executive
- 3.1 CEIU National Convention and other CEIU union activities:
- loss of wages - (Note I)
- \*\* - per diem at the rate of \$60.00 weekdays, \$100.00 on weekends
- \*\* - lodging (if required): single room OR allowance for non-commercial private accommodation in the amount of \$50.00
- transportation (at the most economical and practical means)
  - child-care assistance and dependent care

*NOTE 1: Reimbursement for "loss of wages" shall apply whenever a member, in order to perform union duties, is required to take leave of absence from his/her normal schedule of work. Reimbursement for "loss of wages" is subject to all normal deductions at source for Income Tax, CPP/QPP, and UI premiums. Documentary proof of leave authorization must be provided to support claim.*

*NOTE 2: If members on leave of absence for union business suffer a financial loss because of requirements to pay superannuation premiums and/or lost vacation and sick leave entitlements, then such loss will be reimbursed by the CEIU.*

*NOTE 3: CEIU shall provide on-site child care as is required at its National Convention, its conferences and its courses.*

*NOTE 4: Notwithstanding the above Regulation, CEIU members on negotiating teams and/or any other PSAC committee shall be reimbursed their expenses at a rate not less than that paid by the PSAC.*

\*\* Effective September 27, 2000

**CEIU REGULATION NO. 4**

**REGULATION GOVERNING GRIEVANCE PROCEDURE OF CEIU EMPLOYEES**

**Rescinded - June 5, 1979**

Now covered in CEIU/COPE Collective Agreement

**CEIU REGULATION NO. 5**

Enacted this 7th day of November, 1977  
As amended October 25, 1982  
October 31, 1984  
March 1991

*Pursuant to By-law 14.1(a) and under the authority of By-law 13.2.2, the National Executive hereby enacts as follows:*

**REGULATION GOVERNING PRESS RELEASES  
AND/OR PRESS CONFERENCES**

1. It shall be the responsibility of the National President to issue press releases or to conduct press conferences, whenever such releases or conferences involve our members in any way and the National President considers the situation warrants it.
2. If the National President or the National Executive Vice-President deems it advisable in any particular situation, he/she may authorize other persons to issue press releases or conduct press conferences, etc. and/or press conferences shall be approved first by the National President or the National Executive Vice-President.
3. Where a member of the Union's National Executive, or other Union Officer, finds himself/herself in an emergency situation insofar as the attendance of the Press is concerned, he/she may feel free to respond to questions as a Union representative where he/she is sufficiently versed in the Union's policy and position on the matter being dealt with. The member shall then, at the earliest possible time, make a full verbal report on the above to the National President.
4. The prerogatives outlined in Sections 1, 2, and 3 may be exercised by the National Vice-President within his or her jurisdiction, in consultation with the National President or the National Executive Vice-President.

**CEIU REGULATION NO. 6**

Enacted this 7th day of November, 1977

*As amended October 5, 1978*

*June 5, 1979*

*April 29, 1982*

*October 29, 1982*

*March 1991*

*Under the authority of By-law 13.2.2, the National Executive enacts as follows:*

**REGULATION GOVERNING THE TERMS AND CONDITIONS OF EMPLOYMENT  
FOR THE NATIONAL PRESIDENT  
AND THE NATIONAL EXECUTIVE VICE-PRESIDENT**

**1. NATIONAL PRESIDENT**

**1.1 Tenure of Office**

The tenure of office of the National President shall be in accordance with the National By-laws of the CEIU.

**1.2 Entitlement to Pay**

The National President is entitled to be paid for services rendered. The amount of remuneration shall be determined by the National Triennial Convention.

**1.3 Terms and Conditions of Employment**

Unless otherwise stated in this Regulation, other terms and conditions of employment that apply to elected members of the Alliance Centre holding positions having equal or greater levels of remuneration shall apply to the CEIU National President, with the exception that overtime provisions shall not apply.

**1.4 Pension Contributions**

The Employer's portion of the payments for the Public Service Superannuation Plan and the PSAC Pension Plan shall be paid by the CEIU.

**1.5 Additional Benefits**

No additional benefits other than those described in this regulation shall be granted to the National President unless they are approved by the National Executive prior to their implementation.

2. **NATIONAL EXECUTIVE VICE-PRESIDENT**

2.1 **Tenure of Office**

The tenure of office of the National Executive Vice-President shall be in accordance with the National By-laws of the CEIU.

2.2 **Entitlement to Pay**

The National Executive Vice-President is entitled to be paid for services rendered. The amount of remuneration shall be determined by the National Triennial Convention.

2.3 **Terms and Conditions of Employment**

Unless otherwise stated in this Regulation, other terms and conditions of employment that apply to elected members of the Alliance Centre holding positions having equal or greater levels of remuneration shall apply to the CEIU National Executive Vice-President, with the exception that overtime provisions shall not apply.

2.4 **Pension Contributions**

The Employer's portion of the payments for the Public Service Superannuation Plan and the PSAC Pension Plan shall be paid by the CEIU.

2.5 **Additional Benefits**

No additional benefits other than those described in this regulation shall be granted to the National Executive Vice-President unless they are approved by the National Executive prior to their implementation.

**CEIU REGULATION NO. 7**

Enacted this 7th day of November, 1977  
As amended October 28, 1982  
March 1991  
March 1994

*Under the authority of By-law 13.2.2, the National Executive enacts as follows:*

**REGULATION GOVERNING THE RELOCATION OF  
THE NATIONAL PRESIDENT  
AND THE NATIONAL EXECUTIVE VICE-PRESIDENT**

1. The purpose of this regulation is to authorize the CEIU to reimburse those actual and reasonable expenses, within the limits of the appropriate chapter of the Treasury Board Administrative Policy Manual unless specifically expressed otherwise in this Regulation, incurred by the National President and the National Executive Vice-President, their spouses and dependent members of their families in relocating from one place of residence to another, either at the time of election or at the time of termination of employment as full-time elected National President or National Executive Vice-President.
2.
  - (a) Members who are elected as National President and National Executive Vice-President shall be paid relocation expenses when at the time of election such members are residing outside the greater Ottawa area and must move to the greater Ottawa area.
  - (b) Until such relocation can be effected, the National President or the National Executive Vice-President shall be paid for temporary hotel (one-bedroom suite) or private accommodation for a period not to exceed three (3) months while arrangements are being made.
  - (c) During the 3-month period mentioned above, the officer will not be considered to be in travel status and therefore no per diem is applicable.
3. When either the National President or the National Executive Vice-President ceases to be employed as a full-time elected officer for any reason, except misconduct, such member shall be paid relocation expenses provided that:
  - (a) such member was residing outside the greater Ottawa area at the time of election; and
  - (b) such member does not accept other employment in the greater Ottawa area after the termination of employment as a full-time elected officer; and

