

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

REGULATIONS

(Revised October 2018)

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CEIU REGULATION NO. 1

Enacted this 6th day of November, 1977

As amended December 14, 1978

June 5, 1979

October 25, 1979

April 16, 1980

October 23, 1981

April 29, 1982

October 29, 1982

November 19, 1987

December 15, 1989

March, 1994

February 1996

February 2017

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

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

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

REGULATION 1

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

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

CEIU REGULATION NO. 2

Enacted this 7th day of November 1977

As amended January 20, 1978

July 21, 1978

April 17, 1980

June 10, 1981

October 25, 1982

October 31, 1984

May 18, 1988

February 1996

December 2016

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

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

1. In the nomination and election of CEIU members as delegates to the PSAC Convention, the principle which will be maintained, unless special circumstances prevent it, is that all geographic areas of each region will be represented by a delegate to the Convention.
2.
 - (a) Based on the latest membership figures available prior to the National Convention, a determination shall be made in accordance with the PSAC Constitution as to the total number of delegates that the Component will be entitled to have at the next PSAC Convention.
 - (b) As the members of the National Executive are automatically delegates to the PSAC Convention, the total number of National Vice-Presidents shall therefore be deducted from the total CEIU entitlement referred to in paragraph (a).
 - (c) Two members of the CEIU National Human Rights/Race Relations Committee shall be afforded accredited delegate status based on gender parity. The total (2) shall be deducted from the total CEIU entitlement as referred to in paragraph (a).
 - (d) In addition, each region shall be entitled to at least one additional delegate, and this group of eight (8) shall also then be deducted from the total CEIU entitlement as referred to in paragraph (a).

REGULATION 2

(e) The remaining entitlement, after the numbers in paragraphs (b), (c) and (d) have been deducted, shall be divided on a pro rata basis amongst all regions and a vote conducted in accordance with Sections 3 and 4 of this regulation.

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

CEIU REGULATION NO. 3

Enacted this 6th day of November 1977

As amended December 12, 1978

June 5, 1979

October 25, 1979

October 23, 1981

April 29, 1982

October 25, 1982

October 28, 1983

November 2, 1984

May 15, 1986

November 19, 1987

May 18, 1988

March 1991

November 1991

March 1994

February 1996

March 2000

October 2000

May 2017

October 2017

October 2018

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

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

1. National Executive

(Excluding National President and National Executive Vice-President)

1.1 CEIU National Convention, CEIU National Executive Meeting and other CEIU union activities:

- Loss of wages - minimum equivalent to PM-2 last increment (Note 1)
- ** - Per Diem at the Treasury Board rate on a workday and \$150.00 on a day of rest
- Lodging (if required): single room OR allowance for non-commercial private accommodation in the amount of \$50.00
- Transportation (at the most economical and practical means)
- Child-care assistance and dependent care

REGULATION 3

2. National President and National Executive Vice-President

2.1 CEIU National Convention

- ** - Per Diem at the Treasury Board rate on a workday and \$150.00 on a day of rest
- Lodging (a suite)
- Transportation (at the most economical and practical means)
- Child-care assistance and dependent care

2.2 CEIU National Executive Meeting

- (a) If in area of residence (Ottawa/Hull) - per diem at the Treasury Board rate on a workday and \$150.00 on a day of rest, plus single room, if required
- (b) If outside area of residence - as per 2.1

2.3 Other CEIU activities

- (a) If in local area of residence (Ottawa/Hull) - at the rates approved by the CEIU National Executive
- (b) If in travel status - as per 2.1, except accommodation is to be private/commercial accommodation, the most economical as possible, the cost of which is to be less than a suite.

3. Union Member other than National Executive

3.1 CEIU National Convention and other CEIU union activities:

- Loss of wages - (Note 1)
- ** - Per Diem at the Treasury Board rate on a workday and \$150.00 on a day of rest
- Lodging (if required): single room OR allowance for non-commercial private accommodation in the amount of \$50.00
- Transportation (at the most economical and practical means)
- Child-care assistance and dependent care

***Effective as of May 2017*

REGULATION 3

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

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

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

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

NOTE 5: If a meal is being provided at a CEIU activity, the appropriate per diem amount as per the Treasury Board rate for that specific meal will be deducted for workdays and for days of rest from the allocated allowance given to the member.

NOTE 6: If a CEIU activity is less than three (3) hours, which includes travel, only half of the day of rest per diem for that day will be reimbursed to the member.

NOTE 7: Any CEIU member who is being reimbursed for attending any meeting of the Union or as a representative of the Union at any meeting, but who fails to attend the meeting will need to report to the respective signing authority before any expenses can or will be reimbursed.

CEIU REGULATION NO. 4

REGULATION GOVERNING GRIEVANCE PROCEDURE OF CEIU EMPLOYEES

Rescinded - June 5, 1979

Now covered in the CEIU/COPE Collective Agreement

CEIU REGULATION NO. 5

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

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

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

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

CEIU REGULATION NO. 6

Enacted this 7th day of November, 1977
As amended October 5, 1978
June 5, 1979
April 29, 1982
October 29, 1982
March 1991
March 2018

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

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

1. NATIONAL PRESIDENT

1.1 Tenure of Office

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

1.2 Entitlement to Pay

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

1.3 Terms and Conditions of Employment

Unless otherwise stated in this Regulation, other terms and conditions of employment that apply to elected members of the Alliance Centre holding positions having equal or greater levels of remuneration shall apply to the CEIU National President. Overtime shall be granted to a maximum amount of \$20,000 per year.

1.4 Pension Contributions

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

1.5 **Additional Benefits**

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

2. **NATIONAL EXECUTIVE VICE-PRESIDENT**

2.1 **Tenure of Office**

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

2.2 **Entitlement to Pay**

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

2.3 **Terms and Conditions of Employment**

Unless otherwise stated in this Regulation, other terms and conditions of employment that apply to elected members of the Alliance Centre holding positions having equal or greater levels of remuneration shall apply to the CEIU National Executive Vice-President. Overtime shall be granted to a maximum amount of \$20,000 per year.

