

BY-LAWS
ALBERTA NORTHWEST TERRITORIES NUNAVUT REGIONAL COUNCIL

As Established April 1994

*Amended October 2018

*Amended April 2022

*Amended May 2023

BY-LAW 1 NAME & LOGO

Section 1

The name shall be the Alberta Northwest Territories Nunavut Regional Council, hereinafter referred to as the Regional Council.

Section 2

The Logo in Appendix B shall be the official logo of the Alberta Northwest Territories Nunavut Regional Region and its Regional Council

BY-LAW 2 FORM OF COUNCIL

Section 1

The Regional Council will consist of C.E.I.U. members in good standing.

Section 2*

The Regional Council shall consist of every Local President or his/her alternate representing the first 150 members and an additional one (1) member as:

- from the Local's Executive for 151-300 members
- from the Local's Executive for 301+ members

The National Vice-President for Alberta Northwest Territories Nunavut and his/her Alternate National Vice-President,

The Chairperson of the Regional Women's Committee

The Chairperson of the Young Workers Committee.

Ex-Officio Member: National Vice-President for Western Canada Women's Issues, or her Alternate.

BY-LAW 3 MEMBERSHIP

Section 1

The Regional Council represents all the Union members in the Alberta Northwest Territories Nunavut Region who are members in good stating of the Canada Employment and Immigration Union.

BY-LAW 4 AUTHORITY

Section 1

The authority of the Region shall be the Alberta Northwest Territories Nunavut Regional Council

BY-LAWS

ALBERTA NORTHWEST TERRITORIES NUNAVUT REGIONAL COUNCIL

Section 2

The Regional Council shall hold at least 1 meeting each year.

Section 3*

The members of the Regional Council shall be as outlined in Bylaw 2. At the Regional Council meeting held prior to the National Triennial Convention, the NVP elect and the Alternate NVP elect will be members.

Section 4

The Regional Council shall:

- a. Deal with matters of particular interest to, or concerning the welfare of the members in the Region, providing they are within the bounds of these By-laws and the National By-laws;
- b. Establish and approve the regional budget including any supplementary assessment of dues required to fund regional operations and activities.
 - b.1 Elect a Treasurer to administer the approved budget of the region and report back to Regional Council yearly and as prescribed by Regulations of the Council.
- c. The National Vice President of the Alberta Northwest Territories Nunavut Regional Council has signing authority, along with member(s) elected by the Regional Council;
- d. Establish any committee it deems necessary to carry out the duties and responsibilities of the Region, and receive the reports of the committees;
- e. Make and/or amend these By-laws **or any regulation** as necessary for the administration of the Region provided such By-laws do not conflict with the CEIU By-laws or the Constitution of the Public Service Alliance of Canada

BY-LAW 5 VOTING

Section 1*

Voting members shall be the Local President or his/her alternate representing the first 150 members and an additional voting member:

- One (1) from the Local's Executive for 151-300 members
- One (1) from the Local's Executive for 301+ members

The National Vice-President for Alberta Northwest Territories Nunavut and his/her Alternate National Vice-President,

The Chairperson of the Regional Women's Committee

The Chairperson of the Young Workers Committee.

BY-LAWS

ALBERTA NORTHWEST TERRITORIES NUNAVUT REGIONAL COUNCIL

REBY-LAW 6 COMMITTEES*

Section 1

Standing Committees shall be:

Women's Committee

Health & Safety Committee

Constitution and By-laws Committee

Finance Committee

Immigration Committee

Human Rights Committee

Young Workers Committee

Stewards Network

Section 2

Regulations for each Committee must be approved by the Regional Council outlining its mandate, composition, and meeting requirements. For an Immigration Committee the members must be in good standing from the Immigration membership.

Section 3

Committee Co-Chairs shall make a report to each Regional Council meeting and bring forward recommendations to the meeting.

Section 4

The reports submitted by each Committee shall be prepared and signed by each Co-Chairs. This shall be done prior to submitting any recommendations to the Regional Council. Reports shall be received to the Regional Council in writing or electronically prior to the meeting.