## REGULATION 7

- (c) such member applies for relocation expenses within three (3) months following the termination of employment as National President or National Executive Vice-President.
4. Should either the National President or the National Executive Vice-President cease to be employed as a full-time elected officer of the CEIU and should he/she apply for and be entitled to relocation expenses, then he/she shall be entitled to be reimbursed those actual and reasonable expenses not exceeding an amount equal to his/her relocation expenses from Ottawa to his/her former place of residence.
  5. If either the National President or the National Executive Vice-President, to whom Section 2 of this regulation applies, dies during a term of office, his/her spouse and/or dependents shall be entitled to be reimbursed relocation expenses subject to the same conditions specified in Section 3 of this regulation.

Upon the request from the immediate family, assistance may be paid for the transportation of the remains of the deceased president or vice-president to his/her former place of residence in accordance with the conditions specified in Section 4 of this regulation.

6. Consideration will be given by the National Executive for special or unusual circumstances. However, the officer must provide information and details in advance to the union.

**CEIU REGULATION NO. 8**

Enacted this 7th day of November, 1977

*As amended June 5, 1979*

*October 26, 1982*

*October 31, 1984*

*April 1992*

***Note: Regulation to be re-written taking into account the outcome of the joint CEIU/COPE Employment Equity initiatives.***

*Pursuant to By-law 16.2.3, and under the authority of By-law 13.2.2, the National Executive hereby enacts as follows:*

**REGULATION GOVERNING STAFFING OF NATIONAL OFFICE**

It is the policy of CEIU to staff all positions in the Union on the basic principle that the best qualified person be hired.

All vacancies within the Union shall be brought to the attention of workers by means of postings as outlined in the Collective Agreement between CEIU and COPE (Local 225).

1. Temporary

- 1.1 The National President shall have the authority, without reference to the National Executive, to hire or cause to be hired persons for a period not to exceed six (6) months.
- 1.2 To hire temporary help beyond six (6) months, the National President, by way of recommendation, shall seek the authority of the National Executive.
- 1.3 The National President shall give consideration to hiring temporary workers from amongst the members.

2. Indeterminate

- 2.1 Additions or deletions of indeterminate positions shall be by recommendation of the National President for approval by the National Executive.

3. Area of Selection

3.1 Headquarters Positions:

3.1.1 *National Staff Officer* -

National for closed, open and other selections

3.1.2 *Junior Staff Officer* -

National for closed selection, and Greater Ottawa Area for open and other selections

3.1.3 *Administrative Personnel* -

National for closed selections and Greater Ottawa Area for open and other selections.

3.2 Regional Office Positions:

3.2.1 *Regional Union Representative* -

National for closed selection, and regional for open and other selections.

3.2.2 *Administrative Personnel* -

National for closed selection, and local metropolitan area for open and other selection.

4. Type of Selection Process

4.1 "Closed" means open only to present workers and to workers of the PSAC and other Components within the specified area of selection as outlined above.

4.2 "Open" means open to members of COPE, and to members and life members of the CEIU, within the specified areas of selection as outlined above.

4.3 "Other" means open to the general public.

5. Composition of Selection Committees

5.1 Headquarters Positions:

5.1.1 *National Staff Officer* -

National President, and two other elected National Officers as determined by the National President

5.1.2 *Junior Staff Officer -*

National President or a National Vice-President, and a National Staff Officer

5.1.3 *Administrative Personnel -*

Two committee members as determined by the National President, to consist of the National President or a National Vice-President or a National Staff Officer, and the Supervisor.

5.2 Regional Office Positions:

5.2.1 *Regional Union Representative -*

National President or designate and a National Vice-President of the region concerned, and one other National Vice-President or National Staff Officer as determined by the National President.

5.2.2 *Administrative Personnel -*

Two Regional Union Representatives, or a Regional Union Representative and a National Vice-President.

6. Expenses of Candidates

6.1 In the case of closed selections, any CEIU worker called for interview shall be reimbursed normal expenses in accordance with the Collective Agreement.

6.2 In the case of closed, open and/or other selections, transportation or hotel, or both, may be paid on behalf of a candidate, at the discretion of the National President.

7. Appointments

7.1 Selection committees, where the National President is a member, shall be authorized to establish the level of the established classification at which the successful applicant will start, as well as the date of commencement. All other committees shall consult the National President before giving effect to an appointment if the level of commencement is beyond the first level of the established classification.

8. Relocation Expenses

8.1 In the case of closed selections, the National President shall be authorized to approve expenses, where required, to move a successful CEIU worker to the location of appointment.

## **REGULATION 8**

- 8.2. In the case of closed, open and/or other selections, relocation expenses shall be decided upon by the National Executive, based on recommendations from the National President providing not more or less than that available to our members in accordance with the appropriate chapter of the Treasury Board Administrative Policy Manual.

**CEIU REGULATION NO. 9**

Enacted this 7th day of November, 1977

*As amended October 23, 1980*

*October 29, 1982*

*January 23, 1986*

*February 1996*

*Under the authority of By-law 13.2.2, the National Executive hereby enacts as follows:*

**REGULATION PERTAINING TO THE PASSAGE OF MOTIONS  
HAVING FINANCIAL IMPLICATIONS**

1. This Regulation may be cited as a Financial Motion requirement pursuant to By-law 13.2.3(a), and By-law 17.2.
2. The annual budget presented to the National Executive of CEIU at a meeting of the National Executive of CEIU must be adopted by at least two-thirds (2/3) majority of the votes cast.
3. Any motion presented by a member of the National Executive to a meeting of the National Executive which would increase the expenditure of funds by an amount other than that contained in the annual budget of that year must be passed by at least two-thirds (2/3) majority of the votes cast.
4. For whatever reason, any total expenditure of funds over and above that contained in the appropriate financial line item object of the budget for that year must be approved by at least two-thirds (2/3) majority of the votes cast by the National Executive of CEIU, taking into consideration the flexibility contained in paragraph 5 of this Regulation.
5. While maintaining control mechanisms in our finances, the following will assure some flexibility at financial year end. A vote will not be necessary if the total expenditure of all the following items, as a whole, is not higher than their total in the budget: "Bank Charges", "Insurance", "Furniture and Equipment", "National Office Rent", "Office Supplies", "Postage and Expenses", "Printing and Stationery", "Telecommunications", and "Translation". The National President will have to provide a written report to the National Executive at the beginning of every year explaining the differences in amounts.
6. The principle explained in paragraph 5 above will also apply to the following items: "Salaries - National Office", "Salaries Regional Offices", and "Employee Benefits". A written report such as outlined in paragraph 5 above, will have to be submitted by the National President.