2.4 **Pension Contributions**

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

2.5 **Additional Benefits**

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

CEIU REGULATION NO. 7

Enacted this 7th day of November, 1977

As amended October 28, 1982

March 1991

March 1994

August 2015

November 2015

October 2017

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

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

1. The purpose of this regulation is to authorize the CEIU to reimburse those actual and reasonable expenses, within the limits of the National Joint Council Relocation Directive unless specifically expressed otherwise in this Regulation, incurred by the National President and the National Executive Vice-President, their spouses and dependent members of their families in relocating from one place of residence to another, either at the time of election or at the time of termination of employment as full-time elected National President or National Executive Vice-President.
 - (a) The National President and the National Executive Vice-President of CEIU must work full-time from the National Office located in the greater Ottawa area within three months of being elected or ascending to either position effective immediately.
2.
 - (a) Members who are elected as National President and National Executive Vice-President shall be paid relocation expenses when at the time of election such members are residing outside the greater Ottawa area and must move to the greater Ottawa area.
3. When either the National President or the National Executive Vice-President ceases to be employed as a full-time elected officer for any reason, except misconduct, such member shall be paid relocation expenses provided that:
 - (a) Such member was residing outside the greater Ottawa area at the time of election; and
 - (b) Such member does not accept other employment in the greater Ottawa area after the termination of employment as a full-time elected officer; and

REGULATION 7

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

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

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

CEIU REGULATION NO. 8

Enacted this 7th day of November, 1977
As amended June 5, 1979
October 26, 1982
October 31, 1984
April 1992
October 2018

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

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

REGULATION GOVERNING STAFFING OF THE UNION

It is the policy of CEIU to staff all positions in the Union based on the basic principle of merit. The Union will actively pursue the inclusion of employment equity and anti-discriminatory practices in all of its hiring.

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

1. Temporary

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

2. Indeterminate

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

REGULATION 8

3. Area of Selection

- 3.1 The area of selection will be determined by the National President
- a) In consultation with the National Executive Vice-President for positions in CEIU's National Office; and
 - b) In consultation with the National Executive Vice-President and the appropriate NVP(s) for positions in a regional office.

4. Type of Selection Process

- 4.1 "Closed" means open only to present workers and to workers of the PSAC and other Components within the specified area of selection as outlined above.
- 4.2 "Open" means open to members of COPE, and to members and life members of the CEIU, within the specified areas of selection as outlined above.
- 4.3 "Other" means open to the general public.

5. Composition of Selection Committees

- 5.1 For positions reporting directly to the National President, the Selection Committee will include the National President and two other persons chosen by the National President in consultation with the National Executive Vice-President.
- 5.2 For positions in the National Office reporting to the National Executive Vice-President, the Selection Committee will include the National Executive Vice-President and two other persons chosen by the NEVP in consultation with the National President.
- 5.3 For positions in the Regional Union Offices reporting to the National Executive Vice-President, the Selection Committee will include the National Executive Vice-President, a National Vice-President from the respective region, and one other person chosen by the NEVP in consultation with the National President.

REGULATION 8

6. Expenses of Candidates

6.1 For any CEIU selection processes, reimbursement of any expenses shall be at the discretion of the National President.

7. Appointments

7.1 The National President is authorized to establish the level of the established classification at which the successful applicant will start, as well as the date of commencement of employment.

CEIU REGULATION NO. 9

Enacted this 7th day of November, 1977
As amended October 23, 1980
October 29, 1982
January 23, 1986
February 1996

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

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

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

CEIU REGULATION NO. 10

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

RESCINDED - APRIL 29, 1982

CEIU REGULATION NO. 11

Enacted this 7th day of November, 1977

As amended June 5, 1979

May 15, 1986

October 31, 1986

November 2, 1988

April 1992

November 1992

March 2005

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

REGULATION GOVERNING THE AWARD OF LIFE MEMBERSHIP IN CEIU

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

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

CEIU REGULATION NO. 12

Enacted this 7th day of November, 1977

As amended June 5, 1979

October 31, 1986

March 24, 1987

November 2, 1988

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

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

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

CEIU REGULATION NO. 13

Enacted this 7th day of November, 1977
As amended June 5, 1979
October 31, 1986
March 24, 1987
March 2000
May 2007
October 2018

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

REGULATION GOVERNING AWARDS

1. **CEIU Membership Recognition Certificate**

- 1.1 Eligibility: any member in good standing.
- 1.2 Recommendations for this award shall be made to the Nominations, Elections and Balloting Committee of the Local.
- 1.3 The membership at a Local meeting, by secret ballot and a two-thirds (2/3) majority, shall grant such certificate.
- 1.4 The appropriate award shall be presented to the member concerned by the/a National Vice-President or his/her delegated representative.

2. **CEIU Local Officer Recognition Certificate**

- 2.1 Eligibility: any elected officer or member in an appointed position at any level of the organization, for loyal and faithful service to the CEIU or its predecessor organizations.
- 2.2 Recommendations for this award shall be made to the Nominations, Elections and Balloting Committee of the Local.
- 2.3 The membership at a Local meeting, by secret ballot and a two-thirds (2/3) majority, shall grant such certificate.
- 2.4 The appropriate award shall be presented to the member concerned by the/a National Vice-President or his/her delegated representative.

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3. CEIU Long Service Award

- 3.1 This award shall consist of a certificate and a plaque and shall be presented for loyal and faithful service to the CEIU or its predecessor organizations in excess of 10 years.
- 3.2 Eligibility: any member in good standing, during the period for which the recognition is requested.
- 3.3 Recommendations for this award shall be made to the appropriate National Executive Committee by Chartered Locals or members of the National Executive.
- 3.4 The National Executive, by secret ballot and a two-thirds (2/3) majority, shall grant such CEIU Long Service Award.
- 3.5 The appropriate award shall be presented to the member concerned by the/a National Vice-President or his/her delegated representative.

