

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

PART "A"

BY-LAWS

BY-LAWS
of the
CANADA EMPLOYMENT AND IMMIGRATION UNION

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and as amended by the
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CANADA EMPLOYMENT AND IMMIGRATION UNION NATIONAL BY-LAWS

BY-LAW 1 NAME AND SEAL

1.1 Name

This Component of the Public Service Alliance of Canada shall be known as the Canada Employment and Immigration Union and shall be referred to in these By-laws as the "Union".

1.2 Seal

The Seal of the Union shall bear the words: "Canada Employment and Immigration Union - Syndicat de l'Emploi et de l'Immigration du Canada" and shall be in the custody of the National President.

BY-LAW 2 GENERAL PROCEDURES

2.1 Amendments to By-laws

2.1.1 Amendments to these By-laws shall be assented to by accredited delegates who are assembled at a triennial or at a special national convention; or, if the National Executive requests the holding of a referendum, if necessary and in the best interest of the members and the Union;

2.1.2 With regard to the above, a two-thirds (2/3) majority of votes cast shall be required.

2.2 By-laws Appendices

Appendix "A" entitled Local Rules is part of these By-laws. All other appendices do not form part of the By-laws and may be changed or amended by majority vote of the National Executive.

2.3 Rules of Order

Unless expressly provided otherwise by these By-laws, the *Rules of Order for PSAC Meetings* shall apply to all meetings, conventions, conferences and any other assemblies of this Union.

2.4 Conflict

2.4.1 Nothing in these By-laws shall be construed to conflict with the Constitution of the Public Service Alliance of Canada.

2.4.2 Nothing in any regional By-law or regulation, or local rule or regulation shall be construed to conflict with the National By-Laws.

BY-LAW 3 AIMS AND OBJECTIVES

3.1 To unite all the union members who work within any department or agency assigned to the Union, and anyone who wishes to join in a single union acting on their behalf:

3.1.1 by processing appeals and grievances;

3.1.2 by assuming responsibility - in accordance with Sub-Section (5) of Section 10 of the Constitution of the Public Service Alliance of Canada - for collective agreements or arbitral awards as they apply;

3.1.3 by ensuring their representation on negotiating committees established by the Alliance for the bargaining units for which it is certified;

3.1.4 by seeking the improvements of working conditions, and;

3.1.5 by generally carrying on such other business as the membership may authorize in accordance with the By-laws.

3.2 3.2.1 To unite all members by fostering an understanding of the fundamental differences between the interests of the members and those of the employer; and through the collective strength and action of the membership, assure a union presence at the workplace.

3.2.2 To speak with a united voice for all members of the Union to obtain the best standards of compensation and other conditions of employment and to protect their rights and interests.

3.2.3 To advance the economic, social and political interests of the members wherever possible by all appropriate means.

3.2.4 To strive for the right to bargain freely on all issues that affect the welfare and safety of its members without legislative restraints on the right to resort to collective action.

- 3.2.5 To improve old age security and provisions for retiring and retired members and their dependents.
- 3.2.6 To promote full employment.
- 3.2.7 To fully participate as a component of the Public Service Alliance of Canada and to establish close links with the entire trade union movement through affiliation with the national, provincial and local labour organizations.
- 3.2.8 To encourage trade union principles of democracy among all workers.
- 3.2.9 To provide services and representation in accordance with the Constitution of the Public Service Alliance of Canada.
- 3.2.10 To provide services to members in the official language of their choice in keeping with the Constitution of the Public Service Alliance of Canada.
- 3.2.11 To secure a healthy and safe workplace for all members.
- 3.2.12 To secure a workplace that is free of discrimination as well as personal and sexual harassment.
- 3.2.13 To secure human rights and full equality protection for all members.
- 3.2.14 To secure the right of all members to "blow the whistle" on government policies or practices that run contrary to the public interest.
- 3.2.15 To secure full political rights for all members.
- 3.2.16 To secure the right to universally accessible and quality medicare.
- 3.2.17 To secure access to affordable housing.
- 3.2.18 To secure the right to universally accessible, affordable and quality family and child care.
- 3.2.19 To secure the right to a universally accessible quality education.
- 3.2.20 To strive to eliminate pollution and improve environmental conditions.

**BY-LAW 4
FORM OF ORGANIZATION**

4.1 This Union shall be composed of chartered Locals situated within eleven (11) regions in Canada, as follows:

1. Newfoundland/Labrador
2. Prince Edward Island
3. Nova Scotia
4. New Brunswick
5. Quebec
6. Ontario
7. Manitoba
8. Saskatchewan
9. Alberta/Northwest Territories/Nunavut
10. British Columbia/Yukon Territory
11. Headquarters

**BY-LAW 5
MEMBERSHIP**

5.1 Regular Membership

5.1.1 All workers within any department or agency assigned to the Union who are eligible to be included in a bargaining unit and anyone who wishes to join pursuant to the Constitution of the Public Service Alliance of Canada are eligible for regular membership in this Union.

5.1.2 The receipt by the National Office of an official application for membership form shall constitute evidence of membership for the issuance of identification cards for admission to Local meetings, national conventions and the Public Service Alliance of Canada national conventions, and for the granting of all rights and privileges as outlined in these By-laws. All members shall be issued with an identification card, as approved by the National Board of Directors of the Public Service Alliance of Canada, as evidence of their membership in this Union and in the Public Service Alliance of Canada.

5.1.3 A member of the Union shall cease to be a member thereof upon termination of employment except in the following cases:

- (a) When granted life, honorary or associate membership in the Union within the authority of these By-laws.
- (b) When on extended sick leave or when granted leave of absence with the approval of the appropriate authority.

- (c) When he/she occupies the position of National President or National Executive Vice-President, and for the duration of tenure of office.
- (d) Notwithstanding that a person has been granted life membership, honorary membership or associate membership; he/she shall cease to be a member upon receipt of a written notice of resignation and/or upon being expelled under By-law 10 of these By-laws.

5.2 Associate Membership

- 5.2.1 Members in good standing upon retirement are eligible for associate membership in this Union.
- 5.2.2 In addition to those instances mentioned in By-law 5.2.1, associate membership may be granted to others whenever the National Executive deems it in the best interest of the Union.
- 5.2.3 Associate members shall not be eligible for any elected office in the Union or have voting rights, but may be represented on appeals and grievances other than those flowing from the collective agreement. They may attend functions and participate in the activities of the Union and may be accorded such other privileges as may be provided by regulations of these By-laws.
- 5.2.4 Associate members shall not be required to pay dues.
- 5.2.5 Associate membership may be granted in accordance with Regulations as established by the National Executive.

5.3 Life and Honorary Membership

- 5.3.1 The National Executive of the Union may grant Honorary Membership to any person or persons whose service to the Union does, in the National Executive's opinion, merit such privilege.
- 5.3.2 The National Executive of the Union may grant Life Membership to any person whose service to the Union does, in the National Executive's opinion, merit such privilege.
- 5.3.3 Honorary and Life members of the Union shall not be eligible to vote or to hold office but may attend meetings of the Local to which they belonged.
- 5.3.4 Honorary and Life members shall not be required to pay dues.
- 5.3.5 Honorary and Life memberships may be granted in accordance with Regulations as established by the National Executive.

BY-LAW 6
MEMBERSHIP RIGHTS AND RESPONSIBILITIES

6.1 Subscribe to PSAC Constitution

Upon being granted membership in this Union and in the Public Service Alliance of Canada, and for the duration of such membership, each member of the Union is deemed to have agreed to abide by and be bound by the provisions of these By-laws and the Constitution of the Public Service Alliance of Canada.

6.2 PSAC and CEIU as Agent

Upon being granted regular membership in this Union and in the Public Service Alliance of Canada, and for the duration of such membership, each member of this Union is deemed to nominate, constitute and appoint:

- (a) The Union and the Public Service Alliance of Canada as his/her agent to negotiate with his/her employer on his/her behalf and to represent on his/her behalf in their respective spheres of competence.
- (b) The Public Service Alliance of Canada as his/her agent for the purpose of entering into collective bargaining with his/her employer under collective bargaining procedures established by law for Collective Bargaining in the Public Service of Canada, and the Public Service Alliance of Canada shall have the power, through duly appointed agents, to ratify and sign agreements reached through Collective Bargaining, Conciliation, and Arbitration procedures established by law for the Public Service of Canada.

6.3 Responsibility

Upon being granted regular membership in this Union and in the Public Service Alliance of Canada, and for the duration of such membership, each member has the responsibility to participate in the activities of the Local.

6.4 Rights

Every member in good standing has the right:

- (a) to be represented by the Union;
- (b) to be free from any act or omission on the part of the Union, or other members, that would discriminate against the member on the basis of sex, age, colour, national or ethnic origin, race, religion, marital status, criminal record, physical or mental handicap, sexual orientation, language, status of employment or political belief;

- (c) to be free from harassment by another member, both within the Union and in the workplace, on the basis of any other grounds mentioned in By-law 6.4(b);
- (d) to be nominated for and hold office in the Union, subject to any qualifications stipulated elsewhere in these By-laws, the PSAC Constitution, Local or Area Council By-laws;
- (e) to participate in the Union's business at any level and to participate in the election of delegates to conventions;
- (f) to vote on the ratification of collective agreements affecting the members, in the manner specified in By-law 18.7;
- (g) to attend any meeting of the PSAC National Board of Directors and any National Executive meeting of the Union, and, where the member is not a member of the Board of Directors or National Executive, to enjoy the status of observer;
- (h) to receive service in the official language of his/her choice in keeping with the Constitution of the Public Service Alliance of Canada.

6.5 Special Circumstances

- 6.5.1 Any Local, Regional or National Officer who occupies an excluded position, even on a temporary basis, shall temporarily relinquish his/her duties as a union officer immediately and for as long as the excluded position is occupied.
- 6.5.2 Any union member holding a temporary or permanent staff position with the Union, the Public Service Alliance of Canada or any labour organization cannot act in any official capacity within the Union during the period of employment.

BY-LAW 7 DUES

7.1 CEIU National Dues

The national dues of the Union shall be those approved by a two-thirds (2/3) majority vote of accredited delegates present at a sitting of the National Convention.

7.2 CEIU Local Dues

Members of this Union shall be required to pay, in addition to national dues, local dues as established by a two-thirds (2/3) majority vote of the ballots cast by the members in attendance at a regular meeting of the Local to which they belong.

7.3 CEIU Regional Dues

Members of this Union shall be required to pay, in addition to national and local dues, regional dues as set for the region by authority of By-law I4.5 (f).

7.4 PSAC Dues

Members of this Union shall be required to pay, in addition to the dues established under By-laws 7.1, 7.2 or 7.3, the dues established under the authority of Sub-section (1) of Section 24 of the Constitution of the Public Service Alliance of Canada.

7.5 Payroll Authorization

Collection of the total amount of monthly dues as provided by By-laws 7.1, 7.2, 7.3 and 7.4 shall be by payroll deduction as authorized by each member on the signing of a PSAC Application for Membership Form.

7.6 Payment Other than Through Payroll

Any member's dues that cannot be paid in accordance with the method described in By-law 7.5 will be paid directly to the National Union Headquarters monthly, but not later than the month in which they became due.

7.7 Dues Rebates

Where deductions have been made on the check-off for members and Rand deductees, the amount payable to each Local shall be due and payable to each Local on a quarterly basis according to the dues established by the Local concerned.

BY-LAW 8 LOCALS

8.1 Authority of National Executive

8.1.1 The National Executive shall have the authority, when it is in the best interest of the members and the Union, to:

- (a) charter a Local when requested by a group of members, provided they meet the conditions as outlined in By-laws 8.2 and 8.3;

- (b) amend the charter.