CEIU REGULATION NO. 10

REGULATION GOVERNING RIGHTS OF NATIONAL PRESIDENT WHEN  
PRESIDING AT MEETINGS OF THE NATIONAL EXECUTIVE

**RESCINDED - APRIL 29, 1982**

**CEIU REGULATION NO. 11**

Enacted this 7th day of November, 1977

*As amended June 5, 1979*

*May 15, 1986*

*October 31, 1986*

*November 2, 1988*

*April 1992*

*November 1992*

*March 2005*

*Pursuant to By-law 5.3.5, and under the authority of By-law 13.2.2, the National Executive hereby enacts as follows:*

**REGULATION GOVERNING THE AWARD OF LIFE MEMBERSHIP IN CEIU**

1. Nominations for Life Membership in the CEIU may be made by any chartered Local, with the endorsement of the Local Presidents' Conference, or any member of the National Executive in respect of any member who has made outstanding contributions to the CEIU or its predecessor organizations over a ten (10) year period - not necessarily consecutive - or for a single outstanding performance.
2. Outstanding contribution shall mean service of a very significant nature or service of a high calibre over a period of time; in any case, the service may be at any level of the organization as a whole, but it must have benefitted other segments of the organization other than the Local in which the person holds membership.
3. All nominations shall be submitted on the prescribed form to the National Executive appropriate Standing Committee, in care of the National President.
4. Members in receipt of a Life Membership shall be accorded the same rights as a member in good standing, subject to restrictions outlined in the National By-laws and Local Rules.
5. As the granting of Life Membership is the highest award the organization can bestow, the contributions made by the nominee must be outstanding and readily recognizable as such.
6. All applications for Life Membership in the CEIU shall be reviewed by the appropriate standing committee who will make appropriate recommendations to the National Executive.

## **REGULATION 11**

7. All decisions on the awarding of Life Membership in the CEIU shall, in all circumstances, require a two-thirds (2/3) majority of the National Executive assembled in regular meeting and voting by secret ballot.
8. The National President shall, at the earliest opportunity, present a suitably worded plaque to the person awarded a Life Membership by the National Executive, and the person receiving such an award shall be invited to attend the next ensuing regular Triennial National Convention as a special guest, with all expenses paid.

**CEIU REGULATION NO. 12**

Enacted this 7th day of November, 1977

*As amended June 5, 1979*

*October 31, 1986*

*March 24, 1987*

*November 2, 1988*

*Pursuant to By-law 5.3.5, and under the authority of By-law 13.2.2, the National Executive hereby enacts as follows:*

**REGULATION GOVERNING THE AWARD OF  
HONORARY MEMBERSHIP IN THE CEIU**

1. Nominations for Honorary Membership in the CEIU may be made by any chartered Local, with the endorsement of the Local Presidents Conference, or member of the National Executive of the CEIU, in respect of any individual who for one reason or another is not eligible for regular membership, and who has made an outstanding contribution to the CEIU or its predecessor organizations.
2. All nominations shall be submitted to the appropriate standing committee, in care of the National President.
3. "Outstanding contribution" shall mean a contribution of a very significant nature involving a single incident, or several incidents of a high calibre over a period of time. This contribution, or the incidents, can have been rendered to any level of the organization.
4. All applications for Honorary Membership in the CEIU shall be reviewed by the appropriate standing committee who will make appropriate recommendations to the National Executive.
5. All decisions on the awarding of Honorary Memberships in the CEIU shall, in all circumstances, require a two-thirds (2/3) majority of the National Executive assembled in regular meeting and voting by secret ballot.
6. A distinctive and suitably worded certificate signed by the National President shall be presented to the person awarded an Honorary Membership at the earliest opportunity.

**CEIU REGULATION NO. 13**

Enacted this 7th day of November, 1977  
As amended June 5, 1979  
October 31, 1986  
March 24, 1987  
March 2000  
May 2007

*Under the authority of By-law 13.2.2, the National Executive hereby enacts as follows:*

**REGULATION GOVERNING AWARDS**

1. **CEIU Membership Recognition Certificate**
  - 1.1 Eligibility: any member in good standing.
  - 1.2 Recommendations for this award shall be made to the Nominations, Elections and Balloting Committee of the Local.
  - 1.3 The membership at a Local meeting, by secret ballot and a two-thirds (2/3) majority, shall grant such certificate.
  - 1.4 The appropriate award shall be presented to the member concerned by the/a National Vice-President or his/her delegated representative.
2. **CEIU Local Officer Recognition Certificate**
  - 2.1 Eligibility: any elected officer or member in an appointed position at any level of the organization, for loyal and faithful service to the CEIU or its predecessor organizations.
  - 2.2 Recommendations for this award shall be made to the Nominations, Elections and Balloting Committee of the Local.
  - 2.3 The membership at a Local meeting, by secret ballot and a two-thirds (2/3) majority, shall grant such certificate.
  - 2.4 The appropriate award shall be presented to the member concerned by the/a National Vice-President or his/her delegated representative.
3. **CEIU Long Service Award**
  - 3.1 This award shall consist of a certificate and a plaque and shall be presented for loyal and faithful service to the CEIU or its predecessor organizations in excess of 10 years.

## REGULATION 13

- 3.2 Eligibility: any member in good standing, during the period for which the recognition is requested.
- 3.3 Recommendations for this award shall be made to the appropriate National Executive Committee by Chartered Locals or members of the National Executive.
- 3.4 The National Executive, by secret ballot and a two-thirds (2/3) majority, shall grant such CEIU Long Service Award.
- 3.5 The appropriate award shall be presented to the member concerned by the/a National Vice-President or his/her delegated representative.

### 4. CEIU Certificate of Merit

- 4.1 Eligibility: any member in good standing at any level of the organization who demonstrates loyal and faithful service to the CEIU or its predecessor organizations.
- 4.2 (a) Recommendations for Certificates of Merit shall be made to the appropriate National Executive Committee by Chartered Locals or member of the National Executive.  
  
