



CANADA EMPLOYMENT AND IMMIGRATION UNION

BC/YT REGIONAL BY-LAWS

(March 2022)

BY-LAW 1: NAME

This organization shall be known as "Canada Employment and Immigration Union, British Columbia/Yukon Region" (also referred to as our Union).

BY-LAW 2: CEIU BC/YT MISSION & VISION

- (a) To protect, strengthen, and promote the rights and collective interests of our members in the BC/YT region.
- (b) Standing in solidarity, we will empower our members, ensuring a strong, inclusive, and engaged presence in our workplaces and communities.

BY-LAW 3: GENERAL PROCEDURES

Section 1: Amendments to Bylaws

- (a) A two-thirds (2/3) majority of votes cast by the [delegates](#) of the Annual Presidents' Conference of Canada Employment and Immigration Union BC/YT Region shall be required for amendments to these By-laws.
- (b) By-laws will be updated within 30 days of the conclusion of a Regional Executive Council Meeting.

Section 2: Amendments to Regulations and Financial Guidelines

- (a) A two-thirds (2/3) majority of votes cast by the [BC/YT Regional Executive Council \(BC/YT REC\)](#) shall be required for amendments to the Regulations and Financial Guidelines.
- (b) Regulations and Financial Guidelines will be updated within 30 days of the conclusion of a Presidents' Conference.

BY-LAW 4: ANNUAL PRESIDENTS' CONFERENCE

Section 1: Annual Presidents' Conference

- (a) The supreme governing body of the BC/YT Regional Council shall be the Regional Presidents Conference.
- (b) The Regional Council shall hold at least one Regional Presidents Conference each year.
- (c) The delegates to the president's conference shall be the presidents of each local, or their alternate, and an additional delegate for every 100 members; up to a maximum of 3 delegates, along with the National Vice President, the alternate National Vice President, the Regional Women's Issues Chair or her alternate, the Regional Young Worker Chair or their alternate, the Regional Immigration Chair or their alternate and the District Coordinators or their alternates.
- (d) An emergency Presidents' Conference can be called by two-thirds (2/3) of the [BC/YT Regional Council \(BC/YT RC\)](#).

Section 2: Quorum

For purposes of [quorum](#), an alternate to any of the noted offices shall be deemed the office holder if attending the Conference or meeting in that capacity.

- (a) A quorum at a Regional Presidents' Conference shall be the National Vice President for BC/YT, 4 District Coordinators, and 2/3 of the Local Presidents.
- (b) A quorum at a BC/YT REC meeting shall be the National Vice President for BC/YT and 2/3 of the members of the REC.

Section 3: Rights of Non-Delegates / Observers

All members in good standing may attend a Presidents' Conference as observers, up to the point of health and safety limits. [Observers](#) shall not have the right to vote, to move/second a motion/resolution, or to participate in debate.

Section 4: Business of Annual Presidents' Conference

The Annual Presidents' Conference shall:

- (a) Deal with matters of particular interest to, or concerning the welfare of the members in this Region;

- (b) Establish the regional budget, including any supplemental assessment of dues required to fund regional operations and activities;
- (c) Receive the reports of Committees established by the Regional
- (d) Presidents' Conference or Regional Executive Council;
- (e) Confirm the National Vice President, BC/YT, as Chairperson of the Regional Executive Council; and
- (f) Confirm the District Coordinators elected by their respective Districts.

Section 5: Reporting

The [committees](#) and [district coordinators](#) are responsible for providing a report of their activities in the last year, no less than fifteen (15) calendar days prior to the start of the Presidents' Conference. Copies of the reports are forwarded from the Regional Union Office to all accredited delegates.

BY-LAW 5: BC/YT REC & BC/YT RC AUTHORITY & RESPONSIBILITIES

1. The Regional Executive Council shall:
 - (a) Meet at least twice per year or whenever an additional meeting is requested by two-thirds (2/3) or more of members of the REC;
 - (b) Administer the finances of the Regional Council and prepare the necessary budgetary provisions;
 - (c) Undertake the necessary preparations for the holding of Regional Presidents' Conferences and any other Regional Conferences deemed necessary;
 - (d) Establish any committee it deems necessary to carry out its duties and responsibilities;
 - (e) Create such regulations or financial guidelines as are necessary for the administration of the Region, provided such regulations do not conflict with these Bylaws, the National Bylaws or the Constitution of the Public Service Alliance of Canada.
2. The [Regional Council](#) represents all members of British Columbia and the Yukon Territory (BC/YT).