4. CEIU Certificate of Merit

- 4.1 Eligibility: any member in good standing at any level of the organization who demonstrates loyal and faithful service to the CEIU or its predecessor organizations.
- 4.2 (a) Recommendations for Certificates of Merit shall be made to the appropriate National Executive Committee by Chartered Locals or member of the National Executive.

(b) Recommendations for Certificates of Merit in the case of employees shall be made to the National Executive by the National President.
- 4.3 The National Executive, by secret ballot and a two-thirds (2/3) majority, shall grant such Certificates of Merit.
- 4.4 An appropriate certificate shall be presented to the person concerned by the National President or his/her delegated representative.

5. CEIU Regional Recognition Certificate

- 5.1 Eligibility: any member in the region, in good standing
- 5.2 Recommendations for this award shall be made to the National Vice-President(s) of the region by any member in the region in good standing or by the National Vice-President(s) of the region to its Regional Executive Council.
- 5.3 The Regional Executive Council shall vote by secret ballot with a 2/3 majority to grant such a certificate and/or award.
- 5.4 The appropriate award, consisting of a certificate or symbol, shall be presented to the member concerned by the National Vice-President(s) of the region or by his/her designated representative.
- 5.5 The costs of the award shall be the responsibility of the region granting the award.

CEIU REGULATION NO. 14

Enacted this 7th day of November, 1977

As amended June 5, 1979

April 29, 1982

October 26, 1982

October 31, 1984

November 19, 1987

March 1991

February 1996

March 2011

March 2012

March 2018

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

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

Grievances

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

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

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

REGULATION 14

The national union representation shall be in the form of a qualified union member at the first level of the grievance process.

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

PSST Complaints

13. Subject to paragraph 14 below, the National Union Representatives and/or the Staff Officers of the CEIU and/or any member designated by the CEIU, represent the members within the framework of the PSST complaint procedure. The name of the Canada Employment and Immigration Union is to be written in the space provided on the PSST complaint form for the representative's name.
14. A member may, if he/she so wishes, provide his/her own representation during the PSST complaint process, but the CEIU shall not be responsible for any expenses involved in such representation.
15. CEIU may decide not to represent a member or members in the PSST complaint process, if it is in the best interest of the entire CEIU membership.
16. All complaints filed with the PSST by a NUR or a CEIU service officer shall be entered into the UnionWare database so that statistics may be retrieved automatically by the CEIU National Office. Any point added to these complaints should require an update of the UnionWare database.

REGULATION 15

CEIU REGULATION NO. 15

Enacted this 5th day of June, 1979

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

REGULATION GOVERNING CEIU COLLECTIVE BARGAINING PROCEDURE

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

REGULATION 16

CEIU REGULATION NO. 16

Enacted this 28th day of April, 1983

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

REGULATION GOVERNING CEIU SERVICES IN THE TWO OFFICIAL LANGUAGES

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

CEIU REGULATION NO. 17

Enacted this 24th day of January, 1986
As amended May 15, 1986
March 2006
September 2014

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

REGULATION GOVERNING ASSOCIATE MEMBERSHIP

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

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): _____ (Signed): _____
Associate Member Witness

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

REGULATION 18A

CEIU REGULATION NO. 18A

Enacted this 15th day of May 1986

As amended November 19, 1987

November 2, 1988

March 1991

November 1991

November 1992

November 1993

February 1996

September 1998

March 2000

March 2001

March 2004

September 2004

March 2005

March 2006

January 2008

January 2009

September 2009

March 2010

September 2013

February 2014

December 2016

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

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

◇ FOR REGIONS, FOR WOMEN'S ISSUES, FOR IRCC and FOR IRB ◇

Refer to Regulation 18B for the election of NVP & Alternate NVP for Human Rights

Section 1 - General

Section 2 - National Elections Committee

Section 3 - Preparations

Section 4 - Ontario and Quebec

Section 5 - NCR-

Section 6 - Women's Issues

Section 7 - Ballots

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Section 9 - Results

Section 10 – Regional Nominations and Elections Chair

Section 11 - Local Balloting Committee

Section 12 - Local Balloting Committee Chairperson

Section 13 - Polling Officers

Section 14 - Election Kit

Section 15 – Nullifying of Election

Section 16 – Appeal Procedures

Section 17 – Election to More than One Position

Section 18 – Withdrawal or ineligible candidate(s)

REGULATION 18A

1. General

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

2. National Elections Committee

- 2.1 There shall be a National Elections Committee who shall:
 - (a) consist of a Nominations and Elections Chairperson appointed by the National Executive as per By-Law 12, Section 12.1.1; and
 - (b) consist of no less than two (2) bona fide members appointed by The Nominations and Elections Chairperson
 - (c) be mandated to review decisions made by the Regional Nominations and Elections Chairpersons in regards to appeals or complaints filed against an election result, and to render a decision having regard to the CEIU By-laws and Regulations;
 - (d) communicate primarily by telephone, fax, or other electronic means;
 - (e) ensure that Regional Nominations and Elections Chairpersons are thoroughly familiar with election procedures;
 - (f) authorize the destruction of ballots.

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2.2 The Chairperson of the National Elections Committee shall:

- (a) be known as "The Nominations and Elections Chairperson" referred to in By-law 12.1.1, and whose term of office on the National Elections Committee will be for a period of three (3) years;
- (b) attend the Triennial National Convention.

3. Preparations

3.1 (a) National Office - The National Office shall mail to all Locals a call for elections, and the deadline dates for the receipt of nominations, no later than six (6) months before convention.