BY-LAW 7 DUTIES OF THE NATIONAL VICE-PRESIDENT

Section 1

In addition to the duties outlined in the National CEIU By-laws, the National President shall:

a. Organize the Regional Council meeting by:

- Soliciting agenda items at least 30 days prior to the start of the meeting, and distributing the proposed agenda at least 2 weeks prior to the meeting, to the Presidents or their representative;

BY-LAWS

ALBERTA NORTHWEST TERRITORIES NUNAVUT REGIONAL COUNCIL

- Ensuring that a secretary is in place for the duration of the meeting, minutes are properly taken and distributed, where at all possible within 60 days of the conclusion of the meeting;
 - Ensuring resource people and guests are arranged;
 - Ensuring, in conjunction with the Finance Committee, that the Financial Statement is completed and distributed at the meeting;
 - Acting as Chairperson of the Regional Council meeting;
- b. Act as custodian of the Regional Account;
- c. Interpret the regional By-laws

BY-LAWS 8 FINANCES

Section 1

The Regional Council shall appoint one auditor to audit the calendar year financial operations of the Region. This shall be circulated, along with the proposed agenda, 2 weeks prior to the first Regional Council meeting after year end.

Section 2

The Finance Committee will support the Audit of any Financial Statement and recommend the auditor to Regional Council. The Finance Committee will review the Financial Guidelines in (Appendix A) to ensure suitability and compliance with National Bylaws.

Section 3

The National Vice-President will have the authority to spend up to \$500.00, on any single expenditure, without the approval of the Regional Council.

BY-LAW 9 GENERAL

Section 1

A quorum of the Regional Council shall be 2/3 of the total and must include the National Vice President, or his/her alternate.

Section 2

Unless otherwise stated by these By-Laws, the Rules of Order for PSAC meetings shall apply to all meetings of this Council.

Section 3

Unless otherwise provided by these By-Laws, all decisions requiring a vote shall be decided by a simple majority of the votes cast by the Council members.

BY-LAWS

ALBERTA NORTHWEST TERRITORIES NUNAVUT REGIONAL COUNCIL

Section 4

Amendments to these By-Laws shall be assented by a two-thirds (2/3) majority of the votes cast by the Council members.

Section 5

All financial decisions requiring a vote shall be decided by a two-thirds (2/3) majority of the votes cast by the Council members.

(Amended May 2007)

*Amended Oct. 2018

ALBERTA/NT/NU – PRESIDENT’S COUNCIL

APPENDIX A

ANN FINANCIAL GUIDELINES

1. Claims for expenses shall be reimbursed if supported by receipts and in accordance with National Bylaws, Regulations, and Policies. Special circumstances must be documented and submitted, with a full rationale, in order to be considered for reimbursement.
2. The amounts for reimbursement for any claim will be established by CEIU Regulation 3 and CEIU National Financial Guidelines.
3. Locals, Committees and Members may seek funding or reimbursement for Union Activities recommended and approved by Regional Council through the Regional Finance Committee who will forward such claims to the National Vice President. Review and Approval of such claims will be made by the National Vice President in all cases within 30 days.

APPENDIX B ‘LOGO’



BY-LAWS

ALBERTA NORTHWEST TERRITORIES NUNAVUT REGIONAL COUNCIL

ANN REGULATION #1

REGULATION GOVERNING THE ANN REGIONAL FINANCE COMMITTEE

Established December 17, 2021

MANDATE

The Alberta Northwest Territories Nunavut Regional Finance Committee shall:

1. Support the Regional Council (RC) with its governance responsibilities and makes recommendations to the RC pertaining to the Regional Budget.
 - a. Facilitate discussion on financial matters and decision making in this area.
2. Supports the Regional Council with its responsibilities to ensure it efficiently conducts and manages its resources, its projects and activities per the approved budget in accordance with RC's By-Laws, Policies and Regulation
3. In particular, the committee oversees the regions performance to ensure that the RC:
 - a. Maximizes its financial and other resources and uses these resources efficiently and effectively.
 - b. Has adequate financial management systems and internal control structures to discharge its financial management responsibilities.
 - c. Undertakes effective and efficient planning, monitoring and reporting of finances and other resources.
4. As required, consult with CEIU Director of Finance about procedures, operations and/or financial queries
5. Co-Chairs for the Committee will ensure properly endorsed and signed meeting minutes are forwarded to the NVP also providing a resource for its Regional Reports.
6. The Committee will review this mandate annually or sooner.