(b) Recommendations for Certificates of Merit in the case of employees shall be made to the National Executive by the National President.
- 4.3 The National Executive, by secret ballot and a two-thirds (2/3) majority, shall grant such Certificates of Merit.
- 4.4 An appropriate certificate shall be presented to the person concerned by the National President or his/her delegated representative.

**CEIU REGULATION NO. 14**

Enacted this 7th day of November, 1977

*As amended June 5, 1979*

*April 29, 1982*

*October 26, 1982*

*October 31, 1984*

*November 19, 1987*

*March 1991*

*February 1996*

*March 2011*

*Pursuant to the authority granted to this Component under Section 9, Sub-Section 5, of the Constitution of the Public Service Alliance of Canada, and under the authority of CEIU By-law 13.2.2, the National Executive hereby enacts as follows:*

**REGULATION GOVERNING THE REPRESENTATION OF CEIU MEMBERS DURING THE GRIEVANCE AND PSST COMPLAINTS PROCEDURES**

Grievances

1. CEIU shall not contract out any work within the range of duties performed by members of the COPE bargaining union unless agreed to by COPE.
- 2.. For all grievances arising out of collective agreements and/or arbitral awards, the CEIU and the PSAC are the only Unions authorized to represent the grievors. In every case, the procedure as listed below will apply. For those grievances which do not arise from collective agreements and/or arbitral awards, the grievor may represent himself/herself. However, should CEIU representation be requested, the procedure as listed below will be followed. The grievor has the right to be present at all levels of the grievance process at his/her own expense.

In the case of grievances submitted by a bona fide CEIU representative which pertains to the harassment of such bona fide representative while in the performance of his/her union duties, such bona fide representative (grievor) can attend, at CEIU expense, the third level hearing pertaining to his/her grievance.

3. Any member who submits a grievance shall be entitled to union representation. However, CEIU may decide, based on its duty of fair representation, not to represent a member if it is in the best interest of the entire CEIU membership.

The national union representation shall be in the form of a qualified union member at the first level. Union representative shall be in the form of a CEIU National Representative at the second and third level of the grievance process.

## REGULATION 14

4. When the grievance has been submitted by the member and has been signed as having been received by the management representative, one copy will be sent to the Regional Union Office, as determined by each region.
5. Upon receiving a reply to the grievance at the first level, one copy of the reply will be forwarded to the Regional Union Office.
6. If it is desired to transmit the grievance to the second level, then a copy of the transmittal form and any relevant information regarding the grievance will be sent to the Regional Union Office. The CEIU Regional Union Office will forward the transmittal and other documentation on to the member representative as soon as possible upon receipt. The CEIU National Union Representative shall contact the grievor, preferably by telephone, and if possible, interview the grievor prior to the second level hearing.
7. If the grievance is to be transmitted to the third level, the CEIU National Union Representative representing the grievor shall contact the grievor, preferably by telephone, and if possible, interview the grievor prior to the third level hearing.
8. In every instance, the space on the grievance and transmittal forms specifying the name and address of the national union representative must be completed in full otherwise the CEIU cannot assume any responsibility for failure to provide representation as a result of any omission or error.
9. The National Union Representative shall advise each grievor that has been denied at the third level, as to the merits of filing for adjudication and the procedure to follow in the event that the grievor wishes to have the grievance referred to adjudication. Should the member wish to refer the grievance to adjudication, the National Union Representative will submit the request to the PSAC for their consideration.
10. All grievances submitted at the 2<sup>nd</sup> and 3<sup>rd</sup> level will be entered in the Unionware database so that the statistics can be automatically retrieved by the CEIU National Office. Any follow-up entries for these grievances should be updated in Unionware.

### PSST Complaints

11. Subject to paragraph 12 below, the National Union Representatives and/or the Staff Officers of the CEIU and/or any member designated by the CEIU, represent the members within the framework of the PSST complaint procedure. The name of the Canada Employment and Immigration Union is to be written in the space provided on the PSST complaint form for the representative's name.

## **REGULATION 14**

12. A member may, if he/she so wishes, provide his/her own representation during the PSST complaint process, but the CEIU shall not be responsible for any expenses involved in such representation.
13. CEIU may decide not to represent a member or members in the PSST complaint process, if it is in the best interest of the entire CEIU membership.

**CEIU REGULATION NO. 15**

Enacted this 5th day of June, 1979

*Under the authority of By-law 13.2.2, the National Executive enacts as follows:*

**REGULATION GOVERNING CEIU COLLECTIVE BARGAINING PROCEDURE**

***Note: This Regulation is suspended until it is re-written to incorporate changes made by PSAC to the collective bargaining process.***

**CEIU REGULATION NO. 16**

Enacted this 28th day of April, 1983

*Pursuant to the authority vested in the National Executive by the Second National Convention of CEIU, and under the authority of By-law 13.2.2, the National Executive hereby enacts as follows:*

**REGULATION GOVERNING CEIU SERVICES IN THE  
TWO OFFICIAL LANGUAGES**

1. In keeping with Section 28, Sub-Section (5), of the PSAC Constitution, CEIU shall provide services to the members in the official language of their choice.
2. For all meetings, committee meetings, and activities of the National Executive, simultaneous translation will be available if there is within the group at least one member who does not fully understand the official language of the majority, provided the service is requested in advance.

**CEIU REGULATION NO. 17**

Enacted this 24th day of January, 1986  
As amended May 15, 1986  
March 2006

*Pursuant to By-law 5.2.5, and under the authority of By-law 13.2.2, the National Executive hereby enacts as follows:*

**REGULATION GOVERNING ASSOCIATE MEMBERSHIP**

1. Membership shall be granted by approval of National President and National Vice-President(s) of the region concerned.
2. Regular membership automatically ends the associate membership.
3. If seasonal employment of an indeterminate is involved, the associate membership would be ongoing for the period of non employment unless requested otherwise by the member.
4. The membership must be requested by writing to the National President.
5. Managerial exclusions are not eligible for associate membership.
6. Membership cards will be given to associate members.
7. Associate members must sign a declaration to the effect that they will uphold the dignity of the organization and abide by the CEIU and PSAC By-laws, Regulations and Policies. See Appendix "D" in the CEIU By-Laws

**CEIU REGULATION NO. 18A**

Enacted this 15th day of May 1986  
As amended November 19, 1987  
November 2, 1988  
March 1991  
November 1991  
November 1992  
November 1993  
February 1996  
September 1998  
March 2000  
March 2001  
March 2004  
September 2004  
March 2005  
March 2006  
January 2008  
January 2009  
September 2009  
March 2010

