Canada Employment and Immigration Union | Syndicat de l'Emploi et de l'Immigration du Canada

NATIONAL BY-LAWS, REGULATIONS & POLICIES BOOKLETS

NATIONAL CEIU BY-LAWS

SEPTEMBER 2023

Canada Employment and Immigration Union | Syndicat de l'Emploi et de l'Immigration du Canada

NATIONAL BY-LAWS
of the
CANADA EMPLOYMENT AND IMMIGRATION UNION

As adopted by referendum October 1977
and as amended by the
Triennial National Convention

at

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CANADA EMPLOYMENT AND IMMIGRATION UNION NATIONAL BY-LAWS

BY-LAW 1
NAME AND SEAL

1.1 Name

This Component of the Public Service Alliance of Canada shall be known as the Canada Employment and Immigration Union and shall be referred to in these *By-Laws* as the "Union".

1.2 Seal

The Seal of the Union shall bear the words: "Canada Employment and Immigration Union - Syndicat de l'Emploi et de l'Immigration du Canada" and shall be in the custody of the National President.

BY-LAW 2
GENERAL PROCEDURES

2.1 Amendments to By-Laws

2.1.1 Amendments to these *By-Laws* shall be assented to by accredited delegates who are assembled at a triennial or at a special national convention: or, if the National Executive requests the holding of a referendum, if necessary and in the best interest of the members and the Union.

2.1.2 With regard to the above, a two-thirds (2/3) majority of votes cast shall be required.

2.2 Rules of Order

Unless expressly provided otherwise by these *By-Laws*, the *Rules of Order for PSAC Meetings* shall apply to all meetings, conventions, conferences, and any other assemblies of this Union.

2.3 Conflict

2.3.1 Nothing in these *By-Laws* shall be construed to conflict with the

Constitution of the Public Service Alliance of Canada.

2.3.2 Nothing in any regional By-Laws or Regulation(s), or local By-Laws or Regulation shall be construed to conflict with the *National By-Laws*.

BY-LAW 3

AIMS AND OBJECTIVES

3.1 To unite all the union members who work within any department or agency assigned to the Union, and anyone who wishes to join in a single union acting on their behalf:

3.1.1 by processing appeals and grievances.

3.1.2 by assuming responsibility - in accordance with *Sub-section (5) of Section 9* of the *Constitution of the Public Service Alliance of Canada* - for collective agreements or arbitral awards as they apply.

3.1.3 by ensuring their representation on negotiating committees established by the Public Service Alliance of Canada for the bargaining units for which it is certified.

3.1.4 by seeking the improvements of working conditions, and.

3.1.5 by generally carrying on such other business as the membership may authorize in accordance with the *By-Laws*.

3.2 3.2.1 To unite all members by fostering an understanding of the fundamental differences between the interests of the members and those of the employer; and through the collective strength and action of the membership, assure a union presence at the workplace.

3.2.2 To speak with a united voice for all members of the Union to obtain the best standards of compensation and other conditions of employment and to protect their rights and interests.

3.2.3 To advance the economic, social, and political interests of the members wherever possible by all appropriate means.

3.2.4 To strive for the right to bargain freely on all issues that affect the welfare and safety of its members without legislative restraints on the right to resort to collective action.

3.2.5 To improve old age security and provisions for retiring and retired members and their dependents.

3.2.6 To promote full employment.

3.2.7 To fully participate as a component of the Public Service Alliance of Canada and to establish close links with the entire trade union movement through affiliation with the national, provincial, and local labour organizations.

3.2.8 To encourage trade union principles of democracy among all workers.

3.2.9 To provide services and representation in accordance with the *Constitution of the Public Service Alliance of Canada.*

3.2.10 To provide services to members in the official language of their choice in keeping with the *Constitution of the Public Service Alliance of Canada*.

3.2.11 To secure a healthy and safe workplace for all members.

3.2.12 To secure a workplace that is free of discrimination as well as personal and sexual harassment.

3.2.13 To secure human rights and full equality protection for all members.

3.2.14 To secure the right of all members to "blow the whistle" on government policies or practices that run contrary to the public interest.

3.2.15 To secure full political rights for all members.

3.2.16 To secure the right to universally accessible and quality medicare.

3.2.17 To secure access to affordable housing.

3.2.18 To secure the right to universally accessible, affordable, and quality family and childcare.

3.2.19 To secure the right to a universally accessible quality education.

3.2.20 To strive to eliminate pollution and improve environmental conditions.

BY-LAW 4
FORM OF ORGANIZATION

4.1 This Union shall be composed of chartered Locals situated within eight (8) regions in Canada, as follows:

1. Newfoundland-Labrador/Nova Scotia
2. New Brunswick/Prince Edward Island
3. Quebec
4. Ontario
5. Manitoba/Saskatchewan
6. Alberta/Northwest Territories/Nunavut
7. British Columbia/Yukon Territory

8. National Capital Region (NCR)

4.2 The governing body of each region shall be the President's Conference.

4.3 Each region, in accordance with the *National By-Laws and Regulations* of the Union, shall establish such Regional By-Laws, Regulations, Policies and Financial Guidelines as required to carry out its affairs.

4.4 Each region may establish regional committees.

BY-LAW 5
MEMBERSHIP

5.1 Regular Membership

5.1.1 All workers within any department or agency assigned to the Union who are eligible to be included in a bargaining unit and anyone who wishes to join pursuant to the *Constitution of the Public Service Alliance of Canada* are eligible for regular membership in this Union.

5.1.2 The receipt by the National Office of an official application for membership form shall constitute evidence of membership for the issuance of identification cards for admission to Local meetings, national conventions, and the Public Service Alliance of Canada national conventions, and for the granting of all rights and privileges as outlined in these *By-Laws*. All members shall be issued with an identification card, as approved by the National Board of Directors of the Public Service Alliance of Canada, as evidence of their membership in this Union and in the Public Service Alliance of Canada.

5.1.3 A member of the Union shall cease to be a member thereof upon termination of employment except in the following cases:

(a) When granted life, honorary or associate membership in the Union within the authority of these *By-Laws*.

(b) When on extended sick leave or when granted leave of absence with the approval of the appropriate authority.

(c) When they occupy the position of National President or National Executive Vice-President, and for the duration of tenure of office.

(d) Notwithstanding that a person has been granted life membership, honorary membership, or associate membership; they shall cease to be a member upon receipt of a written notice of resignation and/or upon being expelled under *By-Law 10* of these *By-Laws*.

5.2 Associate Membership

5.2.1 Members in good standing upon retirement are eligible for associate membership in this Union.

5.2.2 In addition to those instances mentioned in *By-Law 5, Sub-section 5.2.1*, associate membership may be granted to others whenever the National Executive deems it in the best interest of the Union.

5.2.3 Associate members shall not be eligible for any elected office in the Union or have voting rights but may be represented on appeals and grievances other than those flowing from the collective agreement. They may attend functions and participate in the activities of the Union and may be accorded such other privileges as may be provided by *regulations* of these *By-Laws*.

5.2.4 Associate members shall not be required to pay dues.

5.2.5 Associate membership may be granted in accordance with *Regulations* as established by the National Executive.

5.3 Life and Honorary Membership

5.3.1 The National Executive of the Union may grant Honorary Membership to any person or persons whose service to the Union does, in the National Executive's opinion, merit such privilege.

5.3.2 The National Executive of the Union may grant Life Membership to any person whose service to the Union does, in the National Executive's opinion, merit such privilege.

5.3.3 Honorary and Life members of the Union shall not be eligible to vote or to hold office but may attend meetings of the Local to which they belonged.

5.3.4 Honorary and Life members shall not be required to pay dues.

5.3.5 Honorary and Life memberships may be granted in accordance with *Regulations* as established by the National Executive.

BY-LAW 6
MEMBERSHIP RIGHTS AND RESPONSIBILITIES

6.1 Subscribe to the PSAC Constitution

Upon being granted membership in this Union and in the Public Service Alliance of Canada, and for the duration of such membership, each member of the Union

is deemed to have agreed to abide by and be bound by the provisions of these *By-Laws* and the *Constitution of the Public Service Alliance of Canada.*

6.2 PSAC and CEIU as Agent

Upon being granted regular membership in this Union and in the Public Service Alliance of Canada, and for the duration of such membership, each member of this Union is deemed to nominate, constitute, and appoint:

(a) The Union and the Public Service Alliance of Canada as their agent to negotiate with their employer on their behalf and to represent on their behalf in their respective spheres of competence.