8.1.2 If a Local has not carried out the responsibilities required by these By-laws and is considered in violation of these By-laws, the National Executive shall have the authority, when it is in the best interest of the members and the Union, to:

- (a) suspend a charter by placing the Local in trusteeship and appointing a trustee or trustees whose specific role and responsibilities are outlined in a Regulation established by the National Executive;
- (b) revoke the charter;
- (c) suspend all payments due to the Local until compliance has been achieved, at which time all monies so retained will be disbursed to the Local concerned less any reasonable expenses approved by the National Executive, and should include any penalties imposed by the National Executive for failure to support strike action.

8.1.3 If a Local fails to participate in a strike called by the Public Service Alliance of Canada, the National President shall upon the recommendation of the National Vice-President(s) of the Region, immediately place the Local into trusteeship where it shall remain until a review by the National Executive.

8.2 **Conditions for Regular Charter**

Approval of a Local shall not be given until the National Executive is satisfied that the following conditions are met:

- (a) the Local shall, on its formation, have not less than twenty-five (25) members under its jurisdiction;
- (b) the majority of the members concerned are in favour;
- (c) there are trained members who are prepared to accept the responsibilities of Local Executive office; the National Executive shall ensure that training is made available to groups of members that request a charter;
- (d) there is a sufficient number of members who have taken training to qualify as union stewards and are prepared to act as such;
- (e) the Local shall determine the dues rebate.

8.3 Conditions for Special Charter

Notwithstanding By-law 8.2, the National Executive shall have the authority to charter a Local of less than twenty-five (25) members should special and particular circumstances, in the opinion of the National Executive, warrant it.

8.4 Applications for Charter

8.4.1 Each group of members that meets the definitions set forth in By-law 8.2 or 8.3 wishing to become a Local of this Union must apply for a Charter in the manner specified in By-law 8.4.2, paragraphs (a) to (f) inclusive.

8.4.2 The application for Charter shall:

- (a) be directed to the National President of the Union who shall submit the application to the National Executive for approval;
- (b) provide:
 - (i) the location of the proposed Local;
 - (ii) a list indicating full names, addresses, and training of the provisional Executive and Shop Stewards;
- (c) be accompanied by a copy, certified by the provisional President, the provisional Vice-President and the provisional Secretary-Treasurer, of a resolution passed by a majority vote of the general membership in the group or unit requesting such Charter affiliation and establishment of a local;
- (d) be accompanied also by a pledge whereby members of the Union or persons who have applied for membership accept, individually or collectively, to be governed by the By-laws of the Union, by the Local Rules, and by the Constitution of the Public Service Alliance of Canada;
- (e) be prepared in triplicate - the original to be forwarded to the National Union Headquarters for the attention of the National President, with a copy to be forwarded to the National Vice-President of the region concerned, and a copy to be retained by the provisional Secretary-Treasurer of the proposed Local for deposit in the archives of the Local when the latter is chartered;
- (f) be accompanied by a full and up-to-date list of all members and their location of employment.

8.4.3 On approval of the application by the National Executive, a Charter bearing the Seal, and duly executed by the National President and the National Vice-President of the region, shall be issued, delivered to the

Local, and recorded in the Register of Locals maintained at the Headquarters of the Union.

8.5 By-Laws and Regulations

8.5.1 Each local shall be subject to the Constitution of the Public Service Alliance of Canada, to these By-laws, and to the Rules for Locals contained in Appendix "A" which form an integral part of these By-laws.

8.5.2 Under the authority of their Rules, Locals may make such regulations as are necessary for the proper carrying out of these Rules under local conditions, and may amend or revoke such regulations. A copy of all such regulations and amendments shall be forwarded to the National Union Headquarters immediately following their approval by the Local. All such regulations shall be fully consistent with these By-laws and with the Constitution of the Public Service Alliance of Canada. All such regulations shall have the same force and effect as the Rules from which they flow.

8.6 Trusteeship and Revocation of Charter

8.6.1 The officers of record of any Local place in trusteeship in accordance with By-law 8.1.2 shall be notified of such decision by registered mail. Such notice shall contain full particulars of the reason for the decision, and in addition, shall contain the effective date of the trusteeship and the name and address of the trustee(s) named in By-law 8.1.2 (a). It shall be the responsibility of the trustee(s) to ensure that all members of the Local are made aware of this decision.

8.6.2 The membership of any Local whose charter has been revoked in accordance with By-law 8.1.2 (b) shall receive official notice by registered mail containing full particulars of the reason for this decision, and shall receive full information regarding the Local to which their membership is transferred as well as the names of this Local's Executive Officers.

8.7 Appeals Procedure

A chartered Local that has been placed in trusteeship or whose charter has been revoked shall have the right to appeal against such a decision to a tribunal should such appeal be signed by no less than one-third (1/3) of the members concerned. The tribunal shall be comprised of a representative of the Local, a representative of appropriate CEIU body and a third (3rd) independent person agreed to by both parties or appointed by an appropriate labour organization where there is no mutual agreement.

BY-LAW 9 OTHER LABOUR ORGANIZATIONS

9.1 General

This Union may decide, by a majority vote of its delegates at a Triennial National Convention or by referendum, to seek affiliation with other bodies having similar aims and objectives, provided such affiliation is not incompatible with the aims and objectives of this Union and the Public Service Alliance of Canada.

9.2 Area Councils

Locals are encouraged to participate in the formation and operation of Public Service Alliance of Canada Area Councils within the terms and conditions of Section 14 of the Constitution of the Public Service Alliance of Canada.

BY-LAW 10 DISCIPLINE

10.1 General

10.1.1 All members of this Union are also members of the Public Service Alliance of Canada. The provisions of Section 25 of the Constitution of the Public Service Alliance of Canada therefore apply to all members of this Union.

10.1.2 Any person suspended or expelled from membership, or removed from office, shall forthwith turn over to the Union all records, documents, funds or property that he/she holds in trust for the Union or Local.

10.2 Authority of National Executive

10.2.1 The National Executive of this Union shall have the authority to remove from office any Officer (except as identified in By-Law 10.4) or Steward for contravening any provision of these By-laws or of the Constitution of the Public Service Alliance of Canada, or for cause as listed in By-law 10.3.

10.2.2 The National Executive of this Union shall have the authority to recommend revocation or suspension of the membership of any member for contravening any provision of these By-laws or of the Constitution of the Public Service Alliance of Canada or for cause as listed in By-law 10.3, by joint action with the Alliance Executive Committee of the Public Service Alliance of Canada as laid down in Section 4, Sub-section 4 of the Constitution of the Public Service Alliance of Canada.

10.2.3 The National Executive of this Union shall have the authority to revoke the grant of any CEIU Life, Honorary or Associate Membership in the case of any such member who contravenes any provision of these By-laws or of the Constitution of the Public Service Alliance of Canada, or for cause as listed in By-law 10.3.

10.3 List of Offenses

Any Union National Officer, or Local Officer or member is guilty of an offense against these By-laws who:

- (a) violates any of the provisions of these By-laws or the Constitution of the Public Service Alliance of Canada;
- (b) obtains membership or solicits membership by misrepresentation;
- (c) institutes, urges or advocates that a member institute action in a court of law against the Union, any of its constituent parts or any of its officers without first exhausting all remedies through appeal within the Union;
- (d) other than through proper channels, advocates or attempts to bring about the withdrawal from the Public Service Alliance of Canada, the Union or Locals, of any member or group of members;
- (e) publishes or circulates among the members, false reports or misrepresentations;
- (f) works in the interest of a rival organization;
- (g) slanders or wilfully wrongs or physically intimidates or harms an officer or member of the Union;
- (h) uses abusive language or disturbs the peace at any meeting in or around any office or meeting place of the Union or its Locals;
- (i) fraudulently receives or misappropriates any monies due to the Union or its Locals;
- (j) uses the name of the Union without the consent of the National Executive for soliciting funds or advertising;
- (k) furnishes without prior authority a list of any information on the membership of the Union or its Locals to any person or persons other than those whose official positions in the Union or its Locals would entitle them to have such information;
- (l) deliberately interferes with an official of the Union or its Locals in the discharge of his/her duties;

- (m) crosses a picket line set up by members of the bargaining unit to which he/she belongs while the bargaining unit is on legal strike, provided that he/she has not been designated as an essential employee;
- (n) sexually or personally harasses another member;
- (o) engages in any other conduct prejudicial to the good order and discipline of the Union.

10.4 Removal of National Officer by the Membership of a Constituency

10.4.1 The National President, the National Executive Vice-President, and the National Vice-Presidents shall individually be subject to removal from office if they are considered to have inadequately represented their constituencies for reasons including conduct detrimental to the interests of members, incompetence or non-attendance.

- (a) The constituency for a National Vice-President shall be deemed to be the membership of the region which he/she represents.
- (b) The constituency of the National Vice-President for the Immigration Refugee Board shall be deemed to be the IRB membership of all the regions.
- (c) The constituency of the National Vice-President for Citizenship and Immigration shall be deemed to be the CIC membership of all the regions.
- (d) The constituency of the National Vice-President for Human Rights shall be deemed to be CEIU members who have self-identified.
- (e) The constituency for the National President and the National Executive Vice-President shall be deemed to be the total membership of all the regions.

10.4.2 In order for a vote to be taken of the membership of a constituency, the names, signatures and identification of at least twenty-five per cent (25%) of the members of a constituency must be forwarded to the National Executive.

10.4.3 It is the responsibility of the National Executive to ensure that a referendum vote is conducted at least thirty (30) days following the presentation and validation of the request.

10.4.4 In order for the National President, the National Executive Vice-President, or a National Vice-President to be removed from office, a

majority of the votes cast must be in the affirmative. Spoiled ballots shall not be included in the total number of votes cast.

- 10.4.5 If a majority of members vote to remove the National President, the National Executive Vice-President, or a National Vice-President from office, then that officer shall, upon the notification of the results of the ballot, be considered to be removed from office.
- 10.4.6 In the case of a National Vice-President's removal, his/her alternate will be named as the National Vice-President. If an alternate is not available, then nominations will be called for from the membership of the constituency, and a vote held to elect a new National Vice-President.
- 10.4.7 In the case of the removal of the National President, the National Executive Vice-President shall assume office in accordance with By-law 12.4.1.
- 10.4.8 In the case of the removal of the National Executive Vice-President, his/her alternate will assume office in accordance with By-law 12.4.2.

10.5 Removal of National Vice-President by Regional Delegates

- 10.5.1 Should a National Vice-President be deemed to have not adequately represented the constituency, then the officer in question shall be subject to removal from office upon the decision of at least two-thirds (2/3) of the votes cast by the delegates, as defined by the regional by-laws, present at one of their annual regional conferences.
- 10.5.2 Should a National Vice-President be removed from office by the delegates to the annual regional conference, then replacement shall be made by naming the alternate to the position.
- 10.5.3 Should an alternate not be available, then nominations will be called for the vacant position, and an election held amongst all members of the region, in accordance with By-law 12.4.4.

10.6 Removal of Local Officer or Steward

- 10.6.1 An officer or steward of a Local shall be subject to removal from office if such officer or steward is deemed not to have adequately represented the members of the Local for reasons including incompetence and non-attendance.
- 10.6.2 In order for a vote to be taken of the membership of a Local, it is required that at least twenty-five per cent (25%) of the members of the Local present a request to the responsible National Vice-President.