(b) The National Office shall inform the Regional Nominations and Elections Chairperson of the locals under trusteeship within his/her Region as well as of the names of the trustees involved.

3.2 Regions - Regional Nominations and Elections Chairpersons shall be appointed in accordance with By-laws 12.3.2, 12.3.3, 12.3.4 and 12.3.5. The role of the Regional Nominations and Elections Chairpersons is outlined in Section 10.1 of this Regulation.

3.3 Locals - The executive of each local shall appoint/elect a "Local Balloting Committee" of at least two (2) members in good standing -- excluding candidates running for the position for which the election is being held -- who shall, from amongst themselves, choose a chairperson. The role of the Local Balloting Committee is outlined in Section 11.1 of this Regulation; the role of the Local Balloting Committee Chairperson is outlined in Section 12.1 of this Regulation. The Regional Nominations and Elections Chairperson shall be made aware of the names of the chairperson and the other members of the Committee.

4. Ontario and Quebec

4.1 In the case of Ontario and Quebec National Vice-Presidents and Alternates, the members will vote for up to the required number of candidates not to exceed the maximum number of positions available.

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- 4.2 The two (2) candidates for National Vice-Presidents who receive the greatest number of the valid votes cast will be considered elected.
- 4.3 Regarding the election of alternates, the two (2) candidates who receive the greatest number of valid votes cast shall be considered elected, and ranked in order of the number of votes received.

5. National Capital Region (NCR)

In the case of the National Capital Region (NCR), there will be three (3) Alternate National Vice-Presidents positions.

6. Women's Issues - Alternate NVPs

- 6.1 In the case of the positions of Alternates to the National Vice-Presidents for Women's Issues, the members vote for up to the required number of candidates, not to exceed the maximum number of positions available.
- 6.2 The two (2) candidates who receive the greatest number of valid votes cast shall be considered elected and be ranked in order of the number of votes received.

7. Ballots

- 7.1 Desk-drop balloting is not permitted and will render the ballots void. Polling stations must be used to give and to receive ballots;
- 7.2 Only ballots where the voter's choice is clear shall be counted. All others will be considered as spoiled ballots.
- 7.3
 - (a) Only members in good standing shall have the right to vote. If a person who is not a member in good standing votes, one (1) vote in favour of each candidate, for each non-member who voted, shall be removed and the balance of the votes counted.
 - (b) If there are more signatures than ballots, no action is required and all ballots will be counted.
 - (c) If the number of ballots exceeds the number of signatures, votes equal to the number of ballots exceeding the number of signatures will be deducted from each candidate and the balance counted.

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

8. Records to Retain by the Regional Nominations and Elections Chairperson

8.1 The signed certified report on the election results, all ballots, photocopies of all membership cards (*original cards need to be sent to the CEIU National Office – see 8.2 below*), the membership validation list and any other list(s) used to enter the names of voters not shown on the membership validation list must be retained, until such time as the election process (which includes the appeal process) has been completed.

8.2 The membership cards completed by members during an election must be photocopied at the time of the counting of the ballots by the Regional Nominations and Elections Chairperson in order that the photocopy is kept as per 8.1 above. The original membership card must be sent to the CEIU National Office Membership Clerk to process immediately.

9. Results

9.1 Local results shall not be released to anyone other than the Regional Nominations and Elections Chairperson.

9.2 Results will not be deemed official until the ballots have been certified by the Regional Nominations and Elections Chairperson.

9.3 Official results shall not be released by anyone other than the Regional Nominations and Elections Chairperson.

10. Regional Nominations and Elections Chairpersons - Role

10.1 The Regional Nominations and Elections Chairperson shall:

- (a) attend the mandatory training on elections procedures;
- (b) receive the names of all nominees;
- (c) issue the call for the establishment of Local Balloting Committees;
- (d) select the election date for their region and advise the Local Balloting Committees of the selected date, as well as advise them to set up their advance polling date(s).

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- (e) set the deadline for the receipt of documents listed in 12.1 (a) of this Regulation;
- (f) ensure the ballots are counted within 2 working days of the date of receipt of the ballot envelopes as established in 12.1(c);
- (g) request that the Regional Union Office prepare election kits to be sent to all Locals in the Region; what is to be contained in the election kits is outlined in Section 14.1 of this Regulation;
- (h) ensure that all locals are aware that they are responsible for sending the election kits to their points-of-service.
- (i) ensure that ballots and documents are kept in a safe place up until and while they are counted and verified;
- (j) ensure that all Local Balloting Committees have sent in the certified report with all necessary documents and all ballots cast;
- (k) at the request of the candidate, allow him/her or his/her scrutineer (one (1) per candidate), to be present during the verification process, with no voice and no right to handle ballots or documents during the count. Questions will be allowed after the ballots for each local has been tallied;
- (l) personally verify the ballot count of each local, make any required corrections, and change the final tally sheet accordingly;
- (m) notify all candidates of the results of the ballot, and forward a certified report with all necessary documents and ballots to their respective Regional Union Office for safekeeping;
- (n) issue the official results of the election as per Section 9.3;
- (o) submit all membership cards to the CEIU National Office Membership Clerk for processing; retain a list of all such cards, by Local;
- (p) retain all ballots until authorized by the National Elections Committee to destroy them;

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- (q) upon confirmation from a candidate in writing of his/her withdrawal before a vote, will notify the Local Balloting Committees to strike, from the ballot, the name of any candidate who withdraws after the ballots have been mailed out.