FINANCE COMMITTEE MEETINGS AND COMPOSITION

The Finance Committee shall meet a minimum four (4) times per year. The order of the first annual meeting of each year shall include the budget, as approved by the Regional Council. The final annual meeting shall address year end reporting and assist in reconciling the budget with the financial activities of the year.

The Composition of the Finance Committee shall consist of the National Vice President and Regional Treasurer with two (2) co-chairs and up to 3 other members from amongst the local treasurers.

Quorum for the committee will be a minimum of the Chair and Co-Chair.

BY-LAWS

ALBERTA NORTHWEST TERRITORIES NUNAVUT REGIONAL COUNCIL

ANN REGULATION #2 REGULATION GOVERNING THE ANN REGIONAL BYLAWS COMMITTEE

Established April 2022

MANDATE

The Alberta Northwest Territories Nunavut Regional Bylaws Committee shall:

1. Support the Regional Council (RC) with its governance responsibilities and makes recommendations to the RC pertaining to the Regional Bylaws.
 - a) Facilitate discussion on Bylaw matters and decision making in this area.
2. Supports the Regional Council with developing its Bylaws, Regulations, and Policies.
3. In particular, the committee supports regional counsel by:
 - a. Reviewing and making recommendations to RC on resolutions referred to it.
 - b. Presenting a report to RC at the president's conferences and provide for notices of motions as needed.
 - c. Reviewing the necessary documents and make recommendations on requests received from the NVP ANN for example: Local Mergers and issues requiring further study.
 - d. Making referrals to the finance committee on Bylaws, Policies and Regulations when necessary.
 - e. Creating sub-committees from among the regional council to address its constitutional responsibilities.
4. As required, consult with CEIU Staff about procedures, policies and regulations.
5. The Committee will review this mandate annually or sooner.

BYLAWS COMMITTEE MEETINGS AND COMPOSITION

- The Bylaws Committee shall meet a minimum four (4) times per year fully funded by the region. The order of the first annual meeting of each year shall include a review of the Bylaws.
- The Composition of the Bylaws Committee shall consist of two Co-chairs appointed by the National Vice President following the CEIU Triennial Convention. Quorum for the committee will be both Co-Chairs. In the event of an impasse, the item of impasse will be brought to the NVP for decision.

BY-LAWS

ALBERTA NORTHWEST TERRITORIES NUNAVUT REGIONAL COUNCIL

ANN REGULATION #3 REGULATION GOVERNING THE CEIU ALBERTA/NWT/NUNAVUT REGIONAL WOMEN'S COMMITTEE

TERMS OF REFERENCE

Adopted April 2, 2005

(Revised April 7, 2018.)

(Amended January 15, 2022)

STRUCTURE

1. a) The members of the AB/NWT/Nunavut RWC where possible shall be comprised of 6 appointed members that identify as women and the CEIU National Vice President (Women's Issues) Western Canada or her Alternate.

EX-OFFICIO:

The National Vice President for AB/NWT/Nunavut or their Alternate.

2. The term of office for the Representatives is three years. The term will commence following the first meeting of the Alberta/NWT/Nunavut Regional Council – President's Conference that follows the National CEIU Triennial Convention. The Term of office ends with the appointment of new Representatives.
3. Local Presidents will inform their Local membership of the request for nomination for Representatives to be named to the RWC with consideration given to skills, knowledge, experience and work location.
4. The appointment of Representatives shall be between the NVP for AB/NWT/Nunavut and the NVP for (Women's Issues) Western Canada or their Alternates.
5. At the beginning of each term the AB/NWT/Nunavut RWC will elect one of the Representatives to serve as Committee Chair, 1st Alternate Chair, 2nd Alternate Chair, Secretary, Communication Officer and Treasurer.
6. The Representatives of the AB/NWT/Nunavut RWC are encouraged to attend conferences and conventions. Whenever possible, consideration will be given to paying expenses from the AB/NWT/Nunavut budget.
3. The AB/NWT/Nunavut RWC shall endeavour to meet a minimum of twice yearly, fully funded by the AB/NWT/Nunavut region. Meetings shall be in person or by conference call or other method as needed. A minimum of one meeting yearly shall be held in person if possible. The committee retains the option of holding additional fully funded meetings as necessary.
4. Should the Chair of the Committee be unavailable her 1st/2nd Alternate shall represent her.