(b) The Public Service Alliance of Canada as their agent for the purpose of entering into collective bargaining with their employer under collective bargaining procedures established by law for Collective Bargaining in the Public Service of Canada, and the Public Service Alliance of Canada shall have the power, through duly appointed agents, to ratify and sign agreements reached through Collective Bargaining, Conciliation, and Arbitration procedures established by law for the Public Service of Canada.

6.3 Responsibility

Upon being granted regular membership in this Union and in the Public Service Alliance of Canada, and for the duration of such membership, each member has the responsibility to participate in the activities of the Local.

6.4 Rights

Every member in good standing has the right:

(a) to be represented by the Union.

(b) to be free from any act or omission on the part of the Union, or other members, that would discriminate against the member on the basis of sex, age, colour, national or ethnic origin, race, religion, marital status, criminal record, physical or mental handicap, sexual orientation, language, status of employment or political belief.

(c) to be free from harassment by another member, both within the Union and in the workplace, on the basis of any other grounds mentioned in *By-Law 6, Sub-section 6.4(b*).

(d) to be nominated for and hold office in the Union, subject to any qualifications stipulated elsewhere in these *By-Laws*, the PSAC Constitution, Local or Area Council By-Laws.

(e) to participate in the Union's business at any level and to participate in the election of delegates to conventions.

(f) to attend any meeting of the PSAC National Board of Directors and any National Executive meeting of the Union, and, where the member is not a member of the Board of Directors or National Executive, to enjoy the status of observer.

(g) to receive service in the official language of their choice in keeping with the *Constitution of the Public Service Alliance of Canada*.

6.5 Special Circumstances

6.5.1 Any Local, Regional or National Officer who occupies an excluded position, even on a temporary basis, shall temporarily relinquish their duties as a union officer immediately and for as long as the excluded position is occupied.

6.5.2 Any union member holding a temporary or permanent staff position with the Union, the Public Service Alliance of Canada or any labour organization cannot act in any official capacity within the Union during the period of employment.

BY-LAW 7
DUES

7.1 CEIU National Dues

The national dues of the Union shall be those approved by a two-thirds (2/3) majority vote of accredited delegates present at a sitting of the National Convention.

7.2 CEIU Local Dues

Members of this Union shall be required to pay, in addition to national dues, local dues as established by a two-thirds (2/3) majority vote of the ballots cast by the members in attendance at a regular meeting of the Local to which they belong.

7.3 CEIU Regional Dues

Members of this Union shall be required to pay, in addition to national and local dues, regional dues as set for the region by authority of *By-Law 14, sub-section*

14.5 (f).

7.4 PSAC Dues

Members of this Union shall be required to pay, in addition to the dues established under *By-Law 7, sub-sections 7.1, 7.2 or 7.3*, the dues established under the authority of *Section 24, sub-section (1) of the Constitution of the Public Service Alliance of Canada.*

7.5 Payroll Authorization

Collection of the total amount of monthly dues as provided by *By-Law 7, sub-sections 7.1, 7.2, 7.3 and 7.4* shall be by payroll deduction as authorized by each member on the signing of a *PSAC Application for Membership Form*.

7.6 Payment Other than Through Payroll

Any member's dues that cannot be paid in accordance with the method described in *By-Law 7, Sub-section 7.5* will be paid directly to the National Union Headquarters monthly, but not later than the month in which they became due.

7.7 Dues Rebates

Where deductions have been made on the check-off for members and Rand deductees, the amount payable to each Local shall be due and payable to each Local on a quarterly basis according to the dues established by the Local concerned.

BY-LAW 8
LOCALS

8.1 Authority of National Executive

8.1.1 The National Executive shall have the authority, when it is in the best interest of the members and the Union, to:

(a) charter a Local when requested by a group of members, provided they meet the conditions as outlined in *By-Law 8, Sub-sections 8.2 and 8.3.*

(b) amend the charter.

8.1.2 If a Local has not carried out the responsibilities required by these *By-Laws* and is considered in violation of these *By-Laws*, the National Executive shall have the authority, when it is in the best interest of the

members and the Union, to:

(a) suspend a charter by placing the Local in trusteeship and appointing a trustee or trustees whose specific role and responsibilities are outlined in a Regulation established by the National Executive.

(b) revoke the charter.

(c) suspend all payments due to the Local until compliance has been achieved, at which time all monies so retained will be disbursed to the Local concerned less any reasonable expenses approved by the National Executive and should include any penalties imposed by the National Executive for failure to support strike action.

8.1.3 If a Local fails to participate in a strike called by the Public Service Alliance of Canada, the National President shall upon the recommendation of the National Vice-President(s) of the Region, immediately place the Local into trusteeship where it shall remain until a review by the National Executive.

8.2 Conditions for Regular Charter

Approval of a Local shall not be given until the National Executive is satisfied that the following conditions are met:

(a) the Local shall, on its formation, have not less than twenty-five (25) members under its jurisdiction.

(b) the majority of the members concerned are in favour.

(c) there are trained members who are prepared to accept the responsibilities of Local Executive office; the National Executive shall ensure that training is made available to groups of members that request a charter. CEIU will provide basic start up training to the Local Officers. The Local Officers are expected to take the PSAC Training Union Basics (TUB) course and the Introduction for Local Officers' Training at the 1st available opportunity.

(d) there is a sufficient number of members who have taken training to qualify as union stewards and are prepared to act as such.

(e) the Local shall determine the dues rebate.

8.3 Conditions for Special Charter

Notwithstanding *By-Law 8, Sub-section 8.2*, the National Executive shall have the authority to charter a Local of less than twenty-five (25) members should special and particular circumstances, in the opinion of the National Executive, warrant it.

8.4 Applications for Charter

8.4.1 Each group of members that meets the definitions set forth in *By-Law 8, Sub-sections 8.2 or 8.3* wishing to become a Local of this Union must apply for a Charter in the manner specified in *By-Law 8, Sub-section 8.4.2, paragraphs (a) to (f)* inclusive.

8.4.2 The application for Charter shall:

(a) be directed to the National President of the Union who shall submit the application to the National Executive for approval.

(b) provide:

(i) the location of the proposed Local.
(ii) a list indicating full names, addresses, and training of the provisional Executive and Shop Stewards.

(c) be accompanied by a copy, certified by the provisional President, the provisional Vice-President, and the provisional Secretary-Treasurer, of a resolution passed by a majority vote of the general membership in the group or unit requesting such Charter affiliation and establishment of a local.

(d) be accompanied also by a pledge whereby members of the Union or persons who have applied for membership accept, individually or collectively, to be governed by the *By-Laws* of the Union, by the Local By-Laws, and by the *Constitution of the Public Service Alliance of Canada*.

(e) be prepared in triplicate - the original to be forwarded to the National Union Headquarters for the attention of the National President, with a copy to be forwarded to the National Vice-President of the region concerned, and a copy to be retained by the provisional Secretary-Treasurer of the proposed Local for deposit in the archives of the Local when the latter is chartered.

(f) be accompanied by a full and up-to-date list of all members and their location of employment.

8.4.3 On approval of the application by the National Executive, a Charter bearing the Seal, and duly executed by the National President and the National Vice-President of the region, shall be issued, delivered to the Local, and recorded in the Register of Locals maintained at the Headquarters of the Union.

8.5 By-Laws and *Regulations*

8.5.1 Each local shall be subject to the *Constitution of the Public Service Alliance of Canada*, to these *By-Laws*, and to the By-Laws for Locals contained in *Regulation 22.*

8.5.2 Under the authority of their By-Laws, Locals may make such regulations as are necessary for the proper carrying out of these By-Laws under local conditions and may amend or revoke such regulations. A copy of all such regulations and amendments shall be forwarded to the National Union Headquarters immediately following their approval by the Local. All such regulations shall be fully consistent with these *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 By-Laws from which they flow.

