

INDEX - CEIU LOCAL RULES

<u>RULE</u>	<u>TITLE</u>	<u>PAGE</u>
1	NUMBER, NAME AND ESTABLISHMENT	A47
	Section 1 - Number and Name	A47
	Section 2 - Establishment	A47
2	GENERAL PROCEDURES	A47
	Section 1 - Amendments to Rules	A47
	Section 2 - Conflict	A47
3	AIMS AND OBJECTIVES	A47
4	MEMBERSHIP	A47
	Section 1 - Regular Membership	A47
	Section 2 - Other Memberships	A48
5	LOCAL DUES	A48
6	DISCIPLINE	A48
	Section 1 - Authority to Discipline	A48
	Section 2 - Recommendations	A48
	Section 3 - Actions	A48
	Section 4 - Procedures	A48
7	MEETINGS	A49
	Section 1 - General Membership Meetings	A49
	Section 2 - Votes	A49
	Section 3 - Quorum	A49
	Section 4 - Minutes of Executive Meetings	A49
	Section 5 - Contract Ratification Meetings	A49
	Section 6 - Petition for a Meeting	A49
8	ELECTION OF LOCAL EXECUTIVE OFFICERS	A49
	Section 1 - Eligibility	A49
	Section 2 - Administrative Preparations	A50
	Section 3 - Frequency	A50
	Section 4 - Balloting	A50

Appendix "A"

<u>RULE</u>	<u>TITLE</u>	<u>PAGE</u>
8	ELECTION OF LOCAL EXECUTIVE OFFICERS - cont'd	
	Section 5 - Majority	A50
	Section 6 - Destruction of Ballots	A50
	Section 7 - Vacancies	A50
	Section 8 - Notification of Results	A50
	Section 9 - Assumption of Office	A50
	Section 10 - Declaration of Office	A51
	Section 11 - Vacating Positions	A51
9	LOCAL EXECUTIVE	A51
	Section 1 - Composition	A51
	Section 2 - Other Locations	A51
	Section 3 - Ex Officio Members	A51
10	AUTHORITY AND RESPONSIBILITIES OF LOCAL EXECUTIVE	A52
11	DUTIES OF OFFICERS OF THE LOCAL EXECUTIVE	A53
	Section 1 - Local President	A53
	Section 2 - Local Vice-President	A53
	Section 3 - Local Secretary	A54
	Section 4 - Local Treasurer	A54
	Section 5 - Local Secretary-treasurer	A54
12	STEWARDS	A55
	Section 1 - Eligibility	A55
	Section 2 - Conditions	A55
13	FINANCIAL PROCEDURES	A55
	Section 1 - Fiscal year	A55
	Section 2 - Review of Financial Records by Members	A55
	Section 3 - Audits	A55
	Section 4 - Financial Statements	A55
	Section 5 - Signing Officers	A55
	Section 6 - Cheques and Money Orders	A56
	Section 7 - Petty Cash	A56

Appendix "A"

<u>RULE</u>	<u>TITLE</u>	<u>PAGE</u>
	Section 8 - Amount of Expenditures	A56
	Section 9 - Bonding	A56
14	NATIONAL CONVENTION	A56
	Section 1 - Resolutions	A56
	Section 2 - Delegates	A56
	Annex A to Appendix A - Financial Statement "Sample"	A57

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

Section 1 - NUMBER AND NAME

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

Section 2 - ESTABLISHMENT

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

RULE 2 GENERAL PROCEDURES

Section 1 - AMENDMENTS TO RULES

Amendments to these Rules shall be made by the National Convention of the Union under the authority of Section 1 of National By-law 2.

Section 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

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

RULE 4 MEMBERSHIP

Section 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, Section 1.

RULE 4 - Cont'd

Appendix "A"

Section 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-law 5, Sections 2 and 3.

RULE 5 LOCAL DUES

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

Section 1 - AUTHORITY TO DISCIPLINE

This Local union shall have the authority in accordance with National By-law 10, Section 6, to remove from office any Local Officer or Steward for contravening a provision of the Rules of the Local.

Section 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.

Section 3 - ACTIONS

- (a) This Local, having recommended the suspension or expulsion of a member, shall:
 - (i) deny the member union participation in the Local;
 - (ii) within seven (7) days, submit a report, with the rationale and the supporting documents, to the National President.
- (b) This Local, having recommended the removal from office of any officer, shall do so in accordance with National By-law 10, Section 6.

Section 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 10 as well as in the PSAC By-laws and Regulations dealing with discipline.

RULE 7 MEETINGS

Appendix "A"

Section 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.

Section 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.

Section 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.

Section 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.

Section 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 18, Section 7.

Section 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

Section 1 - ELIGIBILITY

- (a) Only members in good standing of this Local may stand for election as officers.
- (a) 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.

RULE 8 - Cont'd

Appendix "A"

Section 2 - ADMINISTRATIVE PREPARATIONS

- (a) 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.
- (b) Notice of such election shall be posted by the Local at least two (2) weeks prior to the date set for conducting the elections.

Section 3 - FREQUENCY

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

Section 4 - BALLOTING

All elections in this Local shall be by secret ballot and decided by simple majority 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.

Section 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.

Section 6 - DESTRUCTION OF BALLOTS

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

Section 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.

Section 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).

Section 9 - ASSUMPTION OF OFFICE

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

RULE 8 - Cont'd

Appendix "A"

Section 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 8, Section 8.

Section 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

Section 1 - COMPOSITION

- (a) 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.
- (b) 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.
- (c) Other officers as deemed appropriate may also be elected or appointed.

Section 2 - OTHER LOCATIONS

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

Section 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

Appendix "A"

The Executive of this Local shall:

- (a) Administer the affairs of the Local between annual meetings of the membership.
- (b) 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.
- (c) Provide for the election/appointment of stewards and govern their activities.
- (d) 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.
- (e) 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.
- (f) 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.
- (g) 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

Appendix "A"

Section 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 7, Section 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.

Section 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.

RULE 11 - cont'd

Appendix "A"

Section 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.

Section 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.

Section 5 - LOCAL SECRETARY-TREASURER

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

RULE 12 STEWARDS

Appendix "A"

Section 1 - ELIGIBILITY

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

Section 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

Section 1 - FISCAL YEAR

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

Section 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.

Section 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.

Section 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.

Section 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.

RULE 13 - Cont'd

Appendix "A"

Section 6 - CHEQUES AND MONEY ORDERS

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

Section 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.

Section 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.

Section 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

Section 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.

Section 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 11, Section 9.

ANNEX 'A' (to Appendix A)

SAMPLE

CANADA EMPLOYMENT AND IMMIGRATION UNION

CEIU LOCAL 00001

FINANCIAL STATEMENT

For the Period 1st January, 2003 to 31st December, 2003

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. 03)

400.00

Closing Balance (31 Dec. 03)

\$ 500.00

Accounts Payable (Breakdown attached)

ANNEX 'A' (to Appendix A) - Cont'd

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>

\$ 500.00

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

NAME AND ADDRESS

BANK ACCOUNT NOS.

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: _____