BY-LAWS

ALBERTA NORTHWEST TERRITORIES NUNAVUT REGIONAL COUNCIL

5. A Representative who does not attend two (2) consecutive meetings without a valid reason, as determined by the AB/NWT/Nunavut RWC will be removed and replaced by her new appointed Representative.
6. The quorum for any meeting of the RWC shall be the Chair or her 1st/2nd Alternate and any two (2) of the Representatives.
7. All expenditures of the RWC are to be approved by the RWC prior to being incurred.
8. If any training, meeting or conferences require extra participants apart from the RWC Representatives, interested women representative should be solicited at the Local level. These representatives shall be selected by the RWC in a manner which is fair and equitable.
9. All the aforementioned activities undertaken by the RWC shall be reported to the Regional Council – President's conference.

ANN REGULATION #4 REGULATION GOVERNING THE ANN STEWARDS NETWORK

Established January 15, 2022

MANDATE

The Alberta Northwest Territories Nunavut Region Steward's Network Committee shall:

1. Enable the Support and Coordination of all local stewards in the region by
 - a. Keeping an inventory of all stewards in the region
 - b. Supporting local executives with Steward Recruitment in the region
 - c. Review and Recommend training for Stewards
 - d. Creating Grievance Inventory Management Practices and tools
 - e. Track Grievance and Issues most popular in the region
2. Develop recruitment drives and communicating with locals the results of these events
3. Be the Centre of Expertise for Representation training in advanced stewards' curriculum and development by
 - a. Being a resource centre for stewards on grievance topics most popular in the region
 - b. Facilitating any training requested or supporting National Union Representatives in delivering training or presentations.
 - c. Using National Union Representatives as technical experts for the committee
4. Provide Regional Council with technical information related to issues taken on by Members

BY-LAWS

ALBERTA NORTHWEST TERRITORIES NUNAVUT REGIONAL COUNCIL

5. The committee shall be guided by CEIU Regulation 14 & Policy 30 and all other directives or instruments affecting representation by CEIU.

MEETINGS

The Steward Network shall meet a minimum of three (3) times per year funded by the region. These meetings will be virtual wherever practical or possible. The order of the first annual meeting of each year shall include a preparing a report for regional council of the state of the steward's network and setting dates and priorities for the remaining meetings and activities.

Director(s) shall be appointed at the first presidents conference following CEIU triennial convention and be for a term until the next CEIU triennial convention. The NVP for the region will solicit interest in advance of such appointment from regional council.

COMPOSITION

The Composition of the Stewards Network Committee shall consist of two (2) Directors and up to three (3) other members from amongst the local's stewards to manage the committee's affairs. All stewards of the region can have membership in this committee at large.

Quorum for committee meetings will be a minimum of the two Directors.

ANN REGULATION #5 REGULATION GOVERNING THE ANN Regional Young Workers Committee

Established April 2022

Mandate

The ANN Regional Young Workers Committee shall:

- a) Adhere to the CEIU National By-Laws, Regulations and Policies, as well as the PSAC Constitution.
- b) Identify young workers in ANN and their issues and rights in the union and the workplace.
- c) Develop a modern communications model/plan to help mobilize and engage young workers
- d) Assist the National Vice-President for ANN with the establishment and promotion of Regional Young Workers' Committees.
- e) Build understanding/solidarity on our common issues as workers, regardless of age or employment status.
- f) Explore, develop and review initiatives directed to promote and support the rights of young workers.
- g) Assist in the development of bargaining demands as they affect young workers.
- h) Make recommendations to the ANN Regional Council on all of the above.

Composition

BY-LAWS

ALBERTA NORTHWEST TERRITORIES NUNAVUT REGIONAL COUNCIL

The ANN Regional Young Workers Committee shall be composed of the Regional Representative for Young Workers as identified in a call out from the National Vice-President(s) for ANN and an Alternate who will serve as Chairperson and Alternate Chairperson.

Any other positions deemed necessary to assist the Committee in their work shall be determined at meetings of the Committee with no more than 4 members from ANN who identify as a Young Worker.