- 10.6.3 It is the responsibility of the National Vice-President to ensure that a referendum vote be conducted within thirty (30) days following the presentation and validation of the request.
- 10.6.4 In order for a Local officer or steward to be removed from office, a majority of the votes cast must be in the affirmative.
- 10.6.5 If a majority of the members vote to remove a Local officer or steward from office, then that officer or steward shall, upon the notification of the results of the ballot, be considered to be removed from office.
- 10.6.6 When a Local officer or steward has been removed from office, then nominations shall be called for from the membership of the Local and a vote held to elect a new officer or steward.

10.7 **Notification and Appeal Process**

Any officer or steward dealt with under By-law 10.2.1 shall be notified of such decision by registered mail. Such notice shall contain full particulars of all allegations made against such officer or steward and shall provide a right of appeal to a PSAC tribunal established pursuant to PSAC Regulation 19 (12).

BY-LAW 11 NATIONAL CONVENTION

11.1 **Governing Body**

- 11.1.1 The supreme governing body of the Union is the National Convention, comprised of the National Executive and the accredited delegates from the eleven (11) regions, as identified in By-law 4.
- 11.1.2 The National Convention shall have complete jurisdiction in any question involving the Union, any of its Locals, or any of its members, and its decision in all cases shall be final.

11.2 **Date and Site**

- 11.2.1 Within the provisions of Sub-sections 3 and 4 of Section 10 of the Constitution of the Public Service Alliance of Canada, the National Triennial Convention shall be held on a rotational basis in the following regional order: Atlantic Canada - Ontario or Quebec - Western Canada - Ontario or Quebec - Atlantic Canada - etc.
- 11.2.2 The National Executive shall determine the date and site of the Triennial Convention.

11.3 Special Convention

11.3.1 A special National Convention may be held at any other time at the request of the National Executive, provided that two-thirds (2/3) of the National Executive vote in favour of such a convention.

11.3.2 A special National Convention of this Union shall deal with only the matter or matters for which it was called unless, by a two-thirds (2/3) majority vote of the accredited delegates assembled, the assembly agrees to consider, within the time limits set for such a special National Convention, other urgent or necessary matters.

11.4 Quorum

The quorum for the National Convention shall be a simple majority of accredited delegates.

11.5 Rights of Delegates

11.5.1 Each accredited delegate present at a National Convention shall be entitled to one (1) vote on each subject and proxy votes shall not be permitted.

11.5.2 The members of the National Executive shall have all the rights and privileges accorded accredited delegates including the right to vote.

11.6 Business of Convention

The Triennial National Convention shall deal with all resolutions and matters submitted from Locals and from the National Executive, as well as from any official national, regional or district meetings of members.

11.7 Emergency and Late Resolutions

Notwithstanding any provision of By-law 11.6, any accredited delegate shall have the right to submit to the Triennial National Convention an emergency or a late resolution in writing on a matter of urgent concern to the welfare of the members and one which was not capable of prior submission through the normal channels, provided it is duly seconded by another accredited delegate and that said resolution is acceptable to the Chair or the majority of the accredited delegates present.

(a) An emergency resolution is defined as a resolution that deals with events and issues that arise after the deadline date as specified in By-law 11.8.

(b) A late resolution is defined as a resolution that arrives after the deadline date as specified in By-law 11.8.

11.8 Convention Call

The National President shall issue a call to Triennial National Convention to all chartered Locals not less than six (6) months prior to the date of the Convention. The Call to Convention shall specify the date, site and that resolutions shall reach the National Union Headquarters not less than five (5) months before Convention, in the form prescribed by the National President.

11.9 Delegate Entitlement

- 11.9.1 Each region shall be entitled to delegate representation at the National Convention based on a formula of one (1) accredited delegate for each one hundred and fifty (150) members and major portion thereof in good standing in the region.
- 11.9.2 Notwithstanding By-law 11.9.1, should any region have less than one hundred and fifty (150) members, it shall be entitled to one (1) delegate.
- 11.9.3 Delegate entitlement shall be determined in accordance with By-law 5.1.2, five (5) months prior to the National Convention.
- 11.9.4 (i) At least five (5) months prior to the opening date of the Triennial National Convention, each Local in good standing shall nominate members to attend the National Convention as accredited delegates.
- (ii) At least five (5) months prior to the opening date of the Triennial National Convention, members in good standing belonging to a Local which is not in good standing, may be nominated either by the trustee or by the NVP responsible for the management of the Local, or by two members in good standing of their Local designated by the trustee or by the NVP responsible for the Local.
- 11.9.5 Notwithstanding By-laws 11.9.1, 11.9.2 or 11.9.3, the eight (8) members of the current National Human Rights/Race Relations Committee as identified in By-law 15 shall be automatic delegates to the National Convention.

11.10 Electoral Districts

To ensure fair and equitable representation at Convention, in each of the eleven (11) regions of the Union, electoral districts will be established based on geographical areas and population. Each electoral district so established shall be assigned a portion of the region's total delegate entitlement. The electoral districts so established by the National Executive, upon recommendation of the National Vice-President(s) of the region, in consultation with the Locals, shall be enumerated in Appendix "B" to these By-laws.

11.11 Election of Delegates and Alternates

Each region, upon receipt of the names of the nominees, shall conduct a secret mail ballot within the electoral districts amongst the members. The nominees receiving the highest number of votes shall be the delegates to the Convention in descending order until the district quota is filled. Alternate delegates will be selected from the remaining nominees in order. The alternate may be elected separately by the district.

11.12 Notification of Delegates

Immediately following the election of delegates and alternates to convention, the names and addresses of the accredited delegates and alternates shall be submitted to the National President. Within thirty (30) calendar days after receiving all the names and addresses of the delegates, the National President shall cause to be mailed (special delivery) to each delegate and the National Executive a list of these names and addresses.

11.13 Rights of Non-delegates

Every member shall have the right to attend National Conventions at his/her own expense but shall not have the right to vote or to participate in debate.

11.14 Agenda and Resolutions

The National President shall ensure that, no less than thirty (30) calendar days prior to the opening date of a triennial national convention, copies of the agenda and of the resolutions are forwarded from the National Union Headquarters to the accredited delegates and the National Executive.

11.15 Convention Report

Within thirty (30) days of the termination of the National Convention, the National President shall have produced a report of the highlights of the Convention and, within 180 days, a complete report of the proceedings of the National Convention and shall have such report mailed to each accredited delegate and members of the National Executive and all Locals.

11.16 Delegates to PSAC Convention

Delegates of this Union to the Triennial National Convention of the Public Service Alliance of Canada shall be elected from members in good standing of this Union, in accordance with the requirements of the Constitution of the Public Service Alliance of Canada, and in accordance with regulations as established by the National Executive.

11.17 **Election of National Officers**

The delegates at the Triennial National Convention shall elect:

- (a) The National President
- (b) The National Executive Vice-President
- (c) The Alternate to the National Executive Vice-President

11.18 **Confirmation of Elections**

The Triennial National Convention shall confirm the election of all National Officers and their alternates.

11.19 **Salary of National President and National Executive Vice-President**

The Triennial National Convention shall establish the salary of the National President and of the National Executive Vice-President.

BY-LAW 12 ELECTION OF OFFICERS

12.1 **Nominations and Elections**

- 12.1.1 The National Executive shall, six (6) months prior to the opening date of the Triennial National Convention, appoint a Nominations and Elections Chairperson; the National President shall immediately notify the Presidents of all Locals of the name and address of the person so appointed.
- 12.1.2 The Nominations and Elections Chairperson shall be empowered to receive nominations and conduct the election of those positions to be elected by Convention in accordance with By-law II.17.
- 12.1.3 Nominations for the positions of National President and National Executive Vice-President will be allowed from the floor of the Convention up to the time of elections.
- 12.1.4 Nominations for the position of Alternate to the National Executive Vice-President will be allowed from the floor of the Convention up to the time of elections.
- 12.1.5 The Nominations and Elections Chairperson shall ensure that the nominees are members in good standing and that they would be prepared to accept and perform the duties of office if elected.
- 12.1.6 The Nominations and Elections Chairperson shall, prior to the conclusion of business on the first day of the Convention, advise the

Convention of the date and time of elections, the names of all nominees that have been received to that date, and the offices for which they are running.

- 12.1.7 The Nominations and Elections Chairperson shall appoint no less than two (2) bona fide members to assist him/her in his/her responsibilities and to act as scrutineers at the time of election; the names of the persons thus appointed shall be announced in conjunction with the provisions of By-law 12.1.6.
- 12.1.8 Accredited delegates to the Triennial National Convention, when in attendance at the time of election, are the only persons entitled to vote in elections.

12.2 Declaration of Office

The Declaration of Office, as prescribed in Appendix "C" to these By-laws, shall be administered by the Nominations and Elections Chairperson to the National President and the National Executive Vice-President immediately after the completion of the elections. The National President in turn shall administer the Declaration of Office to the National Vice-Presidents as soon as possible thereafter.

12.3 Election of National Executive Officers and Alternates

The following shall apply to the election of National Executive Officers at Triennial National Conventions:

12.3.1 National President, National Executive Vice-President, and Alternate to the National Executive Vice-President

The positions of National President, National Executive Vice-President, and Alternate to the National Executive Vice-President, shall be open to all members in good standing of the Union and shall be elected by secret ballot by delegates to the National Convention for a three (3) year term;

12.3.2 National Vice-Presidents and Alternate National Vice-Presidents - Regions

The positions of National Vice-Presidents and Alternate National Vice-Presidents of each region shall be open to all members in good standing in each of the regions. The Regional Executive of each region, or where no Regional Executive exists, the National Vice-President(s) in conjunction with the Local Presidents, shall name a Nominations and Elections Chairperson at least six (6) months prior to the Triennial National Convention. Following the Convention Call, he/she shall call for nominations and then conduct a vote by secret ballot of all members

of the region in order to elect the National Vice-President(s). The election for Alternate National Vice-President(s) shall be held after the National Vice-President(s) election is completed. Such election(s) must be scheduled so that the National Vice-President(s) and their alternate(s) are declared elected prior to the Triennial National Convention. The results of these elections shall be made official by the Triennial National Convention upon confirmation, after which the new term of office will begin. Newly elected National Vice-Presidents, who have not been elected as delegates, automatically become convention delegates in addition to current National Vice-Presidents.

12.3.3 National Vice-Presidents and Alternate National Vice-Presidents - Women's Issues

The positions of National Vice-Presidents for Women's Issues and their Alternates (two (2) per position) shall be open to all members in good standing in each of the areas defined in By-law 13.1 (e). The National Vice-President for Women's Issues, in conjunction with the Local Presidents, shall name a Nominations and Elections Chairperson at least six (6) months prior to the Triennial National Convention. Following the Convention Call, he/she shall call for nominations and then conduct a vote by secret ballot of all members of the area in order to elect the National Vice-President for Women's Issues. The election for Alternates shall be held after the National Vice-President for Women's Issues election is completed. Such elections must be scheduled so that the National Vice-President for Women's Issues and her alternates are declared elected prior to the Triennial National Convention. The results of these elections shall be made official by the Triennial National Convention upon confirmation, after which the new term of office will begin. Newly elected National Vice-Presidents for Women's Issues, who have not been elected as delegates, automatically become convention delegates in addition to current National Vice-Presidents for Women's Issues.

12.3.4 National Vice-President and Alternate National Vice-President - Immigration Refugee Board

The positions of Immigration Refugee Board (IRB) National Vice-President and Alternate National Vice-President shall be open to all IRB members in good standing. The National President, in conjunction with the IRB Local Presidents, shall name a Nominations and Elections Chairperson at least six (6) months prior to the Triennial National Convention. Following the Convention Call, the Chairperson shall call for nominations and then conduct a vote by secret ballot of all IRB members in order to elect the IRB National Vice-President and IRB Alternate National Vice-President. Such elections must be scheduled so that the National Vice-President and his/her alternate are declared elected at least one month prior to the Triennial National Convention.