BY-LAW 6: COORDINATORS AUTHORITY AND RESPONSIBILITIES

Section 1: Districts

- (a) Locals in the BC/YT region shall be grouped geographically into districts by the Regional Executive Council as per National CEIU By-law 14.5(f).
- (b) There are five districts in the BC/YT region:
 - Vancouver Island (VI)
 - Metro Vancouver (MV)
 - Fraser Valley (FV)
 - Thompson Okanagan Kootenays (TOK)
 - North (N)
- (c) Each District will be headed by a District Coordinator(s).
- (d) Each district shall hold at least one meeting per year. Additional meetings via conference calls are encouraged.
- (e) Only local presidents or their alternates and the District Women's Chair or her alternate shall be entitled to vote at a district meeting.
- (f) The district will operate as an administrative arm of the Regional Council and deal only with matters of particular interest to the locals within the district.

Section 2: District Coordinator Term of Office

The District Coordinator(s) and their alternate will normally be elected for a three-year term, beginning and ending at the first District Meeting (as mandated in the BC/YT Bylaws and Regulations) immediately after National Convention.

Candidates for District Coordinator and alternate should be nominated at least 30 days prior to the election date from amongst the members of the district; however, nominations may be accepted during the election meeting.

In the event of an emergency where the District Coordinator and the alternate are not available, any member in the district may be designated by the Presidents of the District to act temporarily in place of the District Coordinator, or on the appointment of the NVP.

When a Local President is elected to District Coordinator, they shall relinquish the position of Local President and the Vice-President shall assume the office.

When the alternate assumes the responsibilities of the District Coordinator, a new alternate will be elected.

Section 3: List of Coordinators and Chairs

- (a) District Coordinator
- (b) Women's Chair
- (c) Young Worker's Chair
- (d) HRRR Chair
- (e) IRCC & IRB Chair

Section 4: Authority and Responsibilities of Coordinators and Chairs

1) District Coordinators

- (a) Responsible to all presidents/members in their District for advice, guidance and assistance in matters pertaining to Complaints and Grievances up to the stage of actual filing of same.
- (b) Responsible for being aware of any training needs in the district and promote these to the NVP and A/NVP for resolution, either by organizing district training, or by referring the members to PSAC training, another districts training, or training on an individual basis.
- (c) District Coordinators should attend all local membership meetings when invited to attend. If they are not available, the alternate should attend.
- (d) Responsible for all local executives' adherence to CEIU Bylaws and Regional Bylaws and Policies.
- (e) Responsible for ensuring all locals in the district submit an adopted, audited financial statement to National CEIU yearly and to follow-up with those who do not.
- (f) Responsible for ensuring that they work with Local Presidents to ensure that all locals have a full slate of elected officers and shop stewards. Further, to inform the NVP if there is a problem.
- (g) Responsible for Locals' Election of Officers as provided in By-laws if invited to the meeting.
- (h) Responsible for staying in contact with the Local Presidents in their district on a regular basis and to become aware of the issues facing the members in each local.
- (i) Responsible for passing on to each Local all communications received from Regional or National.
- (j) Responsible for organizing, when the regional finances permit, one district meeting at which all local presidents or alternates, the district women's coordinator or alternate; the NVP or alternate will be invited. This meeting

should be held in the district; all costs are covered by the Regional CEIU budget.