8.6 Trusteeship and Revocation of Charter

8.6.1 The officers of record of any Local placed in trusteeship in accordance with *By-Law 8, Sub-section 8.1.2* shall be notified of such decision by registered mail. Such notice shall contain full particulars of the reason for the decision, and in addition, shall contain the effective date of the trusteeship and the name and address of the trustee(s) named in *By-Law 8, Sub-section 8.1.2 (a)*. It shall be the responsibility of the trustee(s) to ensure that all members of the Local are made aware of this decision.

8.6.2 The membership of any Local whose charter has been revoked in accordance with *By-Law 8, Sub-section 8.1.2 (b)* shall receive official notice by registered mail containing full particulars of the reason for this decision and shall receive full information regarding the Local to which their membership is transferred as well as the names of this Local's Executive Officers.

8.7 Appeals Procedure

A chartered Local that has been placed in trusteeship or whose charter has been revoked shall have the right to appeal against such a decision to a tribunal should such appeal be signed by no less than one-third (1/3) of the members concerned. The tribunal shall be comprised of a representative of the Local, a representative of appropriate CEIU body and a third (3rd) independent person agreed to by both parties or appointed by an appropriate labour organization where there is no mutual agreement.

BY-LAW 9
OTHER LABOUR ORGANIZATIONS

9.1 General

This Union may decide, by a majority vote of its delegates at a Triennial National Convention or by referendum, to seek affiliation with other bodies having similar aims and objectives, provided such affiliation is not incompatible with the aims and objectives of this Union and the Public Service Alliance of Canada.

9.2 Area Councils

Locals are encouraged to participate in the formation and operation of Public Service Alliance of Canada Area Councils within the terms and conditions of Section 14 of the *Constitution of the Public Service Alliance of Canada*.

BY-LAW 10
DISCIPLINE

10.1 General

10.1.1 All members of this Union are also members of the Public Service Alliance of Canada. The provisions of Section 25 of the *Constitution of the Public Service Alliance of Canada* therefore apply to all members of this Union.

10.1.2 Any person suspended or expelled from membership, or removed from office, shall forthwith turn over to the Union all records, documents, funds, or property that they hold in trust for the Union or Local.

10.2 Authority of National Executive

10.2.1 The National Executive of this Union shall have the authority to remove from office any Officer or Steward for contravening any provision of these *By-Laws* or of the *Constitution of the Public Service Alliance of Canada*, or for cause as listed in *By-Law 10, Sub-section 10.3.*

10.2.2 **Revocation or suspension of membership**

The CEIU National Executive shall recommend to the PSAC National Board of Directors as per *Section 25, Sub-section (1) of the PSAC Constitution,* revocation, or suspension of the membership of any member for contravening any provision of our *By-Laws* or of the *Constitution of the Public Service Alliance of Canada*, or the By-Laws of

any Local or for causes as listed in *Section 25, Sub-section (6) of the PSAC Constitution.*

Once the decision has been rendered by the PSAC National Board of Directors, the suspension or expulsion letter addressed to the member must be done by written notification signed jointly by the authorized senior elected officers of the PSAC Alliance Executive Committee (AEC) and of the CEIU.

10.2.3 **Revocation of CEIU Life, Honorary or Associate Membership**

The National Executive of this Union shall have the authority to revoke the grant of any CEIU Life, Honorary or Associate Membership in the case of any such member who contravenes any provision of these *By-Laws* or of the *Constitution of the Public Service Alliance of Canada*, or for cause as listed in *By-Law 10, Sub-section 10.3.*

10.3 List of Offenses

Any Union National Officer, or Local Officer or member is guilty of an offense against these *By-Laws* who:

(a) violates any of the provisions of these *By-Laws* or the *Constitution of the Public Service Alliance of Canada.*

(b) obtains membership or solicits membership by misrepresentation.

(c) institutes, urges, or advocates that a member institute action in a court of law against the Union, any of its constituent parts or any of its officers without first exhausting all remedies through appeal within the Union.

(d) other than through proper channels, advocates or attempts to bring about the withdrawal from the Public Service Alliance of Canada, the Union, or Locals, of any member or group of members.

(e) publishes or circulates among the members, false reports, or misrepresentations.

(f) works in the interest of a rival organization.

(g) slanders or wilfully wrongs or physically intimidates or harms an officer or member of the Union.

(h) uses abusive language or disturbs the peace at any meeting in or around any office or meeting place of the Union or its Locals.

(i) fraudulently receives or misappropriates any monies due to the Union or its Locals.

(j) uses the name of the Union without the consent of the National Executive for soliciting funds or advertising.

(k) furnishes without prior authority a list of any information on the membership of the Union or its Locals to any person or persons other than those whose official positions in the Union or its Locals would entitle them to have such information.

(l) deliberately interferes with an official of the Union or its Locals in the discharge of their duties.

(m) is a worker in a legal strike position, who either crosses the picket line or is paid by the employer not to participate in strike action, or performs work for the employer, unless required to do so by law, or who voluntarily performs struck work.

(n) sexually or personally harasses another member.

(o) engages in any other conduct prejudicial to the good order and discipline of the Union.

(p) being a PSAC, Regional Council, Component or Local Officer who willfully does not initiate disciplinary action against scabs as defined in paragraph (m).

10.4 Notification and Appeal Process

Any officer or steward dealt with under *By-Law 10, Sub-section 10.2.1* shall be notified of such decision by registered mail. Such notice shall contain full particulars of all allegations made against such officer or steward and shall provide a right of appeal to a PSAC tribunal established pursuant to *PSAC Regulation 19 (11)*.

BY-LAW 11
NATIONAL CONVENTION

11.1 Governing Body

11.1.1 The supreme governing body of the Union is the National Convention, comprised of the National Executive and the accredited delegates from the eight (8) regions, as identified in By-Law 4.

11.1.2 The National Convention shall have complete jurisdiction in any question involving the Union, any of its Locals, or any of its members, and its decision in all cases shall be final.

11.2 Date and Site

11.2.1 Within the provisions of *Section 9, Sub-sections 3 and 4 of the Constitution of the Public Service Alliance of Canada*, this Union's National Convention shall be held in a unionized hotel which can accommodate the Union's plenary and breakout rooms requirements. Prior to selecting the location of the Triennial National Convention, a cost analysis of the different locations across the country is to be done prior to any regions being selected and only after the National Executive has received and reviewed the cost analysis from the different regions/provinces.

11.2.2 The National Executive shall determine the date and site of the National Convention

11.3 Special Convention

11.3.1 A special National Convention may be held at any other time at the request of the National Executive, provided two-thirds (2/3) of the National Executive vote in favour of such a convention.

11.3.2 A special National Convention of this Union shall deal with only the matter or matters for which it was called unless, by a two-thirds (2/3) majority vote of the accredited delegates assembled, the assembly agrees to consider, within the time limits set for such a special National Convention, other urgent or necessary matters.

11.4 Quorum

The quorum for the National Convention shall be a simple majority of accredited delegates.

11.5 Rights of Delegates

11.5.1 Each accredited delegate present at a National Convention shall be entitled to one (1) vote on each subject and proxy votes shall not be permitted.

11.5.2 The members of the National Executive shall have all the rights and privileges accorded accredited delegates including the right to vote.

11.6 Business of Convention

The National Convention shall deal with all resolutions and matters submitted from Locals and from the National Executive, as well as from any official national, regional or district meetings of members.

11.7 Emergency and Late Resolutions

Notwithstanding any provision of *By-Law 11, Sub-section 11.6,* any accredited delegate shall have the right to submit to the National Convention an emergency or a late resolution in writing on a matter of urgent concern to the welfare of the members and one which was not capable of prior submission through the normal channels, provided it is duly seconded by another accredited delegate and that said resolution is acceptable to the Chair or the majority of the accredited delegates present.

(a) An emergency resolution is defined as a resolution that deals with events and issues that arise after the deadline date as specified in *By-Law 11, Sub-section 11.8*.

(b) A late resolution is defined as a resolution that arrives after the deadline date as specified *in By-Law 11, Sub-section 11.8.*

11.8 Convention Call

The National President shall issue a call to the National Convention to all chartered Locals not less than six (6) months prior to the date of the Convention. The Call to Convention shall specify the date, site and that resolutions shall reach the National Union Headquarters not less than five (5) months before Convention, in the form prescribed by the National President.

