

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

REGULATIONS

(Revised APRIL 2021)

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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

September 2019

April 2021

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 & PSAC CONFERENCES**

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 membership figures used by PSAC for their Triennial 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).

REGULATION 2

- (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).
 - (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 CEIU National Office, care of the National Nominations and Elections Chairperson no later than one (1) month prior to the opening of the CEIU Triennial National Convention.
 4. Nominations that have not been confirmed by the National Office as received by the deadline date will not be accepted. As stated on the nomination form, it is the responsibility of the member to ensure that their nomination has been received.
 5. 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.
 6. 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.
 7. 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.
 8. 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.
 9. 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.

REGULATION 2

PSAC NATIONAL HEALTH & SAFETY CONFERENCE

The National Vice-Presidents that are co-chairs on the National Policy Health and Safety Consultation Committee are to be selected as delegates to the PSAC National Health and Safety Conference.

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. 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
April 2021

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.

3. TRANSITION PERIOD

- 3.1 There shall be a transition period made available to the National President and/or National Executive Vice-President should one or both not be re-elected to their position.
- 3.2 The transition period will be for a minimum of two (2) weeks to a maximum of one (1) month immediately after each CEIU Convention to allow for the continuity of the work of these elected officials.
- 3.3 The transition period is not mandatory should a previous National President or National Executive Vice-President not wish to stay for the transition period.
- 3.4 During the transition period, if one or both elect to stay on for the minimum or maximum time allowed, they would receive the same salary as when they were in their position of National President or National Executive Vice-President during this period.

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

April 2019

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.
- 3.2 The choice of an area of selection will take into consideration the anticipated pool of candidates and the cost of the staffing process.

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. 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

March 2021

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 in good standing, or any retired CEIU member who was a member in good standing at the time of their retirement 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 or held membership prior to their retirement.
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 good standing, or members who were members in good standing prior to their retirement, 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 By-Laws.
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.

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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.
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.

Note: The prescribed form as indicated in #3 can be found on the next page

APPLICATION FOR LIFE MEMBERSHIP CANADA EMPLOYMENT & IMMIGRATION UNION (CEIU)

1. Name of the Nominee:

2. Address of the Nominee:

3. Local(s) to which Nominee belongs or belonged:

4. Record in chronological order the nominee's activities directly related to their membership in CEIU or its predecessor organizations:

OFFICE OR ACTIVITY	DATES FROM – TO	ELECTED OR APPOINTED

5. Outline in a specific fashion those activities listed above that are considered to be outstanding contributions to CEIU or its predecessor organizations. Indicate period of time during which each outstanding contribution was made: *(please use a separate sheet if required, and attached to this form)*

6. Give reasons why each activity is considered outstanding: *(please use a separate sheet if required, and attached to this form)*

7. Name of the sponsoring body: *Nominations for Life Membership in CEIU may be made by any chartered Local – with the endorsement of the Presidents' Conference – or by any member of the National Executive.*

8. If the sponsor is a Local, please **ATTACH A COPY OF THE RESOLUTION** that was passed by the Local and have it certified by the Local's signing officer(s) as well as certified by the National Vice-President in attendance at the Presidents' Conference where the resolution was adopted.

Signature of Local Officer: _____

Signature of Local Officer: _____

Endorsed at a Presidents' Conference: _____
Signature of National Vice-President

9. Name and title of person submitting this application:

10. Personal email address of person submitting this application:

Signature of person submitting this application

Date of application

Send completed application form to:
National President, 275 Slater Street, Suite 1204 Ottawa, Ontario K1P 5H9
2017 CEIU Regulations

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
April 2019

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

REGULATION GOVERNING AWARDS

1. **CEIU Local Membership Recognition Certificate**
 - 1.1 Eligibility: any member in good standing or any elected officer or member in an appointed position at any level of the organization.
 - 1.2 Any local or NVP can request a membership recognition certification from the National Office, which will be signed by the National President and sent out to the Local or NVP to present to the member.