The results of these elections shall be made official by the Triennial National Convention upon confirmation, after which the new term of office will begin. The newly-elected IRB National Vice-President, if he or she has not been elected as a delegate, automatically becomes a convention delegate in addition to the current IRB National Vice-President.

12.3.5 National Vice-President and Alternate National Vice-President - Citizenship and Immigration

The positions of Citizenship and Immigration (CIC) National Vice-President and Alternate National Vice-President shall be open to all CIC members in good standing. The National President, in conjunction with the CIC Local Presidents, shall name a Nominations and Elections Chairperson at least six (6) months prior to the Triennial National Convention. Following the Convention Call, the Chairperson shall call for nominations and then conduct a vote by secret ballot of all CIC members in order to elect the CIC National Vice-President and CIC Alternate National Vice-President. Such elections must be scheduled so that the National Vice-President and his/her alternate are declared elected at least one month prior to the Triennial National Convention. The results of these elections shall be made official by the Triennial National Convention upon confirmation, after which the new term of office will begin. The newly-elected CIC National Vice-President, if he or she has not been elected as a delegate, automatically becomes a convention delegate in addition to the current CIC National Vice-President.

12.3.6 National Vice-President and Alternate National Vice-President - Human Rights

The positions of Human Rights (HR) National Vice-President and Alternate National Vice-President shall be open to all members in good standing who have self-identified. The National President, in conjunction with the members of the Human Rights / Race Relations Committee, shall name a Nominations and Elections Chairperson at least six (6) months prior to the Triennial National Convention. Following the Convention Call, the Chairperson shall call for nominations and then conduct a vote by secret ballot of all members who have self-identified in order to elect the HR National Vice-President and HR Alternate National Vice-President. Such elections must be scheduled so that the National Vice-President and his/her alternate are declared elected at least one month prior to the Triennial National Convention. The results of these elections shall be made official by the Triennial National Convention upon confirmation, after which the new term of office will begin. The newly-elected HR National Vice-President,

if he or she has not been elected as a delegate, automatically becomes a convention delegate in addition to the current HR National Vice-President.

12.4 Vacancies

12.4.1 National President

In the event of a vacancy in the position of National President, the National Executive Vice-President will automatically assume the position of National President for the remainder of the term of office.

12.4.2 National Executive Vice-President

In the event of a vacancy in the position of National Executive Vice-President, the Alternate to the National Executive Vice-President will automatically assume the position of National Executive Vice-President for the remainder of the term of office.

12.4.3 Alternate to National Executive Vice-President

Should the position of Alternate to the National Executive Vice-President position become vacant, for whatever reason, then the National Executive at the first meeting of the National Executive following the declaration of the vacancy shall, from amongst themselves, elect an Alternate to the National Executive Vice-President for the remainder of the term of office.

12.4.4 National Vice-President (Regions)

In the event of a vacancy in the position of a National Vice-President that occurs, for whatever reason, the National President shall request the named alternate to fill the vacancy. In the event that this individual is no longer available, and prior to the twelve (12) month period preceding a regular Triennial National Convention, the President shall seek nominations from the members of the locals of the region where the vacancy exists and shall conduct a vote by secret ballot of all members in the region to elect a National Vice-President.

12.4.5 Alternate to the National Vice-President (Regions)

In the event of a vacancy in the position of alternate to the National Vice-President, the National President shall seek nominations from the members of locals in the region where the vacancy exists, and shall conduct a vote by secret ballot of all members in the region. Should the vacancy occur within the twelve (12) month period prior to a regular Triennial National Convention, the Local Presidents in the region shall elect an alternate to the National Vice-President.

12.4.6 National Vice-President (Women's Issues)

In the event of a vacancy in the position of a National Vice-President that occurs, for whatever reason, the National President shall request the named alternate to fill the vacancy. In the event that no alternate is available, and prior to the twelve (12) month period preceding a regular Triennial National Convention, the President shall seek nominations from the members of the locals of the area where the vacancy exists and shall conduct a vote by secret ballot of all members in the area to elect a National Vice-President.

12.4.7 Alternate to the National Vice-President (Women's Issues)

In the event of a vacancy in the position of alternate to the National Vice-President, the National President shall seek nominations from the members of locals in the area where the vacancy exists, and shall conduct a vote by secret ballot of all members in the area. Should the vacancy occur within the twelve (12) month period prior to a regular Triennial National Convention, the Local Presidents in the area shall elect an alternate to the National Vice-President.

12.4.8 National Vice-President (Immigration Refugee Board)

In the event of a vacancy in the position of the Immigration Refugee Board National Vice-President, the National President shall request the named alternate to fill the vacancy. In the event that this individual is no longer available, and prior to the commencement of the year of a regular Triennial National Convention, the President shall seek nominations from the members of the IRB Locals and shall conduct a vote by secret ballot of all members in the IRB to elect a IRB National Vice-President.

12.4.9 Alternate National Vice-President (Immigration Refugee Board)

In the event of a vacancy in the position of Immigration Refugee Board Alternate National Vice-President, the National President shall seek nominations from the members of the IRB Locals and shall conduct a vote by secret ballot of all members in the IRB. Should the vacancy occur after the commencement of the year of a regular Triennial National Convention, the Local Presidents in the IRB shall elect an alternate to the IRB National Vice-President.

12.4.10 National Vice-President (Citizenship and Immigration)

In the event of a vacancy in the position of the Citizenship and Immigration National Vice-President, the National President shall request the named alternate to fill the vacancy. In the event that this

individual is no longer available, and prior to the commencement of the year of a regular Triennial National Convention, the President shall seek nominations from the members of the CIC Locals and shall conduct a vote by secret ballot of all members in the CIC to elect a CIC National Vice-President.

12.4.11 Alternate National Vice-President (Citizenship and Immigration)

In the event of a vacancy in the position of Citizenship and Immigration Alternate National Vice-President, the National President shall seek nominations from the members of the CIC Locals and shall conduct a vote by secret ballot of all members in the CIC. Should the vacancy occur after the commencement of the year of a regular Triennial National Convention, the Local Presidents in CIC shall elect an alternate to the CIC National Vice-President.

12.4.12 National Vice-President (Human Rights)

In the event of a vacancy in the position of the Human Rights National Vice-President, the National President shall request the named alternate to fill the vacancy. In the event that this individual is no longer available, and prior to the commencement of the year of a regular Triennial National Convention, the President shall seek nominations from the members who have self-identified and shall conduct a vote by secret ballot of all members who have self-identified to elect a Human Rights National Vice-President.

12.4.13 Alternate National Vice-President (Human Rights)

In the event of a vacancy in the position of Human Rights Alternate National Vice-President, the National President shall seek nominations from the members who have self-identified and shall conduct a vote by secret ballot of all members who have self-identified. Should the vacancy occur after the commencement of the year of a regular Triennial National Convention, the members of the Human Rights / Race Relations Committee shall elect an alternate to the Human Rights National Vice-President.

**BY-LAW 13
NATIONAL EXECUTIVE**

13.1 Composition

The National Executive shall be composed of:

- (a) A full-time elected paid National President;

- (b) A full-time elected paid National Executive Vice-President;
- (c) A National Vice-President from each region of Canada except Quebec and Ontario;
- (d) Three (3) National Vice-Presidents from each of the regions of Ontario and Quebec;
- (e) A National Vice-President, who shall be a woman, from each of the following areas:
 - (1) Western Canada, comprised of the British Columbia and Yukon, Alberta/Northwest Territories/Nunavut, Saskatchewan and Manitoba Regions;
 - (2) Ontario and Headquarters;
 - (3) Quebec;
 - (4) Eastern Canada, comprised of the Newfoundland and Labrador, Prince Edward Island, New Brunswick and Nova Scotia Regions.
- (f) A National Vice-President for the Immigration and Refugee Board
- (g) A National Vice-President for Citizenship and Immigration
- (h) A National Vice-President for Human Rights

13.2 Authority

- 13.2.1 The National Executive shall be vested with all executive powers of this Union, consistent with these By-laws, for the period between Triennial National Conventions.
- 13.2.2 The National Executive shall have the power to make such policies and regulations as are necessary for the administration of the affairs of the Union, provided such policies and regulations do not conflict with these By-laws or the Constitution of the Public Service Alliance of Canada.
- 13.2.3 The National Executive, without limiting the generalities of other sections of this By-law, shall:
 - (a) Approve the yearly budget of the Union;
 - (b) Appoint a firm of chartered accountants to undertake a yearly and triennial audit of the books of the Union;
 - (c) Approve the recommendations of the National President regarding the salaries and allowances of the excluded staff of the Union, and the emoluments, honoraria or other monetary

compensations to be granted to members of the Union occupying excluded positions in the Union or who are officially required to discharge responsibilities and duties which, as determined by the National President, are connected with the affairs or interest of the Union.

13.2.4 The National Executive shall have the authority and be responsible for establishing committees necessary for studying and recommending on matters for the effective functioning of the Union and for carrying out its objectives and mandates. In allotting National Executive members to the committees, the National Executive sitting in Committee of the Whole shall consider the preferences and background strength of individuals and suggestions of the National President. The National President and the National Executive Vice-President shall be ex officio members of any committee so established.

13.2.5 Should changes to the Constitution of the Public Service Alliance of Canada bring about a conflict between these By-laws and that Constitution, the National Executive shall have authority to amend these By-laws. Such amendment shall be the minimum required to eliminate any conflict with the Constitution of the Public Service Alliance of Canada.

13.3 **Meetings**

The National Executive shall hold meetings at least twice annually at the call of the National President, or whenever an emergency meeting is requested by a majority of the National Executive, and the topic and agenda of which shall be made known at least two (2) days prior to the meeting.

13.4 **Quorum**

A quorum of the National Executive shall be two-thirds (2/3) of the total but must include the National President or his/her designate.

13.5 **Status at Conventions**

The National Executive shall be considered as being in session throughout the duration of the Triennial National Convention.

13.6 **Holding Other Positions**

No member of the National Executive shall hold any other elected or appointed position in the Union.

BY-LAW 14
AUTHORITY AND RESPONSIBILITIES OF NATIONAL OFFICERS

14.1 National President

As the Chief Executive Officer of this Union, the National President shall:

- (a) be the official spokesperson on behalf of the Union on any matter of national concern to the Union and/or its members;
- (b) preside at all meetings of the Triennial National Convention;
- (c) preside at all meetings of the National Executive;
- (d) have the right to participate at any meeting or gathering of members of the Union;
- (e) have the right to delegate whenever and wherever required;
- (f) be the representative of this Union on the National Board of Directors of the Public Service Alliance of Canada, and report in writing to the National Executive following each meeting;
- (g) interpret the By-laws and Regulations of this Union;
- (h) call a meeting of the National Executive at least twice annually or upon request of the majority of the National Executive members;
- (i) report in writing to the National Executive on his/her activities during the period between meetings of this body;
- (j) report in writing to the Triennial National Convention on the affairs of the Union and the activities of the National Executive, and on committees that have been established by the National Executive or National President;
- (k) submit in writing to the Triennial National Convention such recommendations as the National Executive deems necessary for the continuing prosecution of the aims and objectives of this Union and/or the Public Service Alliance of Canada;
- (l) be responsible for the financial and administrative operation of the Union;
- (m) ensure the collection of all monies payable to this Union and the deposit of such funds in a chartered financial institution to the credit of this Union, and the maintenance of proper records of all transactions;
- (n) ensure that the National Executive carries out the directives and policies established by the National Conventions of the Public Service Alliance of

Canada and this Union, in accordance with the authorities of each as provided by Constitution and By-laws;

- (o) perform such other duties considered within the authority of presiding officers of deliberative bodies and chief executive officers of similar organizations

14.2 **National Executive Vice-President**

As Alternate Chief Executive Officer of this Union, the National Executive Vice-President shall:

- (a) act in the office of the National President in the event of the incapacity or the unavailability of the National President;
- (b) have the right to participate at any meeting or gathering of members of the Union;
- (c) make a report, in writing on his or her portfolio and activities to each regular meeting of the National Executive and to each Triennial National Convention;
- (d) attend and participate in all meetings of the National Executive;
- (e) participate in committees created by the National Executive to which he or she has been named;
- (f) keep the National President fully informed and consult fully with the National President to ensure at all times a united voice on all matters;
- (g) perform those duties assigned to him or her by the National President or the National Executive;
- (h) be responsible for the day-to-day functions of the Union and the carrying out of its objectives and mandates;
- (i) ensure the collection of all monies payable to this Union and the deposit of such funds in a chartered financial institution to the credit of this Union, and the maintenance of proper records of all transactions;
- (j) be responsible for the disbursement of funds payable by this Union, in settlement of its just debts;
- (k) be responsible for administration of the affairs of the Union including but not restricted to leasing of premises, management and control of purchasing, staffing and allocation of work at National Union Headquarters and in the Regional Union Offices, and this in conjunction with the National President and the respective National Vice-President(s).