*Pursuant to By-law 12.3.2, 12.3.3, 12.3.4 and 12.3.5, and under the authority of By-law 13.2.2, the National Executive enacts as follows:*

**REGULATION GOVERNING THE ADMINISTRATION PROCEDURES FOR  
ELECTION OF NATIONAL VICE-PRESIDENTS AND ALTERNATES**

◇ **REGIONS, WOMEN'S ISSUES, CIC, IRB** ◇

***For election of NVP & Alternate for Human Rights,  
refer to Regulation 18B***

Section 1 - General	Section 10 - Reg Nom & Elec Chairpersons
Section 2 - National Elections Committee	Section 11 - Local Balloting Committee
Section 3 - Preparations	Section 12 - Local Balloting Committee Chairperson
Section 4 - Ontario and Quebec	Section 13 - Polling Officers
Section 5 - Headquarters	Section 14 - Election Kit
Section 6 - Women's Issues	Section 15 - Nullifying of Election
Section 7 - Ballots	Section 16 - Appeal Procedures
Section 8 - Records to Retain	Section 17 - Election to More than One Position
Section 9 - Results	

## REGULATION 18A

### 1. General

- 1.1 All elections shall be held in accordance with the appropriate sections of By-law 12.
- 1.2 Where reference is made in this Regulation to "Regional" Nominations and Elections Chairpersons or "Regional" Union Office, it shall be interpreted to mean:
  - "National IRB" Nominations and Elections Chairperson and "National" Union Office in the case of the election of the National Vice-President for IRB and Alternate
  - "National CIC" Nominations and Elections Chairperson and "National" Union Office in the case of the election of the National Vice-President for CIC and Alternate

### 2. National Elections Committee

- 2.1 There shall be a National Elections Committee who shall:
  - (a) consist of three (3) persons elected by the National Executive, and whose term of office will be for a period of three (3) years;
  - (b) be mandated to review decisions made by the Regional Elections Chairpersons in regards to appeals or complaints filed against an election result, and to render a decision having regard to the CEIU By-laws and Regulations;
  - (c) communicate primarily by telephone, fax, or other electronic means;
  - (d) ensure that Regional Elections Chairpersons are thoroughly familiar with election procedures;
  - (e) authorize the destruction of ballots.
- 2.2 The Chairperson of the National Elections Committee shall:
  - (a) be the National "Nominations and Elections Chairperson" referred to in By-law 12.1.1, and whose term of office on the National Elections Committee will be for a period of three (3) years;
  - (b) attend the Triennial National Convention.

3. Preparations

- 3.1 (a) National Office - The National Office shall mail to all Locals a call for elections, and the deadline dates for the receipt of nominations, no later than six (6) months before convention.
- (b) The National Office shall inform the Regional Elections Chairperson of the locals under trusteeship within his/her Region as well as of the names of the trustees involved.
- (c) The Regional Elections Chairperson, in consultation with the RUO, shall appoint a Local Balloting Committee including three (3) CEIU members from the region who are not candidates to the position for which the election is held and they will elect a chairperson among them. The role of the Local Balloting Committee is described in subsection 11.1 of this Regulation.
- 3.2 Regions - Regional Nominations and Elections Chairpersons shall be appointed in accordance with By-laws 12.3.2, 12.3.3, 12.3.4 and 12.3.5. The role of the Regional Nominations and Elections Chairpersons is outlined in Section 10.1 of this Regulation.
- 3.3 Locals - The executive of each local shall appoint/elect a "Local Balloting Committee" of at least three (3) members -- excluding candidates running for the position for which the election is being held -- who shall, from amongst themselves, choose a chairperson. The role of the Local Balloting Committee is outlined in Section 11.1 of this Regulation; the role of the Local Balloting Committee Chairperson is outlined in Section 12.1 of this Regulation. The Regional Nominations and Elections Chairperson shall be made aware of the names of the chairperson and the other members of the Committee.

4. Ontario and Quebec

- 4.1 In the case of Ontario and Quebec National Vice-Presidents and Alternates, the members will vote for the required number of candidates not to exceed the maximum number of positions available.
- 4.2 The three (3) candidates for National Vice-Presidents who receive the greatest number of the valid votes cast will be considered elected. Regarding the election of alternates, the three candidates who receive the greatest number of valid votes cast shall be considered elected, and ranked in order of the number of votes received.

5. Headquarters

In the case of Headquarters, there will be three (3) alternate National Vice-President positions.

6. Women's Issues - Alternate NVPs

6.1 In the case of the positions of Alternates to the National Vice-Presidents for Women's Issues, the members vote for the required number of candidates, not to exceed the maximum number of positions available.

6.2 The two (2) candidates who receive the greatest number of valid votes cast shall be considered elected and be ranked in order of the number of votes received.

7. Ballots

7.1 Desk-drop balloting is not permitted and will render the ballots void. Polling stations must be used to give and to receive ballots;

7.2 Only ballots where the voter's choice is clear shall be counted. All others will be considered as spoiled ballots.

7.3 (a) Only members in good standing shall have the right to vote. If a person who is not a member in good standing votes, one (1) vote in favour of each candidate, for each non-member who voted, shall be removed and the balance of the votes counted.

(b) If there are more signatures than ballots, no action is required and all ballots will be counted.

7.4 At the local level, only the Local Balloting Committee is responsible for counting and validating the ballots.

8. Records to Retain

8.1 A list/photocopies of the cards mentioned in Section 12.1(a) of this Regulation must be retained for future ballots during the course of the election.

8.2 The Regional Nominations and Elections Chairpersons shall retain all ballots until authorized otherwise by the National Elections Committee.

8.3 The Local Balloting Committee shall retain photocopies of all material listed in Section 12.1(a) of this Regulation, except the actual ballots.

9. Results

- 9.1 Local results shall not be released to anyone other than the Regional Nominations and Elections Chairperson.
- 9.2 Results will not be deemed official until the ballots have been certified by the Regional Nominations and Elections Chairperson.
- 9.3 Official results shall not be released by anyone other than the Regional Nominations and Elections Chairperson.