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

11. Local Balloting Committee - Role

11.1 The Local Balloting Committee shall:

- (a) be responsible for all administrative procedures related to this election process;
- (b) post the list of members in good standing provided in the elections kit; and determines the means by which the balloting shall be conducted within the jurisdiction of the local, taking into consideration geographic and branch offices, etc...-- Desk drop balloting is not permitted, however;
- (c) establish centralized polling stations, and post the election notices:
 - (i) the election date is established by the Regional Nominations and Elections Chairperson;
 - (ii) the advance polling date (or dates) is established by the Local Balloting Committee and must be held within ten (10) working days of the election date, and must be held on a different day of the week than the election date;
- (d) ensure that the election notices are posted 10 working days in advance of the election date, with the date of posting indicated on the poster; the election notices must include the dates, times, and locations of balloting and counting;
- (e) ensure each polling station has a copy of the most current membership validation list of members in good standing who are eligible to vote for each position being elected.
- (f) assign one or more polling officers to be present at all polling stations for the purpose of validating membership entitlement, witnessing member's signature and providing the ballot to vote;

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- (g) ensure all polling officers are familiar with voting procedures as they relate to validation and the requirements for dealing with Rand deductees, transfers and members from other locals outside their jurisdiction who wish to vote;
- (h) pick up all ballot boxes following the close of each polling station;
- (i) act as scrutineers for the local count of all ballots and, at the request of the candidate, allow him/her or his/her scrutineer (one (1) per candidate), to be present during the verification process, with no voice and no right to handle ballots or documents during the count. Simple questions will be allowed after the ballots have been tallied;
- (j) prepare a signed certified report listing all the names of the candidates and the number of votes cast for each. It will also identify the total number of ballots cast and the number of spoiled ballots;

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

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

12. Local Balloting Committee Chairperson - Role

12.1 The Local Balloting Committee Chairperson ensures that

- (a) Each election's envelope (NVP, NVP for women's issues, NVP for IRCC, and NVP for IRB) contains:
 - 1. The signed certified report on the election results;
 - 2. Any and all membership application;
 - 3. All the ballots cast;
 - 4. The membership validation list (this list must validate all ballots cast & included in the envelope);
 - 5. Other list used to enter the names of voters not shown on the membership validation list.
- (b)
 - 1. Seal the initial envelope
 - 2. Place this in a second envelope
 - 3. Affix to it the self-adhesive label marked "BALLOTS"

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- (c) Immediately then send it to the appropriate Nominations and Elections Chairperson. The envelope must be received by the appropriate Nominations and Elections Chairperson by no later than the specified deadline date in order to be accepted.

13. Polling Officers - Role

13.1 Election station polling officers shall:

- (a) ensure that each member who votes is a member in good standing by checking his/her name against the membership validation list of members in good standing provided by the Local Balloting Committee;
- (b) if the member's name is on the membership validation list, allow the member to vote once the member has signed his/her name on the membership validation list, and been given a ballot which he/she will place in the ballot box once his/her selection has been made;
- (c) If the member's name is not on the membership validation list, allow the member to vote:
 - only upon the completion and signing of a PSAC membership application card; and
 - only after the voter's name is entered on the form titled '*Member not listed on the Membership Validation List*'; and which the member must sign.

The member can then be given a ballot which he/she will place in the ballot box once his/her selection has been made.

- (d) If there are no original PSAC membership cards available at the time of the election, photocopies of a PSAC membership card can be used, however, you must ensure that the member fills out and signs the card in coloured ink (but not in black or in pencil). PSAC will not accept a photocopied membership card if it cannot be shown that the photocopied card is indeed an original card, which was filled out and signed by the member. So use coloured ink, other than black. Do not use a pencil.

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- (e) If more than one election is being held at the same time, ensure that the member signs his/her name on each of the membership validation lists.

Should his/her name not be on the membership validation lists ensure that his/her name is added to the form titled "*Member not listed on the Membership Validation List*" (one form is needed for each election being held). Before any of these elections starts, the Local Balloting Committee needs to ensure that a membership card is stapled to (one or two photocopied blank card – depending on the amount of elections being held) so that the member fills out one original membership card, signs the card, and then signs the amount of copies stapled to the original membership card which corresponds to the amount of elections being held. Once completed, the Local Balloting Committee would sign the copy(ies) signed by the member to show that the signed blank card(s) is a certified copy of a membership card already signed by that member for another vote that was held on the same day

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

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

14. Election Kit

14.1 The election kit shall include the following:

- (a) Election ballots sufficient for all members to exercise their right to vote. Each ballot shall bear the names of all candidates.
- (b) The résumé of each candidate with a maximum of one hundred and fifty (150) words. *Note:* Only resumes received prior to the deadline date will be included in the election kit.

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- (c) A copy of CEIU Regulation No. 18A entitled *"Regulation Governing the Administration Procedures for Election of National Vice-Presidents and Alternates – for Regions, for Women's Issues, for IRCC, and for IRB"*.
- (d) A supply of blank membership application cards.
- (e) A copy of the membership validation list, with the members' full status which shall be used to verify membership eligibility to vote and as a record of ballots cast. A separate membership validation list shall be sent for each election being conducted. The membership validation list, provided with a space for each member to sign, shall be provided by the National Office at least twenty (20) working days in advance of the election call.
- (f) A blank form titled *'Member not listed on the Membership Validation List'* for entry of the names of those members who are not on the membership validation list.
- (g) A self-adhesive sticker marked "BALLOTS" to be placed on the envelope addressed to the Regional Nominations and Elections Chairperson.

15. Nullifying of Election

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

16. Appeal Procedures

- 16.1 Candidates or Local Balloting Committee Chairpersons may file an appeal against the results of an election under By-law 12, sections 12.3.2, 12.3.3, 12.3.4 and 12.3.5 in the following manner:
 - (a) Provide a written appeal with supporting documentation to the appropriate Nominations and Elections Chairperson no later than fourteen (14) working days of the release of the election results. The Regional Nominations and Elections Chairperson shall render a decision within seven (7) working days of receipt of the appeal.