14.3 **Alternate to the National Executive Vice-President**

The Alternate National Executive Vice-President shall:

- (a) assume all responsibilities and duties of the National Executive Vice-President on a permanent basis, if for any reason the National Executive Vice-President is unable to complete her/his term of office;
- (b) assume the responsibilities and duties of the National Executive Vice-President on an interim basis, if so designated by the National President (i.e. vacations, illness, national meetings, training, etc.).

14.4 **National Vice-Presidents - General**

National Vice-Presidents shall:

- (a) attend all meetings of the National Executive;
- (b) participate in committees created by the National Executive to which they have been named;
- (c) preside over committees of the Triennial National Convention as determined by the National Executive;
- (d) keep the National President fully informed and consult fully with the National President to ensure at all times a united union voice on all matters;
- (e) become aware of the needs of the members in their jurisdiction and ensure those needs are brought to the attention of the National President and/or the National Executive;
- (f) submit semi-annual written reports on their activities and recommendations to the National Executive at each National Executive meeting;
- (g) act for or assist the National President when requested by him/her;
- (h) inform in writing Locals in their constituency, every two months, as to activities related to their jurisdiction;
- (i) submit written reports on their activities at each annual meeting of Local Presidents in their jurisdiction; should they be unable to provide a report, they shall be compelled to give reasons thereof to representatives of their jurisdictions;

- (j) be replaced by their alternates when unable to attend National Executive meetings;
- (k) give mandates to all their national alternates as defined by By-law 14.7.

14.5 National Vice-Presidents with Regional Responsibilities

In addition to those responsibilities outlined in By-law 14.4, National Vice-Presidents with regional responsibilities shall:

- (a) preside over committees established in each Region to review bargaining demands whenever such committees are required;
- (b) represent the Union in discussions with regional departmental officials regarding matters of concern to our members and/or our Union, and shall have the right and responsibility to be present at any meeting held in the Region between national officers or staff with regional departmental officials;
- (c) in conjunction with the National President, be responsible for the administration of union affairs in their Regions;
- (d) at least once annually, meet with all Presidents of Locals within their Region - the cost of such meetings shall be borne by national funds;
- (e) in the case of Ontario and Quebec, the National Vice-Presidents shall be considered equal, have equivalent duties, strive to reach common goals, and determine amongst themselves the distribution of duties and responsibilities;
- (f) administer, service and divide their Region into whatever formation is determined from time to time, and establish a fund through a regional rebate to cover costs of union activities, in accordance with a Regulation as established by the National Executive;
- (g) be replaced by their alternates when unable to attend Regional Labour-Management Consultation Committee meetings.

14.6 National Vice-Presidents for Women's Issues

In addition to those responsibilities outlined in By-law 14.4, paragraphs (a) to (g), (j) and (k), National Vice-Presidents for Eastern Canada, Western Canada, Quebec, and Ontario & Headquarters shall:

- (a) promote policies and programmes that will encourage the full participation of women at all levels of the Union;

- (b) with the National Vice-Presidents of the Regions in their area, meet with regional management on matters of concern to our members pertaining to their mandate;
- (c) prepare policies, demands and resolutions, etc., with a view to moving women's issues to the forefront of our Union's agenda and diminishing the present barriers our women membership face;
- (d) ensure that women members are well represented in all union activities, at all levels of the Union;
- (e) wherever possible, meet at least once annually with local women's coordinators from each Local within their Region;
- (f) assist in the organizing of regional women's committees in their area;
- (g) participate as a member of said regional women's committees in their area, and provide direction for the committees;
- (h) assist in the planning and preparation of the regional Local Presidents' conferences/meetings;
- (i) review and make recommendations on all of the employer's policies and directives as it pertains to their mandate;
- (i) in conjunction with the National President, be responsible for the administration of union affairs pertaining to their mandate in their Regions;
- (k) give mandates to their national alternates.

14.7 Alternate National Vice-Presidents

Alternate National Vice-Presidents shall:

- (a) assume the responsibilities and duties of the National Vice-President on a permanent basis, if for any reason the National Vice-President is unable to complete her/his term of office;
- (b) assume the responsibilities and duties of the National Vice-President on an interim basis, if so designated by the National Vice-President (i.e., vacations, illness, national meetings, training, etc...);
- (c) participate in regional committees as designated by the National Vice-President including chairing certain committees;
- (d) attend all regional meetings of Local Presidents, where and when possible;

- (e) attend all National Vice-Presidents' Conferences of Local Presidents where and when possible;
- (f) attend LMCC meetings where and when possible so as to be conversant in current affairs and union-management consultative procedures;
- (g) attend at least one (1) National Executive Meeting during his/her term as Alternate National Vice-President;
- (h) keep the National Vice-President fully informed to ensure at all times a united union voice on all matters;
- (i) become aware of the needs of the members in his/her jurisdiction and ensure they are brought to the attention of the National Vice-President;
- (j) upon the request of the National Vice-President, report on his/her activities and recommendations to an annual meeting of the Local Presidents in his/her jurisdiction;
- (k) act for and assist the National Vice-President when requested by him/her;
- (l) communicate with the National Vice-President following each National Executive meeting to review agenda items and decisions made;
- (m) where and when feasible, attend planning, strategy and other meetings of the National Vice-Presidents (i.e., National Vice-Presidents' meetings, Ontario, Quebec, Atlantic, Western Canada);
- (n) receive all correspondence the same as National Vice-Presidents;
- (o) perform other responsibilities as determined by the National Executive or their National Vice-President(s).

14.8 National Vice-President, Immigration and Refugee Board

In addition to those responsibilities outlined in By-law 14.4, paragraphs (a) to (g), (j) and (k), the National Vice-President for the Immigration and Refugee Board shall:

- (a) in conjunction with the Women's National Vice-Presidents, promote policies and programs that will encourage the full participation of IRB women at all levels of the Union;
- (b) where necessary assist in the planning and preparation of conferences and meetings of National Vice-Presidents;
- (c) work in conjunction with all National Vice-Presidents and keep them informed regarding IRB/CEIU programs and procedures;

- (d) prepare and make recommendations on all IRB policies and directives as it pertains to their mandate;
- (e) attend, with the National President, IRB National LMCCs;
- (f) organize those locals having IRB members;
- (g) provide guidance and expertise to IRB members around all CEIU programs and procedures;
- (h) report directly to the National President who shall assign such duties as are appropriate to achieve the task;
- (i) provide a written report to the National Executive at each National Executive meeting;
- (j) give mandates to his or her national alternate.

14.9 Alternate National Vice-President, Immigration and Refugee Board

The Alternate National Vice-President for the Immigration and Refugee Board shall:

- (a) assume all responsibilities and duties of the IRB National Vice-President on a permanent basis, if for any reason the IRB National Vice-President is unable to complete her/his term of office;
- (b) assume the responsibilities and duties of the IRB National Vice-President on an interim basis, if so designated by the National President (i.e., vacations, illness, national meetings, training, etc.).

14.10 National Vice-President, Citizenship and Immigration

In addition to those responsibilities outlined in By-law 14.4, paragraphs (a) to (g), (j) and (k), the National Vice-President for Citizenship and Immigration shall:

- (a) promote policies and programs which encourage full involvement by Citizenship and Immigration members at all levels of the Union;
- (b) meet with the National President or the National Executive Vice-President to discuss matters of interest to our Citizenship and Immigration members;
- (c) prepare policies, demands, resolutions, etc., in order to place the concerns of Citizenship and Immigration members at the forefront of our Union's program;

- (d) cooperate with all National Vice-Presidents and keep them informed on CEIU programs and procedures related to Citizenship and Immigration;
- (e) sit on the National Citizenship and Immigration Committee and provide directions;
- (f) review all the policies and guidelines of the employer which are related to his or her mandate and formulate relevant recommendations;
- (g) in cooperation with the National President, manage the affairs of the Union which are related to his or her mandate.

14.11 Alternate National Vice-President, Citizenship and Immigration

The Alternate National Vice-President for Citizenship and Immigration shall:

- (a) assume all responsibilities and duties of the CIC National Vice-President on a permanent basis, if for any reason the CIC National Vice-President is unable to complete her/his term of office;
- (b) assume the responsibilities and duties of the CIC National Vice-President on an interim basis, if so designated by the National President (i.e., vacations, illness, national meetings, training, etc.).

14.12 National Vice-President, Human Rights

In addition to those responsibilities outlined in By-law 14.4, paragraphs (a) to (g), (j) and (k), the National Vice-President for Human Rights shall:

- (a) promote policies and programs which encourage full involvement by human rights group members at all levels of the Union;
- (b) meet with the National President or the National Executive Vice-President to discuss matters of interest to our human rights group members;
- (c) prepare policies, demands, resolutions, etc., in order to place human rights group issues at the forefront of our Union's program and reduce the barriers which our members from human rights groups presently face;
- (d) ensure that human rights group members are well-represented in all the activities of the Union at all levels;
- (e) if possible, meet at least once per year with representatives of the four (4) human rights groups;
- (f) help organize regional human rights group committees within each region;

- (g) sit on the National Human Rights Group Committee and provide directions;
- (h) help plan and prepare the meetings of the National Committee and the National Human Rights Group Conference;
- (i) review all the policies and guidelines of the employer which are related to his or her mandate and formulate relevant recommendations;
- (j) in cooperation with the National President, manage the affairs of the Union which are related to his or her mandate;
- (k) sit on the PSAC Equal Opportunity Committee (EOC).

14.13 **Alternate National Vice-President for Human Rights**

The Alternate National Vice-President for Human Rights shall:

- (a) assume all responsibilities and duties of the HR National Vice-President on a permanent basis, if for any reason the HR National Vice-President is unable to complete her/his term of office;
- (b) assume the responsibilities and duties of the HR National Vice-President on an interim basis, if so designated by the National President (i.e., vacations, illness, national meetings, training, etc.).

BY-LAW 15 NATIONAL HUMAN RIGHTS / RACE RELATIONS COMMITTEE

15.1 **Establishment**

A Committee known as the Human Rights/Race Relations Committee is established within the Canada Employment and Immigration Union, the purpose of which is to explore, develop and review Human Rights/Race Relations initiatives, to review policies of the Union and Department, to represent and respond to concerns relating to Human Rights issues, to monitor and evaluate the progress of the Canada Employment and Immigration Union as a union and as an employer on issues of human rights/race relations.

