



Canada Employment
and Immigration Union



Syndicat de l'Emploi et de
l'Immigration du Canada



ONTARIO REGIONAL BY-LAWS

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CANADA EMPLOYMENT AND IMMIGRATION UNION
ONTARIO REGIONAL BY-LAWS
BY-LAW 1
NAME AND EMBLEM

Section 1: Name

This organization shall be known as "Canada Employment and Immigration Union, Ontario Region" (also referred to as the Union).

Section 2: Emblem & Logo

The emblem of the Canada Employment and Immigration Union, Ontario Region shall incorporate as mandatory elements a White Trillium with a stem and the CEIU colours. The emblem may incorporate such optional elements as a circle surrounding the Emblem and the words "CEIU", "SEIC" and "ONTARIO".

BY-LAW 2 GENERAL PROCