

CEIU– NB/PEI BY- LAWS

ADOPTED - October 2017

BY-LAW I

Name:

This organization shall be known as Canada Employment and Immigration Union New Brunswick and Prince Edward Island Region designated as “**CEIU NB/PEI**”

BY-LAW II

Goals and objectives

- (a) To enhance solidarity and unity of all members of the CEIU NB/PEI region.
- (b) To promote the cooperation and mutual support among locals of the CEIU NB/PEI region.
- (c) To promote and defend the interest of CEIU members of the CEIU NB/PEI region.
- (d) To enhance the participation of CEIU members in the Union organizations within PSAC, especially in the Atlantic region and the Labour Movement in the CEIU NB/PEI region.
- (e) To promote communication and educate members of the CEIU NB/PEI region.
- (f) To promote the establishment of committees within the locals of the CEIU NB/PEI region.

BY-LAW III

Jurisdiction:

- (a) All members in good standing who belong to a CEIU local in NB and PEI, shall automatically be members of the CEIU NB/PEI region.
- (b) Nothing in these By-Laws shall be contrary to those of the CEIU By-laws or the PSAC Constitution. In the event of a contradiction, the CEIU By-laws and/or the PSAC Constitution shall prevail.

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BY-LAW IV

Finance:

- (a) The National Vice-President (NVP) and the elected treasurer for the CEIU NB/PEI region will administer all regional funds that are allocated to the CEIU NB/PEI regional account which is held by the National office.
- (b) All expenses will be approved by the CEIU NB/PEI NVP and will be paid out of the CEIU NB/PEI Regional budget administered by CEIU National.

BY-LAW V

Dues:

- (a) The dues payable to the CEIU NB/PEI region will be reviewed annually at the Spring Executive Meeting.
- (b) Any change would require a two thirds (2/3) majority of the CEIU NB/PEI Executives

BY-LAW VI

Meetings:

- (a) CEIU NB/PEI will meet twice a year, the spring meeting before June 30th and the fall meeting before December 30th.
- (b) A quorum for any CEIU NB/PEI Executive Meeting is two thirds (2/3) of the voting executives.
- (c) The NVP for CEIU NB/PEI, in consultation with CEIU NB/PEI Executive may request through telephone or mail vote a special or emergency meeting. A quorum, as identified in sub-section “(b)” above, is required for the meeting.

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- (d) All members of the CEIU NB/PEI Executive may request a special or an emergency meeting. He/she shall do so by contacting the NVP for CEIU NB/PEI who will follow the procedure established in By-Law VI (c).
- (e) In the preparation of the agenda, financial reports will be dealt with after dealing with the minutes of the previous meeting. Finances will be dealt with as a separate item.
- (f) Every member in attendance has the right to understand and be understood in the official language of his/her choice.
- (g) Meetings will normally be held on a rotational basis in the provinces of NB and PEI.
- (h) Members of the Executive Committee are to submit a written report to the meeting covering the period from the date of the previous meeting.
- (i) Minutes of all meetings shall be kept, and recorded votes shall be used on all motions.
- (j) The daily rate of remuneration paid will be at the Top PM-02 level or the actual wages of the member, if higher.
- (k) Per Diem for days of rest will be \$150.00 per day.
- (l) Other travel expenses will be paid at the Treasury Board rates.

BY-LAW VII

Governing Body:

- (a) The governing body of the CEIU NB/PEI region is comprised of the CEIU NB/PEI NVP as the Chairperson, A/ NVP, Presidents of all CEIU Locals in NB and PEI, the young worker representative, the women's representative and the equity representative or their alternates.

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- (b) Any CEIU member in NB and PEI may attend a CEIU NB/PEI Executive meeting as an observer. At their own expense, with no vote.

BY-LAW VIII

Committees:

- (a) The following Standing Committees shall be established:
- i) Steering Committee, whose terms of Reference are listed under section (c) below.
 - ii) Ad hoc Committee, as determined by CEIU NB/PEI Executive.
- (b) Members of the CEIU NB/PEI Steering Committee and their Alternates shall be elected by CEIU NB/PEI Executive in the fall meeting on the odd year ie; 2017, 2019...
- (c) Steering Committee:
- i. The mandate of the Steering Committee shall be to administer the affairs of the Region between CEIU NB/PEI Executive meetings.
 - ii. The CEIU NB/PEI Steering Committee will comprise of the NVP and the A/NVP. A Representative from NB, a Representative from PEI and the treasurer will be part of the Steering Committee and will be elected within the CEIU NB/PEI Executive Committee. There will also be two (2) alternates elected in the event a representative is unable to attend.
 - iii. A quorum of the Steering Committee shall be three members and must include either the National Vice President or the Alternate National Vice President.
 - iv. The Steering Committee shall hold at least three meetings per year, twice in conjunction with the CEIU NB/PEI Executive meetings. Additional meetings can be called by the Chairperson of the Steering Committee, or upon the request of any three elected members of that Committee.

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- v. Any member of the CEIU NB/PEI Executive Committee may attend a Steering Committee Meeting at their own expense with no voice and no vote. However, the Steering Committee Chair is empowered to conduct in-camera sessions.
- vi. The recording secretary will be the CEIU regional Administrative Assistant. The minutes will be kept at the Regional Union Office and subsequently distributed in both official languages to the CEIU NB/PEI Executive.
- vii. The time and location of each meeting will be at the discretion of the Steering Committee Chair taking into consideration cost and availability.
- viii. Any local within the CEIU NB/PEI region may submit agenda items.
- ix. All expenses incurred by the Steering Committee members shall be in accordance with CEIU NB/PEI rates as per the CEIU NB/PEI By-Law VI.



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