11.9 Delegate Entitlement

11.9.1 Each region shall be entitled to delegate representation at the National Convention based on a formula of one (1) accredited delegate for each one hundred and fifty (150) members and major portion thereof in good standing in the region.

11.9.2 Notwithstanding *By-Law 11, Sub-section 11.9.1*, should any region have less than one hundred and fifty (150) members, it shall be entitled to one (1) delegate.

11.9.3 Delegate entitlement shall be determined in accordance with *By-Law 5, Sub-section 5.1.2*, five (5) months prior to the National Convention.

11.9.4 (i) At least five (5) months prior to the opening date of the National

Convention, each Local in good standing shall nominate members to attend the National Convention as accredited delegates.

(ii) At least five (5) months prior to the opening date of the National Convention, members in good standing belonging to a Local which is not in good standing, may be nominated either by the trustee or by the NVP responsible for the management of the Local, or by two members in good standing of their Local designated by the trustee or by the NVP responsible for the Local.

11.9.5 Notwithstanding *By-Law 11, Sub-sections 11.9.1, 11.9.2 or 11.9.3,* the ten (10) members of the current National Human Rights/Race Relations Committee as identified in By-Law 15 shall be automatic delegates to the National Convention.

11.9.6 Notwithstanding *By-Law 11, Sub-sections 11.9.1, 11.9.2 or 11.9.3*, the eight (8) members of the current National Women's Committee, as identified in *Regulation 23* shall be automatic delegates to the National Convention.

11.9.7 Notwithstanding *By-Law 11, Sub-sections 11.9.1, 11.9.2 or 11.9.3*, the eight (8) members of the current National Young Workers Committee, as identified in *Regulation 24* shall be automatic delegates to the National Convention.

11.10 Electoral Districts

To ensure fair and equitable representation at Convention, in each of the eight (8) regions of the Union, electoral districts will be established based on geographical areas and population. Each electoral district so established shall be assigned a portion of the region's total delegate entitlement. The electoral districts so established by the National Executive, upon recommendation of the National Vice-President(s) of the region, in consultation with the Locals, shall be sent out with the Convention Call, and made available on the CEIU website.

11.11 Election of Delegates and Alternates

Each region, upon receipt of the names of the nominees, shall conduct a secret mail ballot within the electoral districts amongst the members. The nominees receiving the highest number of votes shall be the delegates to the Convention in descending order until the district quota is filled. Alternate delegates will be selected from the remaining nominees in order. The alternate may be elected separately by the district.

11.12 Notification of Delegates

Immediately following the election of delegates and alternates to convention, the names of the accredited delegates and alternates shall be submitted to the National President. Within thirty (30) calendar days after receiving all the names of the delegates, the National President shall e-mail or mail to each delegate and the National Executive a list of these names.

11.13 Rights of Non-delegates

Every member shall have the right to attend National Conventions at their own expense but shall not have the right to vote or to participate in debate.

11.14 Agenda and Resolutions

The National President shall ensure that, no less than thirty (30) calendar days prior to the opening date of a National Convention, copies of the agenda and of the resolutions are forwarded from the National Union Headquarters to the accredited delegates and the National Executive.

11.15 Convention Report

Within thirty (30) days of the termination of the National Convention, the National President shall have produced a report of the highlights of the Convention and, within 180 days, a complete report of the proceedings of the National Convention and shall have such report posted to the CEIU National Web Site and an email notification of its availability is sent to each accredited delegate and members of the National Executive and all Locals.

11.16 Delegates to PSAC Convention

Delegates of this Union to the Triennial National Convention of the Public Service Alliance of Canada shall be elected from members in good standing of this Union, in accordance with the requirements of the *Constitution of the Public Service Alliance of Canada*, and in accordance with *regulations* as established by the National Executive.

11.17 Election of National Officers

The delegates at the National Convention shall elect:

(a) The National President
(b) The National Executive Vice-President
(c) The Alternate to the National Executive Vice-President

11.18 Confirmation of Elections

The National Convention shall confirm the election of all National Officers and their alternates.

11.19 Salary of National President and National Executive Vice-President

The National Convention shall establish the salary of the National President and of the National Executive Vice-President.

BY-LAW 12
ELECTION OF OFFICERS

12.1 Nominations and Elections

12.1.1 The National Executive shall, six (6) months prior to the opening date of the National Convention, appoint a Nominations and Elections Chairperson. The National President shall immediately notify the Presidents of all Locals of the name and address of the person so appointed.

12.1.2 The Nominations and Elections Chairperson shall be empowered to receive nominations and conduct the election of those positions to be elected by Convention in accordance with *By-Law 11, Sub-section 11.17.*

12.1.3 Nominations for the positions of National President and National Executive Vice-President will be allowed from the floor of the Convention up to the time of elections.

12.1.4 Nominations for the position of Alternate to the National Executive Vice-President will be allowed from the floor of the Convention up to the time of elections.

12.1.5 The Nominations and Elections Chairperson shall ensure that the nominees are members in good standing and that they would be prepared to accept and perform the duties of office if elected.

12.1.6 The Nominations and Elections Chairperson shall, prior to the conclusion of business on the first day of the Convention, advise the Convention of the date and time of elections, the names of all nominees that have been received to that date, and the offices for which they are running.

12.1.7 The Nominations and Elections Chairperson shall appoint no less than two (2) bona fide members to assist them in their responsibilities and to act as scrutineers at the time of election; the names of the persons thus appointed shall be announced in conjunction with the provisions of *By-Law 12, Sub-section 12.1.6.*

12.1.8 Accredited delegates to the National Convention, when in attendance at the time of election, are the only persons entitled to vote in elections.

12.2 Declaration of Office

12.2.1 The Declaration of Office shall be administered by the Nominations and Elections Chairperson to the National President and the National Executive Vice-President immediately after the completion of the elections. The National President in turn shall administer the Declaration of Office to the National Vice-Presidents as soon as possible thereafter.

12.2.2 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.

12.3 Election of National Executive Officers and Alternates

The following shall apply to the election of National Executive Officers at National Conventions:

12.3.1 **National President, National Executive Vice-President, and Alternate to the National Executive Vice-President**

The positions of National President, National Executive Vice-President, and Alternate to the National Executive Vice-President, shall be open to all members in good standing of the Union and shall be elected by secret ballot by delegates to the National Convention for a three (3) year term.

12.3.2 **National Vice-Presidents and Alternate National Vice-Presidents - Regions**

The positions of National Vice-Presidents and Alternate National Vice-Presidents of each region shall be open to all members in good standing in each of the regions. The Regional Executive of each region, or where no Regional Executive exists, the National Vice-President(s) in

conjunction with the Local Presidents, shall name a Nominations and Elections Chairperson at least six (6) months prior to the National Convention. Following the Convention Call, they shall call for nominations and then conduct a vote by secret ballot of all members of the region in order to elect the National Vice-President(s).

The election for Alternate National Vice-President(s) shall be held after the National Vice-President(s) election is completed. Such election(s) must be scheduled so that the National Vice-President(s) and their alternate(s) are declared elected prior to the National Convention.

The results of these elections shall be made official by the National Convention upon confirmation, after which the new term of office will begin. Newly elected National Vice-Presidents, who have not been elected as delegates, automatically become convention delegates in addition to current National Vice-Presidents.

12.3.3 **National Vice-Presidents and Alternate National Vice-Presidents - Women's Priorities**

The positions of National Vice-Presidents for Women's Priorities and their Alternates (two (2) per position) shall be open to all members in good standing who identify as a woman in each of the areas defined in *By-Law 13, Sub-section 13.1 (e).*

The call for nominations and the vote by secret ballot will be opened to all members in good standing who identify as women of the areas defined in By-Law 13, subsection 13.1 (e) to elect the National Vice-Presidents for Women’s Priorities.

The election for Alternates shall be held after the National Vice-President for Women's Priorities election is completed. Such elections must be scheduled so that the National Vice-President for Women's Priorities and their alternates are declared elected prior to the National Convention.

The results of these elections shall be made official by the National Convention upon confirmation, after which the new term of office will begin. Newly elected National Vice-Presidents for Women's Priorities, who have not been elected as delegates, automatically become convention delegates in addition to current National Vice-Presidents for Women's Priorities.