2. **CEIU National Recognition Certificate**
 - 2.1 Eligibility: any member in good standing at any level of the organization or any CEIU employee who demonstrates loyal and faithful service to the CEIU or its predecessor organizations.
 - 2.2 Recommendations for this award shall be made to the appropriate National Executive Committee by Chartered Locals or members of the National Executive.
 - 2.3 The National Executive, by secret ballot and a two-thirds (2/3) majority, shall grant such certificate.
 - 2.4 The certificate shall be presented to the person concerned by the National President or his/her delegated representative.

REGULATION 13

3. CEIU Regional Recognition Certificate

- 3.1 Eligibility: any member in the region, in good standing
- 3.2 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.
- 3.3 The Regional Executive Council shall vote by secret ballot with a 2/3 majority to grant such a certificate and/or award.
- 3.4 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.
- 3.5 The costs of the award shall be the responsibility of the region granting the award.

4. CEIU Long Service Award

- 4.1 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.
- 4.2 Eligibility: any member in good standing, during the period for which the recognition is requested.
- 4.3 Recommendations for this award shall be made to the appropriate National Executive Committee by Chartered Locals or members of the National Executive.
- 4.4 The National Executive, by secret ballot and a two-thirds (2/3) majority, shall grant such CEIU Long Service Award.
- 4.5 The appropriate award shall be presented to the member concerned by the/a National Vice-President or his/her delegated representative.

CEIU REGULATION NO. 14

Enacted this 7th day of November, 1977

As amended June 5, 1979

April 29, 1982

October 26, 1982

October 31, 1984

November 19, 1987

March 1991

February 1996

March 2011

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.

REGULATION 14

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____

CEIU REGULATION NO. 18

Enacted this 21st day of September 2019

This Regulation replaces Regulation 18A and Regulation 18B

Pursuant to By-law 12.3.2, 12.3.3, 12.3.4, 12.3.5 and 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 THE
NOMINATIONS AND ELECTIONS OF
NATIONAL VICE-PRESIDENTS & ALTERNATES NATIONAL VICE-PRESIDENTS
REGIONS/HUMAN RIGHTS/WOMEN'S ISSUES/IRCC/IRB**

<p><i>Section 1 - General</i></p> <p><i>Section 2 - National Nominations and Elections Chairperson</i></p> <p><i>Section 3 - Local Election Chair</i></p> <p><i>Section 4 - Call for Nominations / Candidates Resumes</i></p> <p><i>Section 5 - Election Call / Electronic Voting</i></p> <p><i>Section 6 - Ontario and Quebec NVPs & A/NVPs</i></p> <p><i>Section 7 - NCR A/NVPs</i></p> <p><i>Section 8 - Women Issues – A/NVPs</i></p> <p><i>Section 9 - Results</i></p> <p><i>Section 10 – Withdrawal of a Candidate / Ineligible Candidate</i></p> <p><i>Section 11 – Election to more than One (1) Position</i></p> <p><i>Section 12 – Appeal Procedures</i></p>

1. General

1.1 All elections of National Vice-Presidents (NVP) and Alternate National Vice-President (A/NVP) shall be held in accordance with the appropriate sections of By-law 12.

2. National Nominations and Elections Chairperson

2.1 There shall be a National Nominations and Elections Chairperson appointed by the National Executive as per By-Law 12, Section 12.1.1.

2.2 The Chairperson is mandated to receive, and review appeals, or complaints filed against an election result, and to render a decision having regards to the CEIU By-laws and Regulations.

REGULATION 18

- 2.3 The Chairperson will communicate primarily by telephone, by email or by other electronic means for the NVPs and A/NVP elections.
- 2.4 The National Office shall inform the Nominations and Elections Chairperson of any locals under trusteeship as well as of the name(s) of the trustee(s) involved.
- 2.5 The Chairperson will be advised of the results of the election(s).
- 2.6 The Chairperson will attend the Triennial National Convention.

3. Local Election Chair

- 3.1 Each Local shall appoint/elect a Local Election Chair.
- 3.2 The Local Election Chair must be a member in good standing of the Local.
- 3.3 Any candidate(s) running for the position for which the election is being held cannot be appointed/elected as the Local Election Chair.
- 3.4 The role of the Local Election Chair is to ensure that the call for any NVP or A/NVP elections is posted on the Local's union bulletin board – 15 days prior to the 1st day of the election - and communicated by any other means of communications.
- 3.5 The Local Election Chair shall ensure that members of their local are made aware of all calls for nominations/elections to ensure the full participation of their members.
- 3.6 The Local Election Chair will be the contact person between the Local and the National Office during the call for elections/nominations.