15.2 **Composition**

15.2.1 The Committee is composed of:

- (a) the National Vice-President for Human Rights and his or her Alternate

(b) eight (8) members at large, two (2) from each of the following Human Rights groups:

- (i) First Nations/Métis/Inuit
- (ii) Members with Disabilities
- (iii) Gays, Lesbians, Bisexuals and Transgendered Persons
- (iv) Racially Visible

15.2.2 The Chairperson of the Committee shall be selected from among the members of the Committee.

15.2.3 Gender parity will be maintained in each of the four (4) groups.

15.2.4 (i) Two or more non-voting alternates will be elected reflecting the same composition as in By-law 15.2.1(b). The appropriate alternate will replace the voting member in his or her absence or withdrawal from the Committee.

(ii) An election will be held to replenish the alternate position if circumstances occur that leave only one (1) alternate for any committee seat.

15.3 Meetings

Meetings of the National Human Rights/Race Relations Committee shall be held twice a year, and shall occur prior to the Union's National Executive meetings.

BY-LAW 16 ADMINISTRATION

16.1 Establishment of Union Offices

16.1.1 The National Office shall consist of the National Union Headquarters and at least five (5) Regional Union Offices.

16.1.2 The National Union Headquarters shall be located in the National Capital Region.

16.1.3 A Regional Union Office shall be located in each of the following areas: Atlantic, Quebec, Ontario, Prairie and Pacific, which offices are to be situated in localities determined by the National Executive.

16.1.4 There shall be no other offices established in the name of the Union without the prior approval of the National Executive.

16.2 **Staff**

- 16.2.1 The National Union Headquarters and Regional Union Offices shall be staffed by a complement of full-time employees and other temporary staff as determined from time to time by the National Executive upon the recommendation of the National President.
- 16.2.2 There shall not be other staff hired in the name of the Union without prior approval of the National Executive.
- 16.2.3 The National President shall be responsible for the hiring of staff in accordance with rules and regulations established by the National Executive.
- 16.2.4 The National President, as the person responsible for the administration of the affairs of the Union, shall have the right to recommend to the National Executive the discharge, promotion or demotion of any employee of the Union. An employee involved in any action shall have recourse under existing collective agreements between the Union and the staff.

BY-LAW 17 FINANCES

17.1 **Fiscal Year**

The fiscal year of the Union shall be from January 1 to December 31.

17.2 **Legal Requirement**

All financial records of this Union - national and local shall be retained for the legal period prescribed by the Income Tax Act as interpreted by the Minister of National Revenue of Canada.

17.3 **Financial Records**

- 17.3.1 Audited financial statements for the three (3) year period between Triennial National Conventions shall be placed before the delegates at the Triennial National Convention for approval.
- 17.3.2 A summary of the annual audited financial statements shall be sent to Locals within six (6) months of the end of the fiscal year.

17.4 Obligations of Outgoing Officers

On vacating the respective positions which they may hold, all officers of this Union shall deliver, when requested, to the National Union Headquarters all documents, monies, or other property of the Union.

17.5 Signing Officers

The signing officers of this Union shall be, on the one part, any one of the following: the National President or the National Executive Vice-President, and on the other part, any one of two (2) staff officers appointed by the National Executive for this purpose.

17.6 Bonding

The signing officers and the comptroller of this Union shall be bonded in an amount not less than two hundred thousand dollars (\$200,000).

17.7 Group Life Insurance Agreements

The National Executive shall have authority to enter into any agreement or contract necessary to provide or maintain group life insurance for members of the Union.

BY-LAW 18 VOTING PROCEDURES

18.1 Majority

Unless otherwise provided by these By-laws, all decisions requiring a vote shall be decided by a majority representing more than half of the valid votes cast.

18.2 Financial Matters

Decisions made by the National Executive affecting the following financial matters shall require a two-thirds (2/3) majority in accordance with Regulation 9:

- (a) The annual national budget, and
- (b) Resolutions to increase the annual budget.

18.3 Referendum Votes

18.3.1 This Union may conduct a referendum vote of its members on any question when requested by the majority of the National Executive.

18.3.2 In the event a referendum is requested, as per By-law 18.3.1, each Local shall be provided with sufficient ballots for each member of the

Local to cast a secret ballot. The secret ballots shall be counted and forwarded to the National Office. The procedures and time limits with respect to a referendum vote shall be in accordance with a resolution passed by the National Executive for that purpose.

18.4 Proxy Votes

Votes shall not be transferable, and proxy votes shall not be allowed.

18.5 Election of Officers

The following conditions shall apply to the election of officers throughout the Union:

18.5.1 Officers Other than National Vice-Presidents and Alternate National Vice-Presidents

- (a) all elections shall be by secret ballot and decided by a majority of the valid votes cast;
- (b) when there are more than two (2) candidates for office, the candidate receiving the fewest number of votes on the first ballot shall be dropped from the ballot if a clear majority of the votes cast is not accorded any candidate. This procedure shall continue on each succeeding ballot for the position until a candidate receives the necessary majority;
- (c) all ballots cast shall be destroyed at the termination of the election;
- (d) members who are candidates for any elected office within the Union cannot be members of the balloting committee for the election of the position for which they are a candidate.

18.5.2 National Vice-Presidents and Alternate National Vice-Presidents

- (a) elections shall be by secret ballot and decided by plurality, i.e. the candidate receiving the greatest number of valid votes by whatever margin wins;
- (b) all ballots cast shall be destroyed at the termination of the election;
- (c) candidates cannot be members of the balloting committee for the election of the position for which they are a candidate.

18.6 Spoiled Ballots

In all instances within these By-laws, Regulations and Rules where reference is made to secret balloting, spoiled ballots shall not be included in the total number of votes cast.

18.7 Ratification Votes

18.7.1 In accordance with By-law 6.4(f), every member in good standing is entitled to vote on the ratification of collective agreements affecting the members.

18.7.2 All such ratification votes shall be conducted during special local general membership meetings duly called for that specific purpose.

18.7.3 Members who are prevented from attending the duly called special meeting by circumstances beyond their control shall be given another opportunity to cast their vote.

18.7.4 In isolated areas or offices where the number of members is such that a meeting for ratification is not feasible, the appropriate balloting committee shall establish alternative voting procedures.

18.8 Balloting

All balloting required by this Union's By-laws, policies and regulations shall not be done by desk drops. Desk drop is defined as a member casting his/her ballot at his/her work station.

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LOCAL RULES

The provisions of this Appendix deal exclusively with the Rules under which all chartered Locals of the Canada Employment and Immigration Union shall operate. These Rules have the same force and effect as the By-laws of the Union. The Rules for all chartered Locals shall be as prescribed hereunder, with the number and name of each individual Local filled in where appropriate.

RULE 1 NUMBER, NAME AND ESTABLISHMENT

R1.1 - NUMBER AND NAME

This Local of the Canada Employment and Immigration Union shall be known as CEIU Local No.

R1.2 - ESTABLISHMENT

This Local has been established in conformity with By-law 8 of the Canada Employment and Immigration Union.

RULE 2 GENERAL PROCEDURES

R2.1 - AMENDMENTS TO RULES

Amendments to these Rules shall be made by the National Convention of the Union under the authority of National By-law 2.1.

R2.2 - CONFLICT

Nothing in the Local's regulations produced under the authority of these Rules shall conflict with the National By-laws or the Constitution of the Public Service Alliance of Canada.

RULE 3 AIMS AND OBJECTIVES

R3.1 - AIMS AND OBJECTIVES

The aims and objectives of this Local shall be in accordance with National By-law 3.

**RULE 4
MEMBERSHIP**

R4.1 - REGULAR MEMBERSHIP

All workers who are eligible to be included in the bargaining unit, and for whom this Local has jurisdiction as determined by the By-laws, are eligible for regular membership and have a responsibility to participate in the activities of this union local. Details regarding regular membership are outlined in National By-law 5.1.

R4.2 - OTHER MEMBERSHIPS

This Local may nominate candidates for either, Associate, Honorary or Life Membership, but only the National Executive can confer such memberships in the Union. Details regarding such other memberships are outlined in National By-laws 5.2 and 5.3.

**RULE 5
LOCAL DUES**

R5.1

The dues of this Local shall be those dues approved by a two-thirds (2/3) majority vote of the members in attendance at a regular meeting of the Local. It is understood that these Local dues shall be used to conduct the business of the Local as established by the Local members.

**RULE 6
DISCIPLINE**

R6.1 - AUTHORITY TO DISCIPLINE

This Local union shall have the authority in accordance with National By-law 10.6, to remove from office any Local Officer or Steward for contravening a provision of the Rules of the Local.

R6.2 - RECOMMENDATIONS

The members of this Local may recommend suspensions or expulsion from membership of any member or removal from office from any officer of this Local for causes listed in By-law 10.

R6.3 - ACTIONS

- R6.3.1 This Local, having recommended the suspension or expulsion of a member, shall:
- (a) deny the member union participation in the Local;
 - (b) within seven (7) days, submit a report, with the rationale and the supporting documents, to the National President.
- R6.3.2 This Local, having recommended the removal from office of any officer, shall do so in accordance with National By-law I0.6.

R6.4 - PROCEDURES

This Local, having recommended the suspension, or expulsion from membership of any member of this Local shall follow the procedures as outlined in National By-law I0 as well as in the PSAC By-laws and Regulations dealing with discipline.

**RULE 7
MEETINGS**

R7.1 - GENERAL MEMBERSHIP MEETINGS

This Local shall hold at least two general meetings of the membership in a calendar year and a copy of the minutes or proceedings of these meetings shall be deposited with the National Vice-President and the Regional Union Office. The date, place and time of such meeting shall be notified to all members of the Local not less than ten (10) days in advance.

R7.2 - VOTES

All members in good standing of this Local shall be entitled to attend a general meeting, and only members in attendance can vote. No proxy votes shall be allowed.

R7.3 - QUORUM

The quorum for any general meeting of this Local shall be decided by the members in attendance at the first general meeting, and such quorum shall be embodied in the first regulation made under the authority of these Local Rules.

R7.4 - MINUTES OF EXECUTIVE MEETINGS

Minutes shall be kept of each executive meeting of this Local. These minutes shall be signed by the Local Secretary, approved by the Local President or other officer who presided at the meeting, and shall be made available to the Executive or the members, as appropriate.

R7.5 - CONTRACT RATIFICATION MEETINGS

This Local shall hold special general membership meetings in the case of contract ratifications. The voting procedure shall be as outlined under National By-law I8.7.

R7.6 - PETITION FOR A MEETING

A petition signed by the number of members, in good standing, that constitutes the Local quorum shall direct the Local executive to hold a general meeting within twenty-one (21) calendar days.

**RULE 8
ELECTION OF LOCAL EXECUTIVE OFFICERS**

R8.1 - ELIGIBILITY

- R8.1.1 Only members in good standing of this Local may stand for election as officers.
- R8.1.2 The balloting committee chairperson shall accept the nomination of a member absent from the meeting provided that the nominee has a written letter agreeing to stand for election and, if elected, to fulfill the duties of the position.

R8.2 - ADMINISTRATIVE PREPARATIONS

- R8.2.1 At least two (2) weeks prior to the date set for the holding of election of officers of this Local, should no balloting committee exist, the Executive shall appoint a balloting committee chairperson to receive nominations and conduct elections.
- R8.2.2 Notice of such election shall be posted by the Local at least two (2) weeks prior to the date set for conducting the elections.

R8.3 - FREQUENCY

Election of officers of this Local shall be held every two (2) years.