10. Regional Nominations and Elections Chairpersons - Role

10.1 The Regional Nominations and Elections Chairperson shall:

- (a) receive the names of all nominees;
- (b) issue the call for the establishment of Local Balloting Committees;
- (c) post the general election date, and inform the Local Balloting Committees to set up their advance polling date. Set the deadline for the receipt of documents as provided in Section 12 of this Regulation; ballots to be counted within 2 working days of the date of receipt of the ballot envelopes as established in 12.1(c);
- (d) request the Regional Union Office to prepare election kits to be sent to all Locals in the Region; what is to be contained in the election kits is outlined in Section 14.1 of this Regulation;
- (e) ensure that ballots and documents are secured up until and while they are counted and verified;
- (f) ensure that all Local Balloting Committees have sent in the certified report with all necessary documents and all ballots cast;
- (g) at the request of the candidate, allow him/her or his/her representative (one (1) per candidate), to be present during the verification process, as an observer only, with no voice and no right to handle ballots or documents during the count. Simple questions and observations will be allowed after the ballots have been tallied;
- (h) personally verify the ballot count of each local, make any required corrections, and change the final tally sheet accordingly;
- (i) notify all candidates of the results of the ballot, and forward a certified report with all necessary documents and ballots to their respective Regional Union Office for safekeeping;

- (j) issue the official results of the election as per Section 9.3;
- (k) submit all membership and transfer cards to the Regional Union Office for processing; retain a list of all such cards, by Local;
- (l) retain all ballots until authorized by the National Elections Committee to destroy them;
- (m) upon confirmation from a candidate in writing of his/her withdrawal, will notify the local balloting committees to strike from the ballot the name of any candidate who withdraws after the ballots have been mailed out.

10.2 The Regional Nominations and Elections Chairperson may appoint an alternate to assist in his/her role.

11. Local Balloting Committee - Role

11.1 The Local Balloting Committee shall:

- (a) be responsible for all administrative procedures related to this election process;
- (b) post the list of members in good standing provided in the elections kit; and determine the means by which the balloting shall be conducted within the jurisdiction of the local, taking into consideration geographic and branch offices, etc...--desk drop balloting is not permitted, however;
- (c) establish centralized polling stations, and post the election notices:
  - (i) for the general election date; this is established by the National Office;
  - (ii) for the advance polling date; this is established by the Local Balloting Committee. The "advance poll" must be held within 10 working days of the "general election date", and must be on a different day of the week than the "general election date";
- (d) ensure that the election notices are posted 10 working days in advance of the election, with the date of posting indicated on the poster; the election notices must include the dates, times, and locations of balloting and counting;

## REGULATION 18A

- (e) ensure each polling station has a copy of the most current list of members in good standing who are eligible to vote for each position being elected.
- (f) assign one or more polling officers to be present at all polling stations for the purpose of validating membership entitlement and accepting membership voting ballots, to be placed in the ballot box; the role of polling officers is outlined in Section 13.1 of this Regulation;
- (g) ensure all polling officers are familiar with voting procedures as they relate to validation and the requirements for dealing with Rand deductees, transfers and members from other locals outside their jurisdiction who wish to vote;
- (h) pick up all ballot boxes following the close of each polling station;
- (i) act as scrutineers for the local count of all ballots; the candidate or his/her representative (one (1) per candidate), may be present at the time of the local balloting count, as an observer only;
- (j) prepare a signed certified report listing all the names of the candidates and the number of votes cast for each. It will also identify the total number of ballots cast and the number of spoiled ballots;

11.2 In areas where, due to branch offices and/or geographics, it is not possible for the Local Balloting Committee to respect the above procedures, see Section 13 of this Regulation for the procedure.

### 12. Local Balloting Committee Chairperson - Role

12.1 The Local Balloting Committee Chairperson shall:

- (a) Each elections' envelope (NVP, NVP WM, NVP CIC, and NVP IRB) must contain:
  - 1. The signed certified report on the election results;
  - 2. Any and all membership application and transfer cards;
  - 3. All the ballots cast;
  - 4. The membership validation list (this list must validate all ballots case & included in the envelope);
  - 5. Other lists used to enter the names of voters not shown on the validation list.
- (b) Seal the initial envelope, place this in a second envelope and affix to it the self-adhesive label marked "BALLOTS"

- (c) Immediately then send it to the appropriate Nominations and Elections Chairperson. The envelope must be postmarked by the specified deadline date and be received by the appropriate Nominations and Elections Chairperson within ten (10) working days of the deadline date.

13. Polling Officers - Role

13.1 Election station polling officers shall:

- (a) ensure that each member who votes is a member in good standing by checking his/her name against the list of members in good standing provided by the local balloting committee;
- (b) allow the member to vote if his/her name is on the list for which he/she is entitled to vote;
- (c) allow the member to vote if his/her name is not on the list, upon the completion of a PSAC membership application card; the voter's name is then entered on the "Rand and New Members" list;
- (d) allow the member to vote if his/her name is not on the list and he/she is a new member, upon the completion of a PSAC membership application card; the voter's name is then entered on the "Rand and New Members" list;
- (e) allow the member to vote if his/her name is not on the list and he/she has recently transferred from another office, upon the completion of an inter-local transfer card; the voter's name is then entered on the "Transferred-In Members" list;
- (f) allow the member to vote if his/her name is not on the list as he/she belongs to another local. The member must provide proof of membership by providing his/her membership number or social insurance number. The polling officer should check identification before allowing the member to vote. Note: The polling officer should, at all times, use good judgment and discretion. The member's name, local name and number should also be entered on the "Members Voting from Other Locals" list so it can be cross-checked that he/she is a member in good standing.
- (g) upon providing the member with the ballot, have the member sign his/her name on the validation list;
- (h) once the member has voted, ask the member to place the ballot in the ballot box;

## REGULATION 18A

- (i) when the poll is closed, ensure all documents and the ballot box (unopened) are delivered to the Local Balloting Committee.

13.2 If the location of the poll, i.e. branch office or geographics, is such that it is not possible for the polling officer to follow the procedure outlined in 13.1 (i) above, then the polling officer shall open the ballot box, place the ballots and all other documents in a sealed envelope, identify it as "BALLOTS", date and sign the envelope. The envelope is then to be delivered to the committee by the fastest and most secure means possible. All costs incurred by the Local for this exercise should be paid for by the Region.

### 14. Election Kit

14.1 The election kit shall include the following:

- (a) Election ballots sufficient for all members to exercise their right to vote. Each ballot shall bear the names of all candidates.
- (b) The résumé of each candidate, maximum of seventy-five (75) words. **NOTE:** resumes received after the nomination deadline will not be accepted.
- (c) A copy of CEIU Regulation No. 18A entitled "*Regulation Governing the Administration Procedures for Election of National Vice-Presidents and Alternates - Regions, Women's Issues, CIC, IRB*".
- (d) A copy of any regional regulations that pertain to this election process.
- (e) Any instructions /guidelines on the election process other than the above as identified by the Regional Nominations and Elections Chairperson.
- (f) A supply of blank membership application cards and inter-local transfer cards.
- (g) A copy of the list of members in good standing which shall be used to verify membership eligibility to vote and as a record of ballots cast. A separate list shall be sent for each election being conducted. This list shall be established by the national office at least 60 days in advance the election call.