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- (b) Upon rendering a decision, the Regional Nominations and Elections Chairperson shall forward the decision to the complainant and send a copy of the response to the National Elections Chairperson for his/her file.
- (c) Should the complainant disagree with the decision made by the Regional Nominations and Elections Chairperson, he/she may appeal the decision to the National Elections Chairperson within ten (10) working days of receipt of the decision of the Regional Nominations and Elections Chairperson.
- (d) The National Elections Chairperson shall then render a decision within fourteen (14) working days of receipt of the decision of the Regional Nominations and Elections Chairperson which was appealed by the complainant.
- (e) Should the complainant disagree with the decision of the National Elections Chairperson, he/she shall convey their disagreement with the decision within ten (10) working days of receiving the decision. The complainant can then appeal the decision to the CEIU Triennial Convention, however, the appeal and its supporting document must be sent in writing to the CEIU National President by no later than ten (10) working days prior to the opening of Convention.

17. Election to More Than One Position

- 17.1 Once a candidate is declared elected to more than one NVP position, and the appeal period for the latter position has elapsed, the candidate shall have five (5) working days from that date to accept one of the positions.
- 17.2 Once the candidate has accepted one of the position(s) to which he/she was declared elected, the other position for which he/she was declared elected would automatically go to the next candidate with the highest number of votes.

18. Withdrawal or ineligible candidate(s)

- 18.1 If a candidate withdraws or becomes an ineligible candidate (*ex: no longer a member in good standing*), after the vote has taken place or when the ballots have already been printed and mailed out, the votes cast for the candidate shall be counted and entered on the official election returns in the same manner as for the other candidates.

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- 18.2 Should that candidate receive the required votes to be elected, the resulting vacancy would automatically go to the next candidate with the highest number of votes.
- 18.3 Should that candidate and another candidate tie for the most votes in an election in which a plurality vote is sufficient for election, the other candidate is considered to be elected.
- 18.4 Should more than one other candidate is tied with the candidate that has withdrawn or became an ineligible candidate, the winner of the election shall be determined by resolving the tie between the other candidates in the regular manner for resolving a tie vote in the election, which would require another election.

CEIU REGULATION NO. 18B

Enacted this 30th day of September, 2004
As amended March 2006
As amended May 2007
As amended February 2014

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

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

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

1. AUTHORITY

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

2. NATIONAL NOMINATIONS AND ELECTIONS CHAIRPERSON FOR HUMAN RIGHTS

2.1 Appointment

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

2.2 Role

The National Nominations and Elections Chairperson for Human Rights shall:

2.2.1 Receive the names of all nominees.

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

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

3. ADMINISTRATION

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

- 3.1 Establish a list of self-identified members in good standing. The list of self-identified members on file at the time of the deadline date for nominations will be the master list used for the election.

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

4. ELECTION KIT

The election kit shall include the following:

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

5. THE ELECTION

- 5.1 The voting shall be by secret ballot.

REGULATION 18B

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

6. RESULTS

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

7. RECORDS TO RETAIN

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

8. NULLIFYING OF ELECTION

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

9. APPEAL RIGHTS

- 9.1 Candidates may file an appeal against the results of an election under By-law 12.3.6 in the following manner:
 - (a) Provide a written appeal with supporting documentation to the National Elections Chairperson for Human Rights no later than fourteen (14) working days of the release of the election results. The National Elections Chairperson for Human Rights shall render a decision within seven (7) working days of receipt of the appeal.

REGULATION 18B

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

10. Election to More Than One Position

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

11. Candidate Withdrawals

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

CEIU REGULATION NO. 19

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

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

REGULATION GOVERNING THE TRUSTEESHIP OF LOCALS

1. **Recommendations for Trusteeship**

(a) All recommendations for trusteeship must be signed by a/the regional NVP.

1.2 All recommendations must be accompanied by full particulars of how the local has violated the By-Laws, details of efforts made to rectify the situation prior to the recommendation and evidence that the local has been notified of the proposed recommendation for trusteeship.

1.3 All recommendations and supporting documentation will be sent to the By-Laws Committee for a determination that sufficient documentation has been provided so as to allow reasoned deliberations and decision by the National Executive.

2. **Trusteeship Approved**

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

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

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

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

REGULATION 19

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

CEIU REGULATION NO. 20

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

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

**REGULATION GOVERNING THE ESTABLISHMENT OF
REGIONAL ORGANIZATIONS**

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

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

REGULATION 20

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

CEIU REGULATION NO. 21

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

RESCINDED - MARCH, 2003

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

CEIU REGULATION NO. 22

(This regulation replaces Appendix "A" – Local Rules which was found in the CEIU By-Laws prior to the 2014 CEIU Convention)

September 2014

November 2015

October 2018

REGULATION GOVERNING THE LOCAL BY-LAWS

The By-Laws for all chartered Locals shall be as prescribed hereunder, pursuant to National By-Law 8.5.1. Each Local must add their Local number and Local name, where appropriate.

**LOCAL BY-LAW 1
NUMBER, NAME AND ESTABLISHMENT**

1.1 - NUMBER AND NAME

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

1.2 - ESTABLISHMENT

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

**LOCAL BY-LAW 2
GENERAL PROCEDURES**

2.1 - CONFLICT

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

**LOCAL BY-LAW 3
AIMS AND OBJECTIVES**

3.1 - AIMS AND OBJECTIVES

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

**LOCAL BY-LAW 4
MEMBERSHIP**

4.1 - 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.

4.2 - OTHER MEMBERSHIPS

This Local may nominate candidates for either, 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.

This Local may nominate candidates for Associate Membership which must be approved by the CEIU National President and the National Vice-President(s) of the region concerned.

**LOCAL BY-LAW 5
LOCAL DUES**

5.1 – 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.

**LOCAL BY-LAW 6
DISCIPLINE**

6.1 – REMOVAL FROM OFFICE

Any Local Officer can be removed from office if they have been found guilty of an offense listed in Section 25, Sub-Section (5) of the PSAC Constitution and if due process as outlined in PSAC Regulation 19 has been followed.