4. Call for Nominations/Candidates resumes

- 4.1 A Call for Nominations for NVP and A/NVP position(s) shall be sent out by the National Office to the respective Local Executives and the respective Local Election Chair(s).
- 4.2 The Call for Nominations must specify the deadline date for the receipt of nominations and shall provide a period of a minimum of two (2) weeks to a maximum of four (4) weeks for the receipt of nominations.

REGULATION 18

- 4.3 Each candidate may forward with their nomination form, or prior to the deadline date for the receipt of nominations, a maximum 300-word resume. If needed, the resume would be translated by the National Office, but the 300-word count would be counted from the language in which the resume was submitted (*ex: English version submitted counted 300 words but when translated the French version counts 330 words*). The resume will be included with the Election Call. Any resumes with more than 300 words will be cut at that number by the National Office.
- 4.4 Resumes can include a picture and will not be counted as part of the 300-word count.
- 4.5 Resumes received after the deadline date for the receipt of nominations will not be included in the Election Call.

5. Election Call/Electronic Voting

- 5.1 If more than one (1) nomination is received for any position, an Election Call will be prepared by the National Office.
- 5.2 The Election Call will list the names of each candidate running for the position, the dates of the electronic voting period and will include a copy of all resumes received by the deadline date for the receipt of nominations.
- 5.3 The Election Call will be sent out by the company selected by the National Office to do the electronic vote and each eligible member will be provided with a personal ID number, allowing the member to vote electronically.
- 5.4 The Election Call shall be sent to all members in good standing who are eligible to vote in the respective election(s). It will be sent to the member's personal email address listed in the membership database. Members with no personal email address in the membership database will not receive the Election Call.
- 5.5 Eligible members can provide a personal email address prior to or during the electronic voting period. The National Office will verify that the member is a member in good standing and eligible to vote in that election and once confirmed, the member shall be sent the Election Call, allowing the member to vote.
- 5.6 The electronic voting period for members to vote will be made available for a minimum of one (1) week up to a maximum of two (2) weeks. A member can vote anytime during the electronic voting period.

REGULATION 18

- 5.7 An email address and a telephone number shall be made available during the electronic voting period for members to contact if they have questions.
- 5.8 It is the responsibility of the member to contact the National Office and/or the respective Local Election Chair in order to provide a personal email address so that they may vote in an election for which the member is entitled. CEIU will not be held responsible for any member not given the chance to vote because of the use of electronic voting if a personal email address is not provided.

6. Ontario and Quebec NVPs and Alternate NVPs

- 6.1 In the case of the Ontario and Quebec National Vice-Presidents and Alternates positions, the members will vote for up to the required number of candidates not to exceed the maximum number of positions available.
- 6.2 The two (2) candidates for National Vice-Presidents for each of these regions who receive the greatest number of the valid votes cast will be considered elected and ranked in order of the number of votes received.
- 6.3 The two (2) candidates for Alternate National Vice-Presidents for each of these regions who receive the greatest number of valid votes cast shall be considered elected and ranked in order of the number of votes received.

7. National Capital Region (NCR) – Alternate NVPs

- 7.1 For the National Capital Region (NCR), there will be three (3) Alternate National Vice-Presidents positions.
- 7.2 The three (3) Alternate National Vice-Presidents who receive the greatest number of the valid votes cast will be considered elected and ranked in order of the number of votes received

8. Women's Issues - Alternate NVPs

- 8.1 In the case of the positions of Alternates to the National Vice-Presidents for Women's Issues, the members will vote for up to the required number of candidates, not to exceed the maximum number of positions available.
- 8.2 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.

REGULATION 18

9. Results

- 9.1 Once the election voting period has ended the results will be sent to the National Office by the company doing the electronic vote.
- 9.2 The National Nominations and Election Chairperson will be advised of the results by the National Office.
- 9.3 The National Office will then advise the candidate(s) and the respective region(s) of the official results.