## REGULATION 18A

- (h) Three (3) different blank lists for entry of the names of those members who are not on the list of members in good standing, i.e.
  - Rands and New Members
  - Transferred-In Members
  - Members Voting from Other Locals
- (i) A self-adhesive sticker marked "BALLOTS" to be placed on the envelope addressed to the Regional Nominations and Elections Chairperson.

### 15. Nullifying of Election

15.1 Failure to comply with any or all of the stipulations outlined in this Regulation may result in the rejection of the local ballots and count.

### 16. Appeal Procedures

16.1 Candidates or Local Balloting Committee Chairpersons may file an appeal against the results of an election under By-laws 12.3.2, 12.3.3, 12.3.4 and 12.3.5 in the following manner:

- (a) Provide a written appeal with supporting documentation to the appropriate elections chairperson no later than fourteen (14) working days of the release of the election results. The Regional Elections Chairperson shall render a decision within seven (7) working days of receipt of the appeal.
- (b) Upon rendering a decision, the Regional Elections Chairperson shall immediately forward the decision to the National Elections Committee for their review, as stipulated in Section 2.1(b) of this Regulation.
- (c) The National Elections Committee shall render a decision within fourteen (14) working days of receipt of the decision of the Regional Elections Chairperson.

### 17. Election to More Than One Position

17.1 Once a candidate is declared elected to more than one NVP position, and the appeal period for the latter position has elapsed, the candidate shall have five (5) working days from that date to accept one of the positions.

**CEIU REGULATION NO. 18B**

Enacted this 30<sup>th</sup> day of September, 2004

*As amended March 2006*

*As amended May 2007*

*Pursuant to By-law 12.3.6, and under the authority of By-law 13.2.2, the National Executive enacts as follows:*

**REGULATION GOVERNING THE ADMINISTRATION PROCEDURES FOR  
ELECTION OF  
NATIONAL VICE-PRESIDENT AND ALTERNATE  
◇ HUMAN RIGHTS ◇**

***For election of NVPs and Alternates for  
Regions, Women's Issues, CIC, IRB,  
refer to Regulation 18A***

**1. AUTHORITY**

The elections shall be held in accordance with By-law 12.3.6, and By-law 18.

**2. NATIONAL NOMINATIONS AND ELECTIONS CHAIRPERSON FOR HUMAN RIGHTS**

**2.1 Appointment**

A National Nominations and Elections Chairperson for Human Rights shall be appointed in accordance with By-law 12.3.6. The National Nominations and Elections Chairperson for Human Rights may appoint an alternate to assist in his/her role.

**2.2 Role**

The National Nominations and Elections Chairperson for Human Rights shall:

2.2.1 Receive the names of all nominees.

2.2.2 Establish deadline dates for all balloting and counting (while taking into consideration paragraphs 2.2.7, 4.6, 5.6).

2.2.3 Request the National Union Office to prepare election kits to be sent to all eligible voters.

2.2.4 upon confirmation from a candidate in writing of his/her withdrawal, will notify the voters to strike from the ballot the name of any candidate who withdraws after the ballots have been mailed out.

## REGULATION 18B

- 2.2.5 Ensure that ballot envelopes are secure up until and while they are counted and verified.
- 2.2.6 at the request of the candidate, allow him/her or his/her representative (one (1) per candidate), to be present during the verification process, as an observer only;
- 2.2.7 Personally verify and count the ballots; this is to be done within two (2) working days of the date of receipt of the ballot envelopes as established in 4(6).
- 2.2.8 Prepare and sign a certified report. The report shall list all the names of the candidates and the number of votes cast for each. It will also identify the total number of ballots cast and the number of spoiled ballots.
- 2.2.9 Notify all candidates of the results of the ballot as well as their right to appeal; also notify all voters of the results of the ballot.
- 2.2.10 Forward the certified report with all necessary documents and ballots to the National Union Office for safekeeping.
- 2.2.11 Ensure that all ballots are retained until authorized by the National Elections Committee to destroy them.

### 3. ADMINISTRATION

The National Union Office shall be responsible for the administrative procedures related to this election process. The National Union Office shall:

- 3.1 Establish a list of self-identified members in good standing. The list of self-identified members on file at the time of the deadline date for nominations will be the master list used for the election.
- 3.2 On behalf of the National Nominations and Elections Chairperson for Human Rights, mail to all eligible voters a call for elections, with the deadline date for the receipt of nominations, no later than six (6) months before convention.
- 3.3 At the request of the National Nominations and Elections Chairperson for Human Rights, prepare election kits to be sent to all eligible voters on the master list; what is to be contained in the election kit is outlined in section 4 of this Regulation
- 3.4 Upon receiving the sealed return envelopes, ensure that each member who votes is an eligible voter by checking his/her name against the master list of eligible voters.

4. **ELECTION KIT**

The election kit shall include the following:

- (1) A ballot which shall bear the names of all candidates.
- (2) The résumé of each candidate. As well, each candidate has the opportunity to provide a one-page campaign material to the National Office for distribution with the ballots. The costs, such as photocopying, translation and delivery to the National Office will be the sole responsibility of the candidate.
- (3) The voting and mailing instructions.
- (4) A copy of CEIU Regulation No. 18B entitled "*Regulation Governing the Administration Procedures for Election of National Vice-President and Alternate for Human Rights*".
- (5) A small envelope marked BALLOT
- (6) A larger return envelope addressed to the National Nominations and Elections Chairperson for Human Rights, c/o the CEIU National Office. The envelope must be postmarked by the specified deadline date and be received by the National Nominations and Elections Chairperson for Human Rights within ten (10) working days of the deadline date.

5. **THE ELECTION**

- 5.1 The voting shall be by secret ballot.
- 5.2 Only the voter's choice should be marked on the ballot. Ballots will be considered spoiled if anything else is written on the ballot.
- 5.3 The candidate who receives the greatest number of the votes cast will be declared elected.
- 5.4 The nominations and elections process for the Alternate National Vice-President shall proceed in the same manner immediately following the election of the National Vice-President.