6.2 – SUSPENSION OR EXPULSION

The members of this Local may recommend suspensions or expulsion from membership of any member for causes listed in Section 25, Sub-Section (5) of the PSAC Constitution.

6.3 – DUE PROCESS

In both cases above, due process must be followed as outlined in Regulation 19 of the PSAC Constitution.

**LOCAL BY-LAW 7
MEETINGS**

7.1 - 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, the Regional Union Office and the National Office. The date, place and time of such meeting shall be notified to all members of the Local not less than ten (10) working days in advance. If and when required, members may participate remotely.

7.2 - 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 as per the National By-Law 18.4.

7.3 - 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 By-Laws.

REGULATION 22

7.4 - 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.

7.5 - 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 18.7.

7.6 - 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.

LOCAL BY-LAW 8 ELECTION OF LOCAL EXECUTIVE OFFICERS

8.1 - ELIGIBILITY

- 8.1.1 Only members in good standing of this Local may stand for election as officers.
- 8.1.2 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.

8.2 - ADMINISTRATIVE PREPARATIONS

- 8.2.1 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.

REGULATION 22

8.2.2 Notice of such election shall be posted by the Local at least 10 working days prior to the date set for conducting the elections.

8.3 - FREQUENCY

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

8.4 - BALLOTING

All elections in this Local shall be decided by a majority representing more than half of the total votes cast by members in good standing of this Local at a general meeting. Spoiled ballots shall not be counted in the total number of votes cast as per the National By-Law 18.6.

8.5 - 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.

8.6 - DESTRUCTION OF BALLOTS

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

8.7 - 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 but no longer than within a two month period, call an election for the purpose of filling the vacancy. In the interim, the executive may appoint a member of the executive to fill the vacancy. Should there be no Executive member available to fill the vacancy, a member in good standing of the said local can be appointed until such time as an election can be held.

REGULATION 22

8.8 - 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, the National Vice-President(s), that National Office and a notice to the Employer.

8.9 - ASSUMPTION OF OFFICE

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

8.10 - DECLARATION OF OFFICE

The Declaration Office shall be administered to all officers of this Local as soon as possible following their election. A Declaration of Office Form is attached as Appendix "B" to Regulation 22. 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 Local By-Law 8.8.

8.11 - VACATING POSITIONS

On vacating their positions, officers and stewards of this Local shall immediately or within no more than 10 working days, deliver to their successors all documents, monies, or other properties of this Local.

LOCAL BY-LAW 9 LOCAL EXECUTIVE

9.1 - COMPOSITION

- 9.1.1 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.
- 9.1.2 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.
- 9.1.3 Other officers as deemed appropriate may also be elected or appointed.

REGULATION 22

9.2 - OTHER LOCATIONS

Each location within this Local is entitled to an officer position on the Local Executive.

9.3 - 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.

LOCAL BY-LAW 10 AUTHORITY AND RESPONSIBILITIES OF LOCAL EXECUTIVE

The Executive of this Local shall:

- 10.1 Administer the affairs of the Local between annual meetings of the membership.
- 10.2 Establish a Local Balloting Committee and establish other committees as necessary to assist the Executive in the discharge of its responsibilities to the membership (ex: Health and Safety, Women's, Collective Bargaining Committees). The President of this Local shall be an ex officio a member of any committee so established.
- 10.3 Provide for the election/appointment of stewards and govern their activities.
- 10.4 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.
- 10.5 Hold regular meetings to conduct the business of the Local. A minimum of four (4) 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.

REGULATION 22

- 10.6 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 Local By-Laws, 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 Local By-Laws 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.
- 10.7 On a regular basis throughout its term of office, provide information in writing to keep all members informed on matters affecting the Local.

LOCAL BY-LAW 11 DUTIES OF OFFICERS OF THE LOCAL EXECUTIVE

11.1 - 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) clarify the Local's regulations and seek the National Vice-President's understanding of these Local By-Laws. Only the National President can interpret the By-laws, Regulations and Policies of this Union;
- (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 Local By-Law 7.1;
- (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;

REGULATION 22

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

11.2 - 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.

11.3 - LOCAL SECRETARY

The Secretary of this Local shall:

- (a) be responsible for recording and distributing in a timely fashion and, in accordance with Local By-Law 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.

11.4 - 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;

REGULATION 22

- (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 reviewed annual financial statement, as per Local By-Law 13.4, 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 Local By-Law 13.

11.5 - LOCAL SECRETARY-TREASURER

If the positions of Secretary and Treasurer are combined (i.e. Secretary-Treasurer) then the duties outlined in Local By-Laws 11.3 and By-Law 11.4 shall also be combined.

LOCAL BY-LAW 12 STEWARDS

12.1 - ELIGIBILITY

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

12.2 - 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.

LOCAL BY-LAW 13 FINANCIAL PROCEDURES

13.1 - FISCAL YEAR

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

13.2 - 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.

13.3 – FINANCIAL REVIEW

This Local's Executive shall, one (1) month prior to the annual general meeting, appoint a member of the local to do a financial review of the Local's records. If no member of the local is available, a member of the region can be appointed. A report in writing to the Local Executive shall be made one (1) week prior to the date set for the said meeting.

13.4 - FINANCIAL STATEMENTS

This Local shall produce an annual reviewed financial statement. The reviewed financial statement shall be sent, in a format as prescribed in Appendix "A" of these Local By-Laws, 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.

13.5 - 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.

13.6 - CHEQUES AND MONEY ORDERS

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

13.7 - 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.

13.8 - 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.

**LOCAL BY-LAW 14
NATIONAL CONVENTION**

14.1 - 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.