- (k) The District Coordinator is, in most cases, a part of the Union management process and shall endeavor to know the issues in the District and shall make every effort to communicate these to management at the union management meetings.
- (l) Responsible for completing a written report on all activities within their District for each annual President Conference.
- (m) Responsible for educating and promoting union committees and councils to locals in their district.
- (n) Take advantage of any PSAC Training being given – Local Officers Advanced Training, Union Development Program, etc.
- (o) Responsible for up-to-date information on outstanding collective bargaining contracts and passing information to local Presidents.
- (p) The District Coordinator MUST keep information from Local Presidents and local members confidential. They must not share this with anyone, including the NVP or other REC members without the permission of the member involved. If the District Coordinator seeks assistance from the NVP they cannot name a member without permission.
- (q) Submit an attestation form in May and November of each year in order to receive their honorarium.

2) Chairs

- (a) Shall hold at least one meeting per year. Additional meetings via conference calls are encouraged;
- (b) Attend all meetings of the BC/YT REC & BC/YT RC. Any Council member(s) who cannot attend the scheduled meeting shall appoint their Alternate to be present at the meeting(s);
- (c) Participate in Committees of the BC/YT REC & BC/YT RC to which they have been named;
- (d) Keep members of the BC/YT Region fully informed about matters affecting members;
- (e) Responsible for completing a written report on all activities within their respective committee for each annual President Conference;
- (f) Overseeing the creation of a [Terms of Reference](#) and updating as needed.

BY-LAW 7: ELECTIONS

Section 1: District Coordinators

Nominated members must be members in good standing within the District and must agree to be a candidate for election for the position of District Coordinator or Alternate.

The election will be by a simple majority of the Presidents or their Alternates within the respective electoral district.

In the event of the position becoming vacant during the term of office, the position will be filled by the alternate District Coordinator and an election will be held for the position of alternate District Coordinator for the remainder of the term.

If no District Coordinator is elected after two separate callouts for nominees, the NVP BC/YT shall be authorized to appoint a District Coordinator. The term of a District Coordinator appointed in this manner shall end at the next Presidents' Conference.

The District Coordinator and their Alternate will normally be elected for a three-year term, beginning and ending at the first District Meeting (as mandated in the BC/YT Bylaws and Regulations) immediately after National Convention.

Section 2: Bylaws Committee, Finance Committee, CCT Committee

Members of these committees are appointed by the NVP.

Section 3: Women's Chair, Young Workers Chair, HRRR Chair

These chairs are elected by a simple majority of the members in their committee. The chair and their alternate will normally be elected for a three-year term, beginning and ending at the first committee meeting (as mandated in the BC/YT Bylaws and Regulations) immediately after National Convention. The existing chair will remain as chair until the new chair is sworn in.

Section 4: IRCC Chair & IRB Chair

These chairs are elected by a simple majority of the members within their respective IRCC and IRB electoral districts. If no chair is elected after two separate callouts for nominees, the NVP BC/YT shall be authorized to appoint a chair. The term of a chair appointed in this manner shall end at the next Presidents' Conference. The chair and their alternate will normally be elected for a three-year term, beginning and ending at the first District Meeting (as mandated in the BC/YT Bylaws and Regulations) immediately after National Convention.

GLOSSARY:

- **BC/YT Regional Executive Council (BC/YT REC):** A regional governing body consisting of the National Vice President (NVP), Alternate National Vice President (A/NVP), District Coordinators, Women's Chair, IRCC & IRB Chair, Young Workers' Chair, and HRRR Chair.
- **BC/YT Regional Council (BC/YT RC):** A regional governing body consisting of the BC/YT REC plus all local Presidents and every delegate to the CEIU BC/YT Presidents Conference.
- **Committee:** A group of people, either appointed or elected, to work on a specific subject matter (ie, women's committee, young workers' committee, etc.).
- **Chair:** Responsible for the respective committee they sit on.
- **Delegate:** A person authorized to have a voice and a vote in a meeting or conference.
- **District Coordinators:** Coordinators responsible to the presidents and members of the locals in their respective district (Vancouver Island, Metro Vancouver (2), Fraser Valley, North, Thompson Okanagan Kootenays).
- **Observer:** A person authorized to observe and have both no voice and no vote, in a meeting or conference.
- **Quorum:** The minimum number of individuals needed in an assembly to conduct the business of that group.
- **Terms of Reference (ToR):** A document outlining the purpose and goals of a specific position or committee.