12.3.4 **National Vice-President and Alternate National Vice-President - Immigration Refugee Board**

The positions of Immigration Refugee Board (IRB) National Vice-

President and Alternate National Vice-President shall be open to all IRB members in good standing. The National President, in conjunction with the IRB Local Presidents, shall name a Nominations and Elections Chairperson at least six (6) months prior to the National Convention. Following the Convention Call, the Chairperson shall call for nominations and then conduct a vote by secret ballot of all IRB members in order to elect the IRB National Vice-President and IRB Alternate National Vice-President. Such elections must be scheduled so that the National Vice-President and their alternate are declared elected at least one month prior to the National Convention.

The results of these elections shall be made official by the Triennial National Convention upon confirmation, after which the new term of office will begin. The newly elected IRB National Vice-President, if they have not been elected as a delegate, automatically becomes a convention delegate in addition to the current IRB National Vice-President.

12.3.5 **National Vice-President and Alternate National Vice-President – Immigration, Refugees and Citizenship Canada (IRCC)**

The positions of Immigration, Refugees and Citizenship Canada (IRCC) National Vice-President and Alternate National Vice-President shall be open to all IRCC members in good standing. The National President, in conjunction with the IRCC Local Presidents, shall name a Nominations and Elections Chairperson at least six (6) months prior to the National Convention. Following the Convention Call, the Chairperson shall call for nominations and then conduct a vote by secret ballot of all IRCC members in order to elect the IRCC National Vice-President and IRCC Alternate National Vice-President. Such elections must be scheduled so that the National Vice-President and their alternate are declared elected at least one month prior to the National Convention.

The results of these elections shall be made official by the National Convention upon confirmation, after which the new term of office will begin. The newly elected IRCC National Vice-President, if they have not been elected as a delegate, automatically becomes a convention delegate in addition to the current IRCC National Vice-President.

12.3.6 **National Vice-President and Alternate National Vice-President - Human Rights**

The positions of Human Rights (HR) National Vice-President and Alternate National Vice-President shall be open to all members in good standing who have self-identified. The National President, in conjunction with the members of the Human Rights / Race Relations Committee, shall name a Nominations and Elections Chairperson at least six (6) months prior to the National Convention. Following the Convention Call, the Chairperson shall call for nominations and then conduct a vote by secret ballot of all members who have self-identified in order to elect the

HR National Vice-President and HR Alternate National Vice-President. Such elections must be scheduled so that the National Vice-President and their alternate are declared elected at least one month prior to the National Convention.

The results of these elections shall be made official by the National Convention upon confirmation, after which the new term of office will begin. The newly elected HR National Vice-President, if they have not been elected as a delegate, automatically becomes a convention delegate in addition to the current HR National Vice-President.

12.4 Vacancies

12.4.1 National President

In the event of a vacancy in the position of National President, the National Executive Vice-President will automatically assume the position of National President for the remainder of the term of office.

12.4.2 National Executive Vice-President

In the event of a vacancy in the position of National Executive Vice-President, the Alternate to the National Executive Vice-President will automatically assume the position of National Executive Vice-President for the remainder of the term of office.

12.4.3 Alternate to National Executive Vice-President

Should the position of Alternate to the National Executive Vice-President position become vacant, for whatever reason, then the National Executive at the first meeting of the National Executive following the declaration of the vacancy shall, from amongst themselves, elect an Alternate to the National Executive Vice-President for the remainder of the term of office.

12.4.4 National Vice-President (Regions)

In the event of a vacancy in the position of a National Vice-President that occurs, for whatever reason, the National President shall request the named alternate to fill the vacancy. In the event that this individual is no longer available, and prior to the twelve (12) month period preceding a regular National Convention, the National President shall seek nominations from the members of the locals of the region where the vacancy exists and shall conduct a vote by secret ballot of all members in the region to elect a National Vice-President.

12.4.5 Alternate to the National Vice-President (Regions)

In the event of a vacancy in the position of alternate to the National

Vice-President, the National President shall seek nominations from the members of locals in the region where the vacancy exists and shall conduct a vote by secret ballot of all members in the region. Should the vacancy occur within the twelve (12) month period prior to a regular National Convention, the Local Presidents in the region shall elect an Alternate to the National Vice-President.

12.4.6 **National Vice-President (Women's Priorities)**

In the event of a vacancy in the position of a National Vice-President that occurs, for whatever reason, the National President shall request the named alternate to fill the vacancy. In the event that no alternate is available, and prior to the twelve (12) month period preceding a regular National Convention, the National President shall seek nominations from the members of the locals of the area where the vacancy exists and shall conduct a vote by secret ballot of all members in the area to elect a National Vice-President.

12.4.7 **Alternate to the National Vice-President (Women's Priorities)**

In the event of a vacancy in the position of alternate to the National Vice-President, the National President shall seek nominations from the members of locals in the area where the vacancy exists and shall conduct a vote by secret ballot of all members in the area. Should the vacancy occur within the twelve (12) month period prior to a regular National Convention, the Local Presidents in the area shall elect an Alternate to the National Vice-President.

12.4.8 **National Vice-President (Immigration Refugee Board)**

In the event of a vacancy in the position of the Immigration Refugee Board National Vice-President, the National President shall request the named alternate to fill the vacancy. In the event that this individual is no longer available, and prior to the commencement of the year of a regular National Convention, the National President shall seek nominations from the members of the IRB Locals and shall conduct a vote by secret ballot of all members in the IRB to elect an IRB National Vice-President.

12.4.9 **Alternate National Vice-President (Immigration Refugee Board)**

In the event of a vacancy in the position of Immigration Refugee Board Alternate National Vice-President, the National President shall seek nominations from the members of the IRB Locals and shall conduct a vote by secret ballot of all members in the IRB. Should the vacancy occur after the commencement of the year of a regular National Convention, the Local Presidents in the IRB shall elect an alternate to the IRB National Vice-President.

12.4.10 **National Vice-President (Immigration, Refugees and Citizenship Canada)**

In the event of a vacancy in the position of the Citizenship and Immigration National Vice-President, the National President shall request the named alternate to fill the vacancy. In the event that this individual is no longer available, and prior to the commencement of the year of a regular National Convention, the National President shall seek nominations from the members of the IRCC Locals and shall conduct a vote by secret ballot of all members in the IRCC to elect an IRCC National Vice-President.

12.4.11 **Alternate National Vice-President (Immigration, Refugees and Citizenship Canada)**

In the event of a vacancy in the position of Immigration, Refugees and Citizenship Canada Alternate National Vice-President, the National President shall seek nominations from the members of the IRCC Locals and shall conduct a vote by secret ballot of all members in the IRCC. Should the vacancy occur after the commencement of the year of a regular National Convention, the Local Presidents in IRCC shall elect an alternate to the IRCC National Vice-President.

12.4.12 **National Vice-President (Human Rights)**

In the event of a vacancy in the position of the Human Rights National Vice-President, the National President shall request the named alternate to fill the vacancy. In the event that this individual is no longer available, and prior to the commencement of the year of a regular National Convention, the National President shall seek nominations from the members who have self-identified and shall conduct a vote by secret ballot of all members who have self-identified to elect a Human Rights National Vice-President.

12.4.13 **Alternate National Vice-President (Human Rights)**

In the event of a vacancy in the position of Human Rights Alternate National Vice-President, the National President shall seek nominations from the members who have self-identified and shall conduct a vote by secret ballot of all members who have self-identified. Should the vacancy occur after the commencement of the year of a regular National Convention, the members of the Human Rights / Race Relations Committee shall elect an alternate to the Human Rights National Vice-President.

BY-LAW 13
NATIONAL EXECUTIVE

13.1 Composition

The National Executive shall be composed of:

(a) A full-time elected paid National President.

(b) A full-time elected paid National Executive Vice-President.

(c) A National Vice-President from each region of Canada except Quebec and Ontario.

(d) Two (2) National Vice-Presidents from each of the regions of Ontario and Quebec.

(e) A National Vice-President, who shall be a woman, from each of the following areas:

(1) Western Canada, comprised of the regions of British Columbia/Yukon Territory, Alberta/Northwest Territories/Nunavut, Saskatchewan-Manitoba, and Ontario.
(2) Eastern Canada, comprised of the regions of Newfoundland/Labrador-Nova Scotia, New Brunswick-Prince Edward Island, Quebec, and the National Capital Region (NCR).