14.2 - 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 11.9

CEIU Local XXXXX
Annual Financial Statement
January 1, **** - December 31, ****

Books Balance January 1, ****

Chequing/Savings		
Chequing	0.00	
Savings	0.00	
GICs	0.00	
Petty cash	<u>0.00</u>	
Total Chequing/Savings		0.00

Income & Expenses from January 1, ** - December 31, ******

Income		
Interest Income	0.00	
CEIU Membership Dues	0.00	
Internet Subsidy	0.00	
Labour Council Affiliation Dues Subsidy	<u>0.00</u>	
Total Income		0.00

Expense		
Bank Charges	0.00	
Meetings	0.00	
Condolences	0.00	
Postage	0.00	
Training	0.00	
Administration costs	0.00	
Women's committee	0.00	
Social Committee	0.00	
Internet	0.00	
Labour Affiliation Dues	0.00	
Misc expenses	<u>0.00</u>	
Total Expense		0.00

Income less Expenses 0.00

Book Balance December 31, **** 0.00

Bank Balance December 31, ****

Chequing/Savings		
Chequing	0.00	
Savings	0.00	
GICs	0.00	
Petty cash	<u>0.00</u>	
Total Chequing/Savings		<u>0.00</u>

Difference: 0.00

We hereby certify that this reviewed financial statement has been approved by the general membership of this local and place our signatures as follows:

Date: _____ Date: _____

Name: _____ Name: _____

Signature: _____ Signature: _____

Position: _____ Position: _____
(president or vice-president) (secretary or treasurer)

Reviewed by:

Name: _____

Signature: _____

Email address: _____

Phone number: _____

CEIU DECLARATION OF OFFICE

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) : _____ (Signed) : _____
Elected Officer Witness

Dated in _____ on the ____ day of _____.

CEIU REGULATION NO. 23

Enacted this 7th day of February 2017

REGULATION GOVERNING THE NATIONAL WOMEN'S COMMITTEE

1. Mandate

The National Women's Committee shall:

- a) Assist the National Vice-Presidents for Women with the establishment of Regional Women's Committees;
- b) Explore, develop and review initiatives directed to promote and support the rights of women;
- c) Review policies of the Union and Departments;
- d) Represent and respond to concerns relating to women's issues;
- e) Monitor and evaluate the progress of the Canada Employment and Immigration Union as a union and as an employer on women's issues;
- f) Make recommendations to the National Executive and provide resolutions to Convention on all of the above.

2. The Committee

(a) The Composition

The Committee is composed of the National Vice-Presidents for Women's Issues and the Chairperson of each of CEIU's Regional Women's Committee.

- (i) Where a region does not have a Regional Women's Committee, the National Vice President for Women in consultation with the NVP(s) for the region will appoint a regional representative for women.
- (ii) On the date of her appointment, a regional representative for women becomes a member of the National Women's Committee.
- (iii) The principal responsibility of a regional representative for women is to assist with setting-up a Regional Women's Committee for her region.

REGULATION 23

- (iv) The appointment of a regional representative for women ends once a Regional Women's Committee has been set-up and the committee has chosen its chairperson.
 - (v) In the event that attempts to set-up a Regional Women's Committee have been unsuccessful, the NVP for Women in consultation with the NVP(s) for the region and the members of the National Women's Committee may rescind the appointment of the regional representative for women.
- (b) The Co-Chairpersons of the National Women's Committee shall be the National Vice-Presidents for Women.
3. Meetings
- (a) Meetings of the National Women's Committee shall be held at least twice a year, in person or by other means, and shall occur in a timely manner prior to the Union's National Executive meetings.
 - (b) The NVPs for Women shall report to the National Executive on behalf of the National Women's Committee:
 - (i) the Committee's activities;
 - (ii) its recommendations; and,
 - (iii) other matters when deemed appropriate by the committee or the National Executive.

CEIU REGULATION NO. 24

Enacted this 16th day of March 2018

REGULATION GOVERNING THE NATIONAL YOUNG WORKERS' COMMITTEE

1.Mandate

The National Young Workers Committee shall:

- a) Adhere to the CEIU National By-Laws, Regulations and Policies, as well as the PSAC Constitution.
- b) Identify young worker issues and rights in the union and the workplace.
- c) Develop a modern communications model/plan to help mobilize and engage young workers.
- d) Build and strengthen the relationship and involvement of young workers with CEIU.
- e) Assist the National Vice-President(s) for the regions with the establishment and promotion of Regional Young Workers' Committees.
- f) Build understanding/solidarity on our common issues as workers, regardless of age or employment status.
- g) Explore, develop and review initiatives directed to promote and support the rights of young workers.
- h) Assist in the development of bargaining demands as they affect young workers.
- i) Promote the fair and equitable participation and access of young workers at all levels of the union, including any campaign and/or activities as they relate to young workers.
- j) Forge links with other union works/coalitions partners within the community.
- k) Make recommendations to the National Executive and provide resolutions to convention on all of the above.

REGULATION 24

4. (a) The Composition

The Committee is composed of one young worker, or their identified alternate, per CEIU region, as identified in the CEIU By-Laws.

The co-chairpersons of the National Young Workers' Committee shall be selected at the first meeting following each convention.

- (b) The Co-Chairpersons of the National Young Workers' Committee shall be elected at the 1st meeting.

5. Meetings

- (a) Meetings of the National Young Workers' Committee shall be held, in person, at least once a year, with the option of additional meetings via other modes of communications.

- (b) Each member of the National Young Workers' Committee shall report back to their region following each in person meeting, as well as to the CEIU Convention.

- (c) The National President and/or the National Executive Vice-President (NEVP) are ex officio members of the committee.

- (d) The National President or the National Executive Vice-President shall report to the National Executive on behalf of the National Young Workers' Committee:

- (i) the Committee's activities;
- (ii) its recommendations; and,
- (iii) other matters when deemed appropriate by the committee or the National Executive.

- (e) All CEIU members who qualify as young workers, or by invitation of the committee, are welcome to attend meetings as observers.