

BY-LAWS

ALBERTA NORTHWEST TERRITORIES NUNAVUT REGIONAL COUNCIL

BY-LAW 1 NAME

Section 1

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

BY-LAW 2 FORM OF COUNCIL

Section 1

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

Section 2*

The Regional Council shall consist of every Local President or his/her alternate which will represent the first 1-150 members; and for Locals in excess of 150 members, one additional representative from the Local's Executive for 151-300 members; and one additional representative from the Local's Executive for 301 members and up; the National Vice-President for Alberta Northwest Territories Nunavut and his/her Alternate National Vice-President.

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

BY-LAW 3 MEMBERSHIP

Section 1

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

BY-LAW 4 AUTHORITY

Section 1

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

Section 2

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

Section 3*

The members of the Regional Council shall be the President of each Local or their representative which will represent the first 1-150 members; and for the Locals in excess of 150 members, one additional representative from the Local's Executive for 151-300 members; and one additional representative from the Local's Executive for 301 members and up; the National Vice-President for Alberta Northwest Territories Nunavut and his/her Alternate National Vice-President. At the Regional Council meeting held prior to the National Triennial Convention, the NVP elect and the Alternate NVP elect will be members.

Section 4

The Regional Council shall:

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

BY-LAW 5 VOTING

Section 1*

Voting members shall be the President of each Local or his/her alternate which will represent the first 1-150 members; and for Locals in excess of 150 members, one additional representative from the Local Executive for each 151-300 members; and one additional representative from the Local's Executive for 301 members and up; the National Vice-President for Alberta Northwest Territories Nunavut and his/her Alternate National Vice-President.

BY-LAW 6 COMMITTEES*

Section 1

Standing Committees shall be:

Women's Committee

Health & Safety Committee

Constitution and By-laws Committee

Finance Committee

Immigration Committee

Human Rights Committee

Young Workers Committee

Section 2

Terms of Reference of each Committee must be approved by the Regional Council.

Section 3

These committees shall meet and are required to report to each Regional Council meeting and bring forward recommendations to the meeting.

Section 4

The reports submitted by each Committee shall be prepared and signed by each Committee member. This shall be done prior to submitting the recommendations to the Regional Council. Reports shall be submitted to the Regional Council in writing.

Section 5

These committees shall be comprised of one member of the Regional Council and at least two members in good standing in the Alberta Northwest Territories Nunavut Region. For an Immigration Committee the members must be in good standing from the Immigration membership.

BY-LAW 7 DUTIES OF THE NATIONAL VICE-PRESIDENT

Section 1

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

- a. Organize the Regional Council meeting by:
 - Soliciting agenda items at least 30 days prior to the start of the meeting, and distributing the proposed agenda at least 2 weeks prior to the meeting, to the Presidents or their representative;
 - Ensuring that a secretary is in place for the duration of the meeting, minutes are properly taken and distributed, where at all possible within 60 days of the conclusion of the meeting;
 - Ensuring resource people and guests are arranged;
 - Ensuring, in conjunction with the Finance Committee, that the Financial Statement is completed and distributed at the meeting;
 - Acting as Chairperson of the Regional Council meeting;
- b. Act as custodian of the Regional Account;
- c. Interpret the By-Laws

BY-LAWS 8 FINANCES

Section 1

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

Section 2

The auditor will be a CEIU member recommended by the Committee.

Section 3

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

BY-LAW 9 GENERAL

Section 1

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

Section 2

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

Section 3

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

Section 4

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

Section 5

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

(Amended May 2007)

*Amended Oct. 2018

ALBERTA/NT/NU – PRESIDENT’S COUNCIL

FINANCIAL REGULATIONS

Claims for expenses shall be supported by receipts in accordance with the Treasury Board Travel Policy. Special circumstances must be documented and submitted, with a full rationale, in order to be considered for reimbursement.

1. Loss of Wages – CEIU Regulation 3

Reimbursement shall apply whenever a member, in order to perform union duties, is required to take leave from his/her normal work schedule. This may be Leave Without pay or paid leave. Documentary proof must be provided.

Alternate Work Arrangements* (see Regulation #4)

2. Travel – CEIU Regulation 3

Transportation shall be reimbursed on the basis of cost of the most economical and practical means.

Air-fare – travel over 300 kms will normally be by air.

Travel will be booked at least two (2) weeks in advance. Members travelling by other means will receive a maximum reimbursement based on advance booking air travel, for transportation, expenses and loss of wages.

3. Dependent Care – CEIU Regulation 3

Members requiring dependent care shall provide documentation as described in Regulation 3 and will receive reimbursement accordingly.

4. Per Diem *

Members shall be reimbursed at the Treasury Board rate. A \$150.00 fee will be paid for non-scheduled working days.

Established April/94

Amended Dec/07

*Amended Dec/08

*Amended Oct\2018