R8.4 - BALLOTING

All elections in this Local shall be by secret ballot and decided by a majority representing more than half of the total votes cast by members in good standing of this Local. Spoiled ballots shall not be counted in the total number of votes cast.

R8.5 - MAJORITY

In the event of more than two (2) candidates for an office in this Local, the candidate receiving the least number of votes on the first ballot shall be dropped from the ballot whenever a clear majority of votes cast is not accorded any candidate. This procedure shall continue on each succeeding ballot for the office until a candidate receives the necessary majority.

R8.6 - DESTRUCTION OF BALLOTS

All ballots shall be destroyed at the termination of an election.

R8.7 - VACANCIES

In the event that any elected officer of this Local for any reason is unable or unwilling to complete his/her term of office, the remaining members of the executive will as soon as possible call an election for the purpose of filling the vacancy.

R8.8 - NOTIFICATION OF RESULTS

The results of all elections shall be notified to all members of this Local immediately after the results are known by the Executive. Copies of all such notifications shall be sent to the Regional Union Office, and to the National Vice-President(s).

R8.9 - ASSUMPTION OF OFFICE

All officers of this Local shall take office as soon as their election has been announced.

R8.10 - DECLARATION OF OFFICE

The Declaration Office shall be administered to all officers of this Local as soon as possible following their election. (Refer to Appendix 'C' of National By-laws for Declaration of Office). The Declaration of Office shall be administered by the Chairperson of this Local's balloting committee or by a National Officer. The Declaration of Office form shall be completed and forwarded along with the election results as specified in Rule R8.8.

R8.11 - VACATING POSITIONS

On vacating their positions, officers and stewards of this Local shall immediately deliver to their successors all documents, monies, or other properties of this Local.

**RULE 9
LOCAL EXECUTIVE**

R9.1 - COMPOSITION

- R9.1.1 The Executive of this Local shall consist of an elected President, and at least one Vice-President, and either a Secretary-Treasurer or a Secretary and a Treasurer.
- R9.1.2 Following his/her election, any member of this Local's executive who has not attended a steward's course shall attend one at the earliest possible opportunity.
- R9.1.3 Other officers as deemed appropriate may also be elected or appointed.

R9.2 - OTHER LOCATIONS

Each managed location within this Local shall be entitled to an officer position on the Local Executive.

R9.3 - EX OFFICIO MEMBERS

The Union's National President, the National Executive Vice-President, and the National Vice-President(s) for the region shall be ex officio members of this local's executive committee and shall be entitled to attend all executive committee and general meetings of this Local with voice but without vote; however, each will have a vote in his/her own Local.

**RULE 10
AUTHORITY AND RESPONSIBILITIES OF LOCAL EXECUTIVE**

The Executive of this Local shall:

- R10.1 Administer the affairs of the Local between annual meetings of the membership.
- R10.2 Establish the following committees: Health and Safety, Women's, Elections and Balloting, and Collective Bargaining Committees; establish other committees as necessary to assist the Executive in the discharge of its responsibilities to the membership. The President of this Local shall be ex officio a member of any committee so established.
- R10.3 Provide for the election/appointment of stewards and govern their activities.
- R10.4 Subject to any Regulation issued by the National Executive, deal with the department officials in the locality concerned on matters affecting the interest and welfare of its own members but all such dealings are subject to ratification and confirmation of the National Executive.

APPENDIX "A"

- R10.5 Hold regular meetings to conduct the business of the Local. No less than six (6) meetings shall be held throughout a fiscal year, and minutes or proceedings of all meetings shall be recorded. A simple majority of the Local Executive shall constitute a quorum for a meeting of the Local Executive.
- R10.6 Have the authority to make such regulations as are necessary for the proper carrying out of the business of the Local, and may amend or revoke such regulations. A copy of all such regulations and amendments shall be forwarded to the Regional Union Office, the National Union Headquarters and the National Vice-President(s) immediately following their approval by a two-thirds (2/3) majority of the members, at the next general meeting. All such regulations shall be fully consistent with these Rules, the National By-laws, and with the Constitution of the Public Service Alliance of Canada. All such regulations shall have the same force and effect as the Rules from which they flow. All local regulations shall be numbered, and dated, and shall be communicated to the members as soon as possible, and in no case later than thirty (30) days after they are made.
- R10.7 On a regular basis throughout its term of office, provide information in writing to keep all members informed on matters affecting the Local.

RULE 11 DUTIES OF OFFICERS OF THE LOCAL EXECUTIVE

R11.1 - LOCAL PRESIDENT

The President of this Local shall:

- (a) function as the Chief Executive Officer of the Local;
- (b) preside at all meetings of the Local;
- (c) interpret this Local's regulations and/or seek the National President's interpretation of these Rules, the National By-laws, or the CEIU's Policies and Regulations;
- (d) ensure that the Local Executive carries out the duties, directives and policies established by this Local, the Union, and the Public Service Alliance of Canada;
- (e) call at least two (2) general membership meetings of the Local in a calendar year in accordance with Rule R7.1;
- (f) report on his/her activities to all general meetings of the Local;
- (g) inform the National Vice-President of the Region regularly of the needs of the members in the Local, as well as any other matters which may affect the Union on a regional or national basis;

- (h) be a signing officer of this Local or designate another member of the Executive in addition to the Treasurer.

R11.2 - LOCAL VICE-PRESIDENT

The first Vice-President of this Local shall:

- (a) attend all meetings of the Local Executive;
- (b) assume the responsibilities of the President in the event of his/her incapacity or temporary absence;
- (c) perform such other duties as may be assigned to him/her by the Local President;
- (d) attend committee meetings of the Local Executive when appointed to do so;
- (e) report on his/her activities to all general meetings of the Local;
- (f) in general, be responsible to the Local membership and perform such duties as may be required by the Local Executive.

R11.3 - LOCAL SECRETARY

The Secretary of this Local shall:

- (a) be responsible for recording and distributing in a timely fashion and, in accordance with Rule 7, minutes of all executive, general and other meetings of the Executive and the Local's membership;
- (b) attend to all the Local's correspondence;
- (c) administer changes in membership status as it pertains to the Local's membership list (i.e. transfers, Rand deductees, new employees, full-time to part-time), and advise the Local Executive, the Regional Union Office and the National Union Headquarters of any action taken;
- (d) administer changes in the Local Officers by completing the appropriate forms.

R11.4 - LOCAL TREASURER

The Treasurer of this Local shall:

- (a) receive all monies and ensure that they are deposited in a chartered bank and/or credit union in the name of the Local;
- (b) present monthly statements of revenue and disbursements to the Local Executive;

- (c) disburse funds only as directed by the Local Executive or as approved by a two-thirds (2/3) majority of the votes cast by the members of the Local;
- (d) be one of the designated signing officers of the Local;
- (e) present the Local's audited annual financial statement to the membership of the Local at a general meeting;
- (f) maintain the Local's financial records in good order and adhere to the provisions of Rule 13.

R11.5 - LOCAL SECRETARY-TREASURER

If the positions of Secretary and Treasurer are combined (i.e. Secretary-Treasurer) then the duties outlined in Rules R11.3 and R11.4 shall also be combined.

**RULE 12
STEWARDS**

R12.1 - ELIGIBILITY

Only members in good standing of this Local may be elected and/or appointed as stewards.

R12.2 - CONDITIONS

Stewards of this Local must indicate that they are willing to assume and carry out all duties and responsibilities of a steward, and that they shall attend a steward's course at the earliest opportunity if they have not already done so.

**RULE 13
FINANCIAL PROCEDURES**

R13.1 - FISCAL YEAR

The fiscal year for this Local shall be January 1 to December 31.

R13.2 - REVIEW OF FINANCIAL RECORDS BY MEMBERS

Upon written request from a member of the Local, the Executive shall provide within ten (10) working days, an opportunity for the member to review the financial records of the Local.

R13.3 - AUDITS

This Local's Executive shall, one (1) month prior to the annual general meeting, appoint someone who is not a Local Officer to audit the financial records of the Local. This person(s) shall normally be a member. A report in writing to the Local Executive shall be made one (1) week prior to the date set for the said meeting.

R13.4 - FINANCIAL STATEMENTS

This Local shall produce an annual audited financial statement. This audited financial statement shall be sent, in a format as prescribed in Annex "A" of these Local Rules, to the Union's National Headquarters and to the National Vice-President(s) by March 1st each year. A signed declaration that it has been approved by a general membership meeting must accompany the financial statement when it is sent to the National Union Headquarters. Should the financial statement not be received, the flow of funds to the Local shall be stopped. Following receipt of the financial statement, all funds withheld shall be remitted to the Local.

R13.5 - SIGNING OFFICERS

The signing officers of this Local shall be any two (2) of the following: President or Vice-President in combination with the Secretary-Treasurer or Treasurer.

R13.6 - CHEQUES AND MONEY ORDERS

All cheques and money orders shall be made payable to: "CEIU Local No."

R13.7 - PETTY CASH

A petty cash account to the extent determined by the membership may be kept by the Secretary-Treasurer of this Local, and vouchers must be kept to cover any expenditures and submitted to a meeting of the Local Executive for their endorsement.

R13.8 - AMOUNT OF EXPENDITURES

Expenditures may be authorized by the President and/or the Local Executive to a maximum amount. This amount will be determined by a regulation passed at a general membership meeting.

R13.9 - BONDING

The Secretary-Treasurer and/or other officers of this Local may be bonded with a recognized bonding company in an amount to be determined by the Local Executive.

**RULE 14
NATIONAL CONVENTION**

R14.1 - RESOLUTIONS

This Local, provided it is in good standing, as determined by the National Executive, shall have the right to present resolutions to the National Triennial Convention.

R14.2 - DELEGATES

This Local, provided it is in good standing, as determined by the National Executive, shall have the right to nominate and to elect members to attend the National Convention as accredited delegates, in accordance with National By-law II.9.

SAMPLE

CANADA EMPLOYMENT AND IMMIGRATION UNION
CEIU LOCAL 00001
FINANCIAL STATEMENT

For the Period 1st January, 20XX to 31st December, 20XX

REVENUE

Membership Local Dues	\$ 1,000.00	
Bank Interest	50.00	
Other (specify)	50.00	
		\$ 1,100.00
Accounts Receivable (Breakdown attached)		

EXPENSES

Meetings (Breakdown attached)	500.00	
Professional fees (Legal Service or advice, etc.)		
Insurance	20.00	
Bank Charges	10.00	
Postage (Express, etc.)	10.00	
Printing and Stationery	20.00	
Rental and Equipment		
Maintenance and Repairs (Equipment)		
Telephone		
Telegrams	10.00	
Publications	10.00	
Entertainment	30.00	
Training Courses (Breakdown attached)	100.00	
Seminar Expenses (Area Council, etc.) (Breakdown attached)	100.00	
Area Council Dues	10.00	
Office Supplies	10.00	
Gifts and Condolences	10.00	
Travelling (Breakdown attached)	150.00	
Sundries	10.00	
Other Expenses (specify)		\$ 1,000.00

Excess of Revenue over Expenses		100.00
Opening Balance (1 Jan. 20XX)		<u>400.00</u>
Closing Balance (31 Dec. 20XX)		<u>\$ 500.00</u>

Accounts Payable (Breakdown attached)

ANNEX 'A'
TO APPENDIX "A"

RECONCILIATION

Cash in Bank (Current Account)	\$ 45.00	
Cash in Bank (Savings Account)	355.00	
Cash on hand for deposit	75.00	
Petty cash on hand	20.00	
Postage on hand	<u>5.00</u>	_____
		<u>\$ 500.00</u>

We hereby certify that this audited statement has been approved by the general membership of this local and place our signatures, as follows.