Meetings

The ANN Regional Young Workers Committee shall meet at least 2 times per year funded by the region. These meetings will be virtual wherever practical or possible within the funding provided by Regional Council.

ANN REGULATION #6 GOVERNING THE ANN Regional HR-RR Committee

Established May 2023

Mandate

1) Purpose

The purpose is to speak on behalf of and represent members in Alberta, Northwest Territories and Nunavut on matters relating to the committee mandate.

- 1) To ensure that the union is welcoming, and actively engage in the liberation and inclusion of our members of the designated equity groups.
- 2) To educate our members on issues of human rights and race relations and employment equity in cooperation/collaboration with other committees including but not limited to employment equity
- 3) To engage in activism work that focus on liberation through an intersectional lens to better reflect and represent our members.
- 4) To foster understanding and collective strength by communicating with Locals using media including social media and events.
- 5) To analyze employment equity policies regarding equity deserving issues and advise the region accordingly
- 6) To conduct an annual review of Regional Bylaws and Regulations in respect to equity and report findings to the Regional Bylaws Committee for recommended actions to Regional Council.
- 7) To initiate action on any issues of importance related to equity-deserving members
- 8) To organize and/or support public relations events for Alberta/NWT/Nunavut
- 9) Create forum through which members will be able to raise and discuss issues directly affecting them
- 10) Provide presentations on equity related topics for regional workshops
- 11) Attendance at related courses, seminars and conferences held by CEIU, PSAC, Federation of Labour and Canadian Labour Congress and other related organizations.
- 12) Collaborate with other committees and members on strategies and solidary activities

BY-LAWS

ALBERTA NORTHWEST TERRITORIES NUNAVUT REGIONAL COUNCIL

- 13) Create, share and submit equity focused resolutions for CEIU (Regional and National), PSAC, Federal Labour and Canadian Labour Congress (For example; bylaw 2 – request HRR to have a seat at Regional Council/IE the chair of the committee sits on council instead of section 5).
- 14) Encourage and support locals to include HR and equity as standing agenda items on their LUMCC
- 15) Requesting funding for equity activities including training, workshops, connecting with members and locals.
- 16) Produce and share an annual report in accordance with Bylaw 6 section 4 of the Regional Bylaws
- 17) To collaborate with CEIU Regional locals to provide a means whereby problems common to the locals may be discussed and resolved. (Same as 3+4)
- 18) Give recommendations and advice to the NVP and Regional Council on equity matters
- 19) To secure a healthy and safe workplace free of discrimination and harassment with an emphasis on human rights and full equity protection of members
- 20) Responsible for being aware of training needs and requesting funding from the region and National CEIU or referring the members to PSAC training on an individual basis
- 21) Overseeing, creating, and updating these regulations as needed

Meetings

- 1) The HR-RR Committee shall hold between 2 and 4 meetings minimum per year.
- 2) Agenda and Minutes of all meetings shall be provided to the NVP and Regional Council

Committee Composition

1. Number of members – 6
 - 1) Chair (2 year) - Election on odd year
 - 2) Co-Chair (2 Years) - Election on even year
 - 3) Secretary (2 Years) Election on even year
 - 4) Treasurer (2 Year) even years - Election on odd year
 - 5) Event coordinator (1 year)
 - 6) Communication specialist (1 year)
2. The committee is composed of those who identify as a member of these following designated equity seeking groups:
 - Indigenous
 - Members with Disabilities
 - 2SLGBTQIA+ Members (Including diverse gender identity)
 - Women
 - Black Members
 - Racialized group
3. Term
Elections shall be staggered unless vacancies arise
4. Nominations shall be called for at the first meeting following CEIU Triennial Convention.
 - 1) Candidates may be nominated from the floor

BY-LAWS

ALBERTA NORTHWEST TERRITORIES NUNAVUT REGIONAL COUNCIL

- 2) The candidate(s) with the most votes would be declared elected to fill the number of positions required.
- 3) Members must complete a self-declaration prior to the meeting who identify as a member of these following designated equity seeking groups to attend the meeting:
 - i) Indigenous
 - ii) Members with Disabilities
 - iii) 2SLGBTQIA+ Members (Including diverse gender identity)
 - iv) Women
 - v) Black Members
 - vi) Racialized group