6. **RESULTS**

- 6.1 Results will not be deemed official until the ballots have been certified by the National Nominations and Elections Chairperson for Human Rights.
- 6.2 Official results shall not be released by anyone other than the National Nominations and Elections Chairperson for Human Rights.

7. **RECORDS TO RETAIN**

7.1 The National Nominations and Elections Chairperson for Human Rights shall ensure all ballots are retained until authorized otherwise by the National Elections Committee.

8. **NULLIFYING OF ELECTION**

8.1 Failure to comply with any or all of the stipulations outlined in this Regulation may result in the rejection of ballot(s).

9. **APPEAL RIGHTS**

9.1 Candidates may file an appeal against the results of an election under By-law 12.3.6 in the following manner:

(a) Provide a written appeal with supporting documentation to the National Elections Chairperson for Human Rights no later than fourteen (14) working days of the release of the election results. The National Elections Chairperson for Human Rights shall render a decision within seven (7) working days of receipt of the appeal.

(b) Upon rendering a negative decision, the National Elections Chairperson for Human Rights shall immediately forward the decision to the National Elections Committee for their review, as stipulated in Section 2.1(b) Regulation 18A. The National Elections Committee shall render a decision within fourteen (14) working days of receipt of the decision of the National Elections Chairperson for Human Rights.

10. Election to More Than One Position

10.1 Once a candidate is declared elected to more than one NVP position, and the appeal period for the latter position has elapsed, the candidate shall have thirty (30) working days from that date to accept one of the positions.

11. Candidate Withdrawals

11.1 When a candidate withdraws his/her nomination after the ballots have been mailed out, the National Elections Chairperson for Human Rights shall instruct the voters to strike that candidate's name from the ballot, as per section 2.2.4.

**CEIU REGULATION NO. 19**

Enacted this 22nd day of April 1990  
As amended March 1994  
March 2002

*Pursuant to By-law 8.1.2(a), and under the authority of By-law 13.2.2, the National Executive hereby enacts as follows:*

**REGULATION GOVERNING THE TRUSTEESHIP OF LOCALS**

**1. Recommendations for Trusteeship**

- (a) All recommendations for trusteeship must be signed by a/the regional NVP.
- 1.2 All recommendations must be accompanied by full particulars of how the local has violated the By-Laws, details of efforts made to rectify the situation prior to the recommendation and evidence that the local has been notified of the proposed recommendation for trusteeship.
- 1.3 All recommendations and supporting documentation will be sent to the By-Laws Committee for a determination that sufficient documentation has been provided so as to allow reasoned deliberations and decision by the National Executive.

**2. Trusteeship Approved**

As soon as the trusteeship has been adopted by the National Executive, the National Vice-President(s) shall notify the Local by registered mail that it has been placed under trusteeship. This notice shall contain:

- a) full particulars of the reason for decision;
- b) the effective date of trusteeship;
- c) the name and address of the trustee(s) who must be political officer(s) or member(s) in good standing.

**3. Role & Responsibilities of Local Trustees**

As the duly appointed representative(s) of the Local under trusteeship, the trustee(s) shall:

- 3.1 Ensure that all members of the Local are made aware of the decision, and that they understand all the ramifications, financial or otherwise, of being placed under trusteeship.
- 3.2 Inform the Local of its right to appeal and provide an explanation as to the appeal procedures.

- 3.3 Administer the affairs of as well as attempt to reactivate the Local as quickly as possible by:
  - 3.3.1 Calling a general membership meeting as soon as possible after the effective date of the trusteeship to review the affairs of the Local and to determine ways by which it would be possible to reactivate the Local;
  - 3.3.2 informing local management that the trustee(s) is/are the duly appointed representatives of the Local;
  - 3.3.3 safeguarding the financial records of the Local by ensuring that the proper signing authorities are in place to approve the expenditure of local monies to conduct the business of the Local, and by ensuring that proper financial records are maintained;
  - 3.3.4 ensuring the establishment of an information distribution network within the Local;
  - 3.3.5 encouraging the local members to take various union training courses and ensuring that they are given access to such training courses;
  - 3.3.6 ensuring that the provisions of Local Rule 7 as they pertain to general membership and contract ratification meetings are adhered to;
  - 3.3.7 ensuring that the provisions of CEIU Regulation No. 18 as they pertain to the election of National Officers are adhered to;
  - 3.3.8 ensuring that the aims and objects of the Union as set out in By-law 3 are adhered to.
- 3.4 Provide regular progress reports to the National President and to the National Vice-President(s) where applicable.

**CEIU REGULATION NO. 20**

Enacted this 22nd day of April 1990  
As amended February 1996  
March 2003

*Pursuant to By-law 14.5(f), and under the authority of CEIU By-law 13.2.2, the National Executive hereby enacts as follows:*

**REGULATION GOVERNING THE ESTABLISHMENT  
OF REGIONAL ORGANIZATIONS**

1. Establishment of regional organizations shall be decided by at least two-thirds (2/3) of the delegates present at a regional meeting who have been accorded voting rights.
2. Properly verified records of all financial transactions will be maintained by the regional organizations and a financial statement shall be submitted on an annual basis to National Office. This financial statement must be submitted within four (4) months after the end of the region's fiscal year. Should the financial statement not be received, the flow of funds to the region shall be stopped. In addition, if within twelve (12) months of the region's fiscal year end the region still has not submitted an audited financial statement or a verified financial report, then the matter will be referred to the CEIU Finance Committee for review. Following receipt of the financial statement, all funds withheld shall be remitted to the region.
3. Regional organizations may make such By-laws and regulations as are necessary to assist them in carrying out their responsibilities, and may amend or revoke such By-laws and regulations. A copy of all such By-laws, regulations and amendments shall be forwarded to the National Union Office, immediately following their approval by the regional organization. All such By-laws and regulations shall be fully consistent with the CEIU By-laws and the Constitution of the Public Service Alliance of Canada.
4. Decisions made by the regional organizations are binding on the respective region.
5. Appeal procedures:

Any member or Local within a regional organization, may file an appeal against decisions rendered by that organization in the following manner:

1. Provide a written statement to the regional organization, c/o the National Vice-President(s) and executive members of their region, and failing satisfaction;
2. In writing to the National President.

CEIU REGULATION NO. 21

REGULATION GOVERNING THE ELECTION OF HUMAN RIGHTS GROUPS  
DELEGATES TO THE CEIU NATIONAL CONVENTION

**RESCINDED - MARCH, 2003**

*The eight (8) members of the National Human Rights / Race Relations Committee are  
now automatic delegates to the CEIU National Convention*