.....
President

.....
Treasurer

NOTE: There may be some accounts that some locals will not require, and there may be other accounts that some locals will want to include.

FINANCIAL INSTITUTIONS

<u>NAME AND ADDRESS</u>	<u>BANK ACCOUNT NOS.</u>
Bank of Montreal \$\$\$\$ Bank Street Ottawa, Ontario XXX YYY	1234567
Ottawa Co-Op 0000 Parliament Street Ottawa, Ontario XXX YYY	567890
Canada Trust 0000 Ontario Avenue Ottawa, Ontario XXX YYY	34567890

Audited by: _____

ELECTORAL DISTRICTS / DISTRICTS ÉLECTORAUX

DISTRICT # NUMÉRO DU DISTRICT	REGIONS/LOCALS RÉGIONS/SECTIONS LOCALES
BRITISH COLUMBIA/YUKON TERRITORY COLOMBIE-BRITANNIQUE/TERRITOIRE DU YUKON	
1	20921 - Prince George HRCC/CIC 20922 - Prince Rupert HRCC 20925 - Williams Lake / Quesnel HRCC 20926 - Terrace /Smithers HRCC 20928 - Dawson Creek / Fort St. John 20956 - Whitehorse
2	20915 - Vernon HRCC 20917 - Penticton HRSDC 20972 - ATC Kelowna HRCC/CIC
3	20914 - Kamloops / Salmon Arms HRSDC 20918 - Nelson / Trail / Cranbrook HRSDC
4	20941 – Greater Victoria HRCC 20966 - Duncan HRCC 20973 – Victoria CIC
5	20975 - Victoria ISP/SR
6	20903 - Matsqui HRCC / Abbotsford 20910 - Surrey HRCC 20943 - Coquitlam / Maple Ridge HRCC 20960 - Chilliwack HRCC 20964 - Langley HRCC
7	20939 - North Vancouver HRCC 20949 - Burnaby / New Westminster
8	20944 - Vancouver 10th / Fraser
9	20937 - Vancouver ITC/SS 20951 - Richmond HRCC 20961 - Vancouver EIT/SS
10	20974 - Vancouver IRB
11	20901 - Vancouver BC/Yukon Region
12	20938 - Vancouver CIC
13	20912 - Courteney / Powell River HRCC 20947 - Nanaimo HRCC 20963 - Campbell River / Port Hardy HRCC 20969 - Port Alberni HRCC

ELECTORAL DISTRICTS / DISTRICTS ÉLECTORAUX

DISTRICT # NUMÉRO DU DISTRICT	REGIONS/LOCALS RÉGIONS/SECTIONS LOCALES
ALBERTA / NORTHWEST TERRITORIES TERRITOIRES DU NORD-OUEST / NUNAVUT	
14	30876 - Vegreville CIC
15	30872 - Edmonton CIC 30877 - Southern Alberta/Coutts CIC
16	30851 - Edmonton HRCC / Region et al
17	30856 - Calgary HRCC/IRB
18	30857 - Red Deer 30858 - Lethbridge HRCC 30859 - Medicine Hat
19	30853 - Grande Prairie/Slave Lake 30866 - Yellowknife/Inuvik/Iqaluit
SASKATCHEWAN	
20	40010 - Regina Call Centre 40811 - Regina HRCC
21	40802 - Saskatoon HRCC 40818 - Sask/Regina/Portal CIC
22	40803 - Prince Albert / Melfort 40804 - North Battleford 40806 - Moose Jaw / Swift Current 40808 - Estevan / Weyburn HRCC 40810 - Yorkton 40817 - La Ronge

ELECTORAL DISTRICTS / DISTRICTS ÉLECTORAUX

DISTRICT # NUMÉRO DU DISTRICT	REGIONS/LOCALS RÉGIONS/SECTIONS LOCALES
MANITOBA	
23	50757 - RHQ/IPOC/ ITC 50758 - Winnipeg Centre/NE/S/SB 50767 - Winnipeg CPU 50769 - CIC/CBSA 50770 - Winnipeg ICCS 50771 - Winnipeg South West HRC 50772 - Winnipeg ISP/SR
24	50752 - Flin Flon / The Pas 50753 - Thompson Man 50754 - Brandon/Dauphin 50756 - Selkirk Man 50765 - Steinbach/Portage/Morden
HEADQUARTERS / ADMINISTRATION CENTRALE	
25	70702 - Insurance Services d'assurance
26	70704 - Employment Services d'emploi
27	70705 - NHQ-Admin. centrale CIC
28	70707 - Finance Admin. & Personnel
29	70708 - Communications & Systems
30	70709 - HQ/AS ISP / PSR
31	Delegates at large / Délégué-e-s hors-cadres

ELECTORAL DISTRICTS / DISTRICTS ÉLECTORAUX

DISTRICT # NUMÉRO DU DISTRICT	REGIONS/LOCALS RÉGIONS/SECTIONS LOCALES
NEW BRUNSWICK / NOUVEAU-BRUNSWICK	
32	60255 - Campbellton 60258 - Edmundston HRSDC
33	60269 - Bathurst/National Services nationaux
34	60254 - Bathurst HRCC
35	60259 - Woodstock HRSDC 60260 - Fredericton HRCC/CIC
36	60252 - Saint-John HRCC/CIC
37	60256 - Miramichi
38	60262 - Moncton ITC/Reg. 60268 - Moncton HRCC/CIC
PRINCE EDWARD ISLAND ÎLE DU PRINCE-ÉDOUARD	
39	90152 - Summerside 90153 - Charlottetown HRCC/CIC 90154 - Montague/Souris
NOVA SCOTIA / NOUVELLE-ÉCOSSE	
40	80215 - Bridgewater 80220 - Yarmouth HRSDC 80221 - Kentville 80222 - Windsor 80224 - Digby
41	80204 - Port Hawkesbury / Inverness 80205 - New Glasgow 80206 - Amherst 80207 - Truro 80223 - Antigonish
42	80217 - Sydney 80226 - Sydney Citizenship

ELECTORAL DISTRICTS / DISTRICTS ÉLECTORAUX

DISTRICT # NUMÉRO DU DISTRICT	REGIONS/LOCALS RÉGIONS/SECTIONS LOCALES
NOVA SCOTIA / NOUVELLE-ÉCOSSE	
43	80208 - Dartmouth Region 80216 - Halifax HRCC/CIC 80219 - Dartmouth HRCC 80225 - Bedford 80227 - Halifax ISP/SR
NEWFOUNDLAND-TERRE-NEUVE / LABRADOR	
44	90113 - St. John's Reg HRCC/CIC 90117 - St. John's ITC/SS 90118 - St. John's ISP/SR
45	90109 - Gander HRSDC 90114 - Harbour Grace 90115 - Marystown 90116 - Clarenville
46	90102 - Cornerbrook 90106 - Stephenville 90111 - Grand Falls/Springdale
47	90103 - Labrador City 90107 - Happy Valley
QUEBEC / QUÉBEC	
48	10451 - Rouyn 10452 - Hull/Gatineau
49	10315 - New Richmond 10323 - Cap-aux-Meules 10422 - Rimouski Réseau 10430 - Rivière-du-Loup 10436 - Gaspé 10444 - Chandler

ELECTORAL DISTRICTS / DISTRICTS ÉLECTORAUX

DISTRICT # NUMÉRO DU DISTRICT	REGIONS/LOCALS RÉGIONS/SECTIONS LOCALES
QUEBEC / QUÉBEC	
50	10440 - St.Jérôme/Mont-Laurier 10442 - Ste-Thérèse
51	10359 - Repentigny 10426 - Laval
52	10382 - Réseau Nord-Ouest 10406 - Montréal – Est 10423 - Montréal Centre-Ville 10441 - Montréal DHRC Centre
53	10424 - Lac 10428 - Jonquière 10435 - Baie Comeau 10446 - Sept-Îles
54	10431 - Vaudreuil/Dorion/Valleyfield 10449 - St. Hyacinthe 10461 - Longueuil 10462 - Brossard
55	10351 - Thetford Mines 10450 - Lévis 10460 - Sherbrooke
56	10405 - Montréal CIC 10471 - Télécentre Montréal
57	10362 - Mauricie/Centre du Québec
58	10379 - Montréal regional – CTI
59	10437 - Boucherville
60	10328 - Québec/Ste-Foy
61	10459 - CISR Montréal
62	10469 - DRHC Centre Ville
63	10472 - Quebec ISP/PSR

ELECTORAL DISTRICTS / DISTRICTS ÉLECTORAUX

DISTRICT # NUMÉRO DU DISTRICT	REGIONS/LOCALS RÉGIONS/SECTIONS LOCALES
ONTARIO	
64	00581 - London/Woodstock/St. Thomas HRCC / CIC
65	00576 - Windsor / Chatham/Leamington
66	00592 - Kitchener - HRCC/CIC
67	00627 - Hamilton 00649 - Hamilton ISP
68	00601 - Windsor CIC 00618 - Niagara Falls CIC 00619 - Hamilton CIC 00645 - Toronto IRB/Victoria
69	00587 - Simcoe 00594 - Guelph 00595 - Brantford 00624 - St-Catherines/Niagara Falls/Welland 00631 - Oakville
70	00526 - Belleville, ITC/Reg.
71	00630 - Ottawa HRCC/CIC 00646 - Ottawa IRB
72	00620 - Kingston HRCC/CIC 00628 - Peterborough
73	00507 - Ottawa Valley 00525 - Pembroke 00621 - Cornwall HRCC/CIC 00622 - Belleville/Trenton HRCC
74	00534 - Sudbury HRCC
75	00521 - Oshawa HRCC/CIC 00539 - Kenora 00549 - Barrie 00623 - Thunder Bay/Ft. Frances HRCC/CIC
76	00532 - Timmins/Kap/Kirkland Lake 00565 - North Bay/Liskeard/Sturgeon 00566 - Sault Ste Marie HRCC/CIC

ELECTORAL DISTRICTS / DISTRICTS ÉLECTORAUX

DISTRICT # NUMÉRO DU DISTRICT	REGIONS/LOCALS RÉGIONS/SECTIONS LOCALES
ONTARIO	
77	00548 - Weston 00559 - Toronto Centre
78	00556 - Ontario Regional
79	00569 - Richmond Hill / York
80	00570 - Mississauga
81	00574 - Scarborough
82	00613 - Toronto CIC/IRB
83	00614 - Mississauga CIC
84	00638 - Toronto EIT
85	00541 - Toronto Metro 00546 - Toronto Lakeside 00553 - Orillia HRCC/CIC 00633 - Brampton 00634 - Etobicoke
86	00650 - Timmins ISP
87	00648 - Scarborough ISP
88	00647 - Chatham ISP

DECLARATION OF OFFICE

In carrying out the provisions of By-law 12.2 of these By-laws, the following Declaration of Office shall be administered to all elected officers of the Union as soon as possible following their election:

"I, _____ having been elected _____ of the Canada Employment and Immigration Union, a component of the Public Service Alliance of Canada, do solemnly declare that during my term of office, I will faithfully carry out the duties of my office and that I will uphold the dignity of the organization and respect all confidences pertaining to my office."

(Signed): _____
Elected Officer

(Signed): _____
Witness

Dated at _____ on the _____ day of _____, 20_____.

DECLARATION OF ASSOCIATE MEMBERSHIP

I, _____ having been granted ASSOCIATE MEMBERSHIP in the Canada Employment and Immigration Union, a component of the Public Service Alliance of Canada, do solemnly declare that I will uphold the dignity of the organization and abide by the CEIU and PSAC By-laws, Regulations and Policies.

(Signed): _____
Associate Member

(Signed): _____
Witness

Dated at _____ on the _____ day of _____, 20____"