(f) A National Vice-President for the Immigration and Refugee Board.

(g) A National Vice-President for Immigration, Refugees and Citizenship Canada.

(h) A National Vice-President for Human Rights.

13.2 Authority

13.2.1 The National Executive shall be vested with all executive powers of this Union, consistent with these *By-Laws*, for the period between National Conventions.

13.2.2 The National Executive shall have the power to make such *policies and regulations* as are necessary for the administration of the affairs of the Union, provided such *policies and regulations* do not conflict with these *By-Laws* or the *Constitution of the Public Service Alliance of Canada.*

13.2.3 The National Executive, without limiting the generalities of other sections of this By-Law, shall:

(a) Approve the yearly budget of the Union.

(b) Appoint a firm of chartered accountants to undertake a yearly and triennial audit of the books of the Union.

(c) Approve the recommendations of the National President regarding the salaries and allowances of the excluded staff of the Union, and the emoluments, honoraria, or other monetary compensations to be granted to members of the Union occupying excluded positions in the Union or who are officially required to discharge responsibilities and duties which, as determined by the National President, are connected to the affairs or interest of the Union.

13.2.4 The National Executive shall have the authority and be responsible for establishing committees necessary for studying and recommending on matters for the effective functioning of the Union and for carrying out its objectives and mandates. In allotting National Executive members to the committees, the National Executive sitting in Committee of the Whole shall consider the preferences and background strength of individuals and suggestions of the National President. The National President and the National Executive Vice-President shall be ex officio members of any committee so established.

13.2.5 Should changes to the *Constitution of the Public Service Alliance of Canada* bring about a conflict between these *By-Laws* and that Constitution, the National Executive shall have authority to amend these *By-Laws*. Such amendment shall be the minimum required to eliminate any conflict with the *Constitution of the Public Service Alliance of Canada*.

13.3 Meetings

13.3.1 The National Executive shall hold three (3) in-person meetings per year. Each of these meetings will be for a duration of 3.5 days. The dates of the meeting will be determined by the National President, in consultation with the members of the National Executive.

13.3.2 Should an emergency meeting be requested by one or more members of the National Executive, then the topic with rationale shall be made known prior to the National Executive voting on holding such an emergency meeting.

13.3.3 A 2/3 majority vote of the National Executive will be required to authorize an emergency meeting to be called by the National President.

13.3.4 The National President will provide reasonable notice of the date, time, and location of National Executive meetings.

13.4 Quorum

A quorum of the National Executive shall be two-thirds (2/3) of the total but must include the National President or their designate.

13.5 Status at Conventions

The National Executive shall be considered as being in session throughout the duration of the National Convention.

13.6 Holding Other Positions

No member of the National Executive shall hold any other elected or appointed position in the Union.

BY-LAW 14
AUTHORITY AND RESPONSIBILITIES OF NATIONAL OFFICERS

14.1 National President

As the Chief Executive Officer of this Union, the National President shall:

(a) be the official spokesperson on behalf of the Union on any matter of national concern to the Union and/or its members.

(b) preside at all meetings of the National Convention.

(c) preside at all meetings of the National Executive.

(d) have the right to participate at any meeting or gathering of members of the Union.

(e) have the right to delegate whenever and wherever required.

(f) be the representative of this Union on the National Board of Directors of the Public Service Alliance of Canada, and report in writing to the National Executive following each meeting.

(g) interpret the *By-Laws and Regulations* of this Union.

(h) call a meeting of the National Executive at least three-times annually or upon request of the majority of the National Executive members.

(i) report in writing to the National Executive on their activities during the period between meetings of this body.

(j) report in writing to the National Convention on the affairs of the Union and the activities of the National Executive, and on committees that have been established by the National Executive or National President.

(k) submit in writing to the National Convention such recommendations as the National Executive deems necessary for the continuing prosecution of the aims and objectives of this Union and/or the Public Service Alliance of Canada.

(l) be responsible for the financial and administrative operation of the Union.

(m) ensure the collection of all monies payable to this Union and the deposit of such funds in a chartered financial institution to the credit of this Union, and the maintenance of proper records of all transactions.

(n) ensure that the National Executive, the regions, and the locals carry out the directives and policies established by the National Conventions of the Public Service Alliance of Canada and this Union, in accordance with the authorities of each as provided by the *PSAC Constitution* and the Union's *National By-Laws.*

(o) perform such other duties considered within the authority of presiding officers of deliberative bodies and chief executive officers of similar organizations.

(p) adhere to the CEIU Code of Conduct and the Code of Ethics and to the *CEIU National By-Laws, Regulations and Policies.*

(q) work full time from the CEIU National Office in the National Capital Region (NCR).

(r) assign and delegate duties to the National Executive Vice-President.

(s) get a 2/3 vote in favour from the National Executive before asking the Public Service Alliance of Canada to put the component under administrative review and/or trusteeship.

(t) undertake the following training within three (3) weeks of starting their duties: CEIU Finance, Resolutions, *By-Laws*, *Regulations and Policies* as well as the *PSAC Constitution*.

(u) complete, within the first six (6) months of each term, 15 hours of training, on privilege and intersectionality; and following which, provide a written report to the National Executive, National Women's Committee, National Human Rights/Race Relations Committee, and National Young Workers Committee. This training must be taken in person by subject matter experts who are not CEIU staff.

14.2 National Executive Vice-President

As Alternate Chief Executive Officer of this Union, the National Executive Vice-President shall:

(a) act in the office of the National President in the event of the incapacity or the unavailability of the National President.

(b) have the right to participate at any meeting or gathering of members of the Union.

(c) make a report, in writing on their portfolio and activities to each regular meeting of the National Executive and to each National Convention.

(d) attend and participate in all meetings of the National Executive.

(e) participate in committees created by the National Executive to which they have been named.

(f) keep the National President fully informed and consult fully with the National President to ensure at all times a united voice on all matters.

(g) perform those duties assigned to them by the National President or the National Executive.

(h) be responsible for the day-to-day functions of the Union and the carrying out of its objectives and mandates.

(i) ensure the collection of all monies payable to this Union and the deposit of such funds in a chartered financial institution to the credit of this Union, and the maintenance of proper records of all transactions.

(j) be responsible for the disbursement of funds payable by this Union, in settlement of its just debts.

(k) be responsible for administration of the affairs of the Union including but not restricted to leasing of premises, management, and control of purchasing, staffing and allocation of work at National Union Headquarters and in the Regional Union Offices, and this in conjunction with the National President and the respective National Vice-President(s).

(l) adhere to the *CEIU Code of Conduct* and the *Code of Ethics* and to the *CEIU National By-Laws, Regulations and Policies.*

(m) report to the National President.

(n) work full-time from the CEIU National Office in the National Capital Region (NCR).

(o) undertake the following training within three (3) weeks of starting their

duties: CEIU Finance, Resolutions, *By-Laws*, *Regulations and Policies* as well as the *PSAC Constitution*.

(p) complete, within the first six (6) months of each term, 15 hours of training, on privilege and intersectionality; and following which, provide a written report to the National Executive, National Women's Committee, National Human Rights/Race Relations Committee, and National Young Workers Committee. This training must be taken in person by subject matter experts who are not CEIU staff.

14.3 Alternate to the National Executive Vice-President

The Alternate National Executive Vice-President shall:

(a) assume all responsibilities and duties of the National Executive Vice-President on a permanent basis, if for any reason the National Executive Vice-President is unable to complete their term of office.

(b) assume the responsibilities and duties of the National Executive Vice-President on an interim basis, if so, designated by the National President (i.e., vacations, illness, national meetings, training, etc.).

14.4 National Vice-Presidents - General

National Vice-Presidents shall:

(a) attend all meetings of the National Executive.

(b) participate in committees created by the National Executive to which they have been named.

(c) preside over committees of the National Convention as determined by the National Executive.

(d) keep the National President fully informed and consult fully with the National President to ensure at all times a united union voice on all matters.

(e) become aware of the needs of the members in their jurisdiction and ensure those needs are brought to the attention of the National President and/or the National Executive.