10. Withdrawal of a Candidate / Ineligible Candidate(s)

- 10.1 If a candidate withdraws or becomes an ineligible candidate (*ex: no longer a member in good standing*), once the electronic voting period is underway, the votes cast for the candidate shall be counted and entered on the official election results in the same manner as for the other candidates.
- 10.2 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.
- 10.3 Should that candidate and another candidate tie for the most votes in an election due to the plurality vote, the other candidate is therefore considered to be elected.
- 10.4 Should more than one other candidate be tied with the candidate that has withdrawn or become 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 in the election, which would require another election.

11. Election to More than One (1) Position

- 11.1 If 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 choose one of the positions. If no answer is received by the candidate by those five (5) working days, this would mean that the candidate has forfeited the positions.
- 11.2 An extension to the five (5) working days as stipulated in 11.1 above can be made by the Nominations and Elections Chairperson for circumstances that may be out of the candidate's control.

REGULATION 18

- 11.3 Once the candidate has accepted one of the NVP position(s) to which they were declared elected, the other position for which they were declared elected would automatically go to the next candidate with the highest number of votes.
- 11.4 A candidate may be declared elected to more than one Alternate NVP position and remain in those positions until such time as one of the positions of NVP for which the candidate is the Alternate NVP becomes available. At that time, the candidate must relinquish all Alternate NVP positions for which they were declared elected.

12. Appeal Procedures

- 12.1 Candidates may file an appeal against the results of an election under By-law 12, sections 12.3.2, 12.3.3, 12.3.4, 12.3.5 and 12.3.6 by providing a written appeal with any supporting documentation to the National Nominations and Elections Chairperson no later than five (5) working days of the release of the election results. The National Nominations and Elections Chairperson shall render a decision within five (5) working days of receipt of the appeal.
- 12.2 Should the complainant disagree with the decision of the National Nominations and Elections Chairperson they shall convey their disagreement with the decision within five (5) 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 in order to be presented at Convention.
- 12.3 If the appeal and supporting document is received in the timeframe stated in subsection 12.2, a set amount of time will be allowed for each to address the delegates in attendance at the CEIU Triennial Convention. The complainant would explain the reason they are appealing the decision and the National Nominations and Elections Chairperson will then explain the reason of their decision. The delegates would then vote on the decision of the National Nominations and Elections Chairperson.

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
June 2020

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 reviewed 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. 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.

CEIU REGULATION NO. 25

Enacted this 6th day of April 2019

REGULATION GOVERNING THE MENTAL HEALTH COMMITTEE

Pursuant to Resolution A-19 adopted at the 2017 CEIU Convention, which requested that a committee be created from the National Executive having the portfolio of mental health, the Mental Health Committee was created.

1. Composition

The Mental Health Committee shall be composed of at least three (3) members from the National Executive representing the three (3) departments (ESDC, IRB, IRCC);

The Committee members will elect two (2) co-chairs for a three-year term at the first Committee meeting, after each CEIU Convention, once the Committee members have been confirmed.

The co-chairs would chair the meetings alternately.

Every member of the Committee is encouraged to participate actively in every aspect of the Committee.

The Mental Health Committee is governed by the PSAC Privacy and Confidentiality Policies in all of its communications, actions and reports.

2. Mandate

The Mental Health Committee shall:

- a) Establish mechanisms and provide various forms of communication to, from and with members – especially members sitting on Health and Safety Committees (policy + workplace) and ensure the timely distribution of information to CEIU members, in particular, through the mental health section on the CEIU website;
- b) Ensure that CEIU members sitting on Health & Safety Committees represent the issues related to mental health at these Committee meetings, and in particular, by the establishment of a prevention plan in their workplace and that these be reflected in meeting minutes;

REGULATION 25

- c) Develop a strategy to ensure that the three departments (ESDC, IRCC, IRB) adhere to the recommendations from the Federal Mental Health Technical Committee;
 - d) Share amongst CEIU members best practices put in place from the three departments;
 - e) Report to the National Executive following its meeting and advise and make recommendations to the National President, the National Executive Vice-President and the National Executive on all matters related to mental health.
3. Meetings
- (a) Meetings of the Mental Health Committee shall be held in person or by other means and shall occur the day prior to each in person meetings of the National Executive.