(f) submit semi-annual written reports on their activities and recommendations to the National Executive at each National Executive meeting.

(g) act for or assist the National President when requested by them.

(h) inform in writing Locals in their constituency, every two months, as to activities related to their jurisdiction.

(i) submit written reports on their activities at each annual meeting of Local Presidents in their jurisdiction.

(j) be replaced by their alternate when unable to attend National Executive meetings.

(k) give mandates to all their national alternates as defined by *By-Law 14. Sub-section 14.7.*

(l) complete, within the first six (6) months of each term, 15 hours of training, on privilege and intersectionality; and following which, provide a written report to the National Executive, National Women's Committee, National Human Rights/Race Relations Committee, and National Young Workers Committee. This training must be taken in person by subject matter experts who are not CEIU staff.

14.5 National Vice-Presidents with Regional Responsibilities

In addition to those responsibilities outlined in *By-Law 14, Sub-section 14.4,* National Vice-Presidents with regional responsibilities shall:

(a) preside over committees established in each Region to review bargaining demands whenever such committees are required.

(b) represent the Union in discussions with regional departmental officials regarding matters of concern to our members and/or our Union and shall have the right and responsibility to be present at any meeting held in the Region between national officers or staff with regional departmental officials.

(c) in conjunction with the National President, be responsible for the administration of union affairs in their Regions.

(d) at least once annually, meet with all Presidents of Locals within their Region - the cost of such meetings shall be borne by national funds.

(e) in the case of Ontario and Quebec, the National Vice-Presidents shall be considered equal, have equivalent duties, strive to reach common goals, and determine amongst themselves the distribution of duties and responsibilities.

(f) administer, service and divide their Region into whatever formation is determined from time to time and establish a fund through a regional rebate to cover costs of union activities, in accordance with a *Regulation* as established by the National Executive.

(g) be replaced by their alternates when unable to attend Regional Labour-Management Consultation Committee meetings.

(h) adhere to and uphold the regional by-laws of their respective Regions.

14.6 National Vice-Presidents for Women's Priorities

In addition to those responsibilities outlined in *By-Law 14, Sub-section 14.4, paragraphs (a) to (g), (j) to (l),* National Vice-Presidents for Eastern Canada, and Western Canada, shall:

a) promote policies and programmes that will encourage the full participation of women at all levels of the Union.
b) with the National President, meet with national management on matters of concern to our members pertaining to their mandate as they deem necessary.

c) prepare policies, demands and resolutions, etc., with a view to moving women's priorities to the forefront of our Union's agenda and diminishing the present barriers our women membership face.

d) ensure that women members are well represented in all union activities, at all levels of the Union.

e) wherever possible, meet at least once annually with the Chairs of the Regional Women's Committees from their respective area:

f) assist in the organizing of regional women's committees in their area.

g) whenever possible, participate with regional women's committees in their area, and provide guidance for the committees.

h) review and make recommendations on all of the employer's policies and directives as it pertains to their mandate.

i) in conjunction with the National President, be responsible for the administration of union affairs pertaining to their mandate in their area.

j) give mandates to their national alternates.

k) be responsible for reviewing bargaining demands and Convention resolutions dealing with women's priorities.

l) chair or co-chair the CEIU Standing National Women's Committee comprised of the NVPs for Women's Priorities, Eastern and Western Regions and the eight (8) Chairs, or designate, of each Regional Women's Committee.

14.7 Alternate National Vice-Presidents

Alternate National Vice-Presidents shall:

(a) assume the responsibilities and duties of the National Vice-President on a permanent basis, if for any reason the National Vice-President is unable to complete their term of office.

(b) assume the responsibilities and duties of the National Vice-President on an interim basis, if so, designated by the National Vice-President (i.e., vacations, illness, national meetings, training, etc...).

(c) participate in regional committees as designated by the National Vice-President including chairing certain committees.

(d) attend all regional meetings of Local Presidents, where and when possible.

(e) attend all National Vice-Presidents' Conferences of Local Presidents where and when possible.

(f) attend LMCC meetings where and when possible, to be conversant in current affairs and union-management consultative procedures.

(g) attend at least one (1) National Executive meeting during their term as Alternate National Vice-President.

(h) keep the National Vice-President fully informed to ensure at all times a united union voice on all matters.

(i) become aware of the needs of the members in their jurisdiction and ensure they are brought to the attention of the National Vice-President.

(j) upon the request of the National Vice-President, report on their activities and recommendations to an annual meeting of the Local Presidents in their jurisdiction.

(k) act for and assist the National Vice-President when requested by them.

(l) communicate with the National Vice-President following each National Executive meeting to review agenda items and decisions made.

(m) where and when feasible, attend planning, strategy, and other meetings of the National Vice-Presidents (i.e., National Vice-Presidents' meetings, Ontario, Quebec, Atlantic, Western Canada).

(n) receive all correspondence the same as National Vice-Presidents.

(o) perform other responsibilities as determined by the National Executive or their National Vice-President(s).

14.8 National Vice-President, Immigration and Refugee Board

In addition to those responsibilities outlined in *By-Law 14, Sub-section 14.4, paragraphs (a) to (g), (j) to (l),* the National Vice-President for the Immigration and Refugee Board shall:

(a) promote policies and programs which encourage full participation by Immigration and Refugee Board (IRB) members at all levels of the Union.

(b) here necessary, assist in the planning and preparation of conferences and meetings of National Vice-Presidents.

(c) work in conjunction with all National Vice-Presidents and keep them informed regarding IRB/CEIU programs and procedures.

(d) prepare and make recommendations on all IRB policies and directives as it pertains to their mandate.

(e) attend, with the National President, IRB National LMCCs.

(f) organize those locals having IRB members.

(g) provide guidance and expertise to IRB members around all CEIU programs and procedures.

(h) report directly to the National President who shall assign such duties as are appropriate to achieve the task.

(i) provide a written report to the National Executive at each National Executive meeting.

(j) give mandates to their national alternate.

(k) Sits on the Union’s National Standing Health and Wellness Committee.

14.9 Alternate National Vice-President, Immigration and Refugee Board

The Alternate National Vice-President for the Immigration and Refugee Board shall:

(a) assume all responsibilities and duties of the IRB National Vice-President on a permanent basis, if for any reason the IRB National Vice-President is unable to complete their term of office.

(b) assume the responsibilities and duties of the IRB National Vice-President on an interim basis, if so, designated by the National President (i.e., vacations, illness, national meetings, training, etc.).

14.10 National Vice-President, Immigration, Refugees and Citizenship Canada

In addition to those responsibilities outlined in *By-Law 14, Sub-section 14.4, paragraphs (a) to (g), (j) to (l),* the National Vice-President for Immigration, Refugees and Citizenship Canada shall:

(a) promote policies and programs which encourage full involvement by Immigration, Refugees and Citizenship Canada (IRCC) members at all levels of the Union.

(b) meet with the National President or the National Executive Vice-President to discuss matters of interest to our Immigration, Refugees and Citizenship Canada members.

(c) prepare policies, demands, resolutions, etc., in order to place the concerns of Immigration, Refugees and Citizenship Canada members at the forefront of our Union's program.

(d) cooperate with all National Vice-Presidents and keep them informed on CEIU programs and procedures related to Immigration, Refugees and Citizenship Canada.

(e) sit on the National Immigration, Refugees and Citizenship Canada Committee and provide directions.

(f) review all the policies and guidelines of the employer which are related to their mandate and formulate relevant recommendations.

(g) in cooperation with the National President, manage the affairs of the Union which are related to their mandate.

(h) Sits on the Union's National Standing Health and Wellness Committee.

14.11 Alternate National Vice-President, Immigration, Refugees and Citizenship Canada (IRCC)

The Alternate National Vice-President for Immigration, Refugees and Citizenship Canada shall:

(a) assume all responsibilities and duties of the IRCC National Vice-President on a permanent basis, if for any reason the IRCC National Vice-President is unable to complete their term of office.

(b) assume the responsibilities and duties of the IRCC National Vice-President on an interim basis, if so, designated by the National President (i.e., vacations, illness, national meetings, training, etc.).

14.12 National Vice-President, Human Rights

In addition to those responsibilities outlined in *By-Law 14, Sub-section 14.4, paragraphs (a) to (g), (j) and (k)*, the National Vice-President for Human Rights shall:

(a) promote policies and programs which encourage full involvement by human rights group members at all levels of the Union.

(b) meet with the National President or the National Executive Vice-President to discuss matters of interest to our human rights group members.

(c) prepare policies, demands, resolutions, etc., in order to place human rights group issues at the forefront of our Union's program and reduce the barriers which our members from human rights groups presently face.

(d) ensure that human rights group members are well-represented in all the activities of the Union at all levels.

(e) if possible, meet at least once per year with representatives of the four (4) human rights groups.

(f) help organize regional human rights group committees within each region.

(g) sit on the National Human Rights / Race Relations Committee and provide directions.

(h) help plan and prepare the meetings of the National Committee and the National Human Rights / Race Relations Conference.

(i) review all the policies and guidelines of the employer which are related to their mandate and formulate relevant recommendations.

(j) in cooperation with the National President, manage the affairs of the Union which are related to their mandate.

(k) sit on the PSAC National Human Rights Committee.

(l) attend with the National President, the National meetings with the employer to raise concerns and/or issues pertaining to their mandate, when necessary.

(m) work in conjunction with the NVPs and keep them informed regarding human rights group programs and procedures.

(n) chair the National Human Rights Race Relations (HR/RR) Committee.

(o) be responsible for reviewing bargaining demands and Convention resolutions dealing with human rights.

14.13 Alternate National Vice-President for Human Rights

The Alternate National Vice-President for Human Rights shall:

(a) assume all responsibilities and duties of the HR National Vice-President on a permanent basis, if for any reason the HR National Vice-President is unable to complete their term of office.

(b) assume the responsibilities and duties of the HR National Vice-President on an interim basis, if so, designated by the National President (i.e., vacations, illness, national meetings, training, etc.).

BY-LAW 15
NATIONAL HUMAN RIGHTS / RACE RELATIONS COMMITTEE

15.1 Establishment

A Committee known as the Human Rights/Race Relations Committee is established within the Canada Employment and Immigration Union, the purpose of which is to explore, develop and review Human Rights/Race Relations initiatives, to review policies of the Union and Department, to represent and respond to concerns relating to human rights issues, to monitor and evaluate the progress of the Canada Employment and Immigration Union as a union and as an employer on issues of human rights/race relations.

15.2 Composition

15.2.1 The Committee is composed of:

(a) the National Vice-President for Human Rights and their Alternate

(b) ten (10) members at large, two (2) from each of the following Human Rights groups:

(i) Indigenous Peoples
(ii) Members with Disabilities
(iii) LGBTQ2+
(iv) Racialized Members

(c) plus, one (1) additional chair for non-binary members to be added to the LGBTQ2+ chairs for the HR/RR Committee.

(d) Plus, one (1) Black member representative

15.2.2 Gender parity will be maintained in each of the four (4) groups.

15.2.3 (i) Two or more non-voting alternates will be elected reflecting the same composition as in *By-Law 15, Sub-section 15.2.1(b)*. The appropriate alternate will replace the voting member in their absence or withdrawal from the Committee.

(ii) An election will be held to replenish the alternate position if circumstances occur that leave only one (1) alternate for any committee seat.

15.3 Meetings

Meetings of the National Human Rights/Race Relations Committee shall be held twice a year and shall occur prior to the Union's National Executive meetings.

BY-LAW 16
ADMINISTRATION

16.1 Establishment of Union Offices

16.1.1 The National Office shall consist of the National Union Headquarters and at least five (5) Regional Union Offices.

16.1.2 The National Union Headquarters shall be located in the National Capital Region.

16.1.3 A Regional Union Office shall be located in each of the following areas: Atlantic, Quebec, Ontario, Prairie and Pacific, which offices are to be situated in localities determined by the National Executive.

16.1.4 There shall be no other offices established in the name of the Union without the prior approval of the National Executive.

16.2 Staff

16.2.1 The National Union Headquarters and Regional Union Offices shall be staffed by a complement of full-time employees and other temporary staff as determined from time to time by the National Executive upon the recommendation of the National President.

16.2.2 There shall not be other staff hired in the name of the Union without prior approval of the National Executive.

16.2.3 The National President shall be responsible for the hiring of staff in accordance with rules and *regulations* established by the National Executive.

16.2.4 The National President, as the person responsible for the administration of the affairs of the Union, shall have the right to recommend to the National Executive the discharge, promotion, or demotion of any employee of the Union. An employee involved in any action shall have recourse under existing collective agreement between the Union and the staff.

BY-LAW 17
FINANCES

17.1 Fiscal Year

The fiscal year of the Union shall be from January 1 to December 31.

17.2 Legal Requirement

All financial records of this Union - national and local shall be retained for the legal period prescribed by the Income Tax Act as interpreted by the Minister of National Revenue of Canada.

17.3 Financial Records

17.3.1 Audited financial statements for the three (3) year period between National Conventions shall be placed before the delegates at the National Convention for approval.

17.3.2 A summary of the annual audited financial statements shall be sent to Locals within six (6) months of the end of the fiscal year.

17.4 Obligations of Outgoing Officers

On vacating the respective positions which they may hold, all officers of this Union shall deliver, when requested, to the National Union Headquarters all documents, monies, or other property of the Union.

17.5 Signing Officers

The signing officers of this Union shall be, on the one part, any one of the following: the National President or the National Executive Vice-President, and on the other part, any one of two (2) staff officers appointed by the National Executive for this purpose.

17.6 Bonding

The signing officers and the Director of Finance and Administration of this Union shall be bonded in an amount not less than two hundred thousand dollars ($200,000).

17.7 Group Life Insurance Agreements

The National Executive shall have authority to enter into any agreement or contract necessary to provide or maintain group life insurance for members of the Union.

BY-LAW 18
VOTING PROCEDURES

18.1 Majority

Unless otherwise provided by these *By-Laws*, all decisions requiring a vote shall be decided by a majority representing more than half of the valid votes cast.

18.2 Financial Matters

Decisions made by the National Executive affecting the following financial matters shall require a two-thirds (2/3) majority in accordance with *Regulation 9*:

(a) The annual national budget, and
(b) Resolutions to increase the annual budget.

18.3 Referendum Votes

18.3.1 This Union may conduct a referendum vote of its members on any question when requested by the majority of the National Executive.

18.3.2 In the event a referendum is requested, as per *By-law 18, Sub-section 18.3.1*, each Local shall be provided with sufficient ballots for each member of the Local to cast a secret ballot. The secret ballots shall be counted and forwarded to the National Office. The procedures and time limits with respect to a referendum vote shall be in accordance with a resolution passed by the National Executive for that purpose.

18.4 Proxy Votes

Votes shall not be transferable, and proxy votes shall not be allowed.

18.5 Election of Officers

The following conditions shall apply to the election of officers throughout the Union:

18.5.1 Officers other than National Vice-Presidents and Alternate National Vice-Presidents

(a) all elections shall be by secret ballot and decided by a majority of the valid votes cast.

(b) when there are more than two (2) candidates for office, the candidate receiving the fewest number of votes on the first ballot shall be dropped from the ballot if a clear majority of the votes cast is not accorded any candidate. This procedure shall continue on each succeeding ballot for the position until a candidate receives the necessary majority.

(c) all ballots cast shall be destroyed at the termination of the election.

(d) members who are candidates for any elected office within the Union cannot be members of the Balloting Committee for the election of the position for which they are a candidate.

18.5.2 National Vice-Presidents and Alternate National Vice-Presidents

(a) elections shall be by secret ballot and decided by plurality, i.e., the candidate receiving the greatest number of valid votes by whatever margin wins.

(b) all ballots cast shall be destroyed at the termination of the election.

(c) candidates cannot be members of the Balloting Committee for the election of the position for which they are a candidate.

18.6 Spoiled Ballots

In all instances within these *By-Laws*, *Regulations,* and Local By-Laws, where reference is made to secret balloting, spoiled ballots shall not be included in the total number of votes cast.

18.7 Balloting

All balloting required by this Union's *By-Laws*, *Policies and Regulations* shall not be done by desk drops. Desk drop is defined as a member casting their ballot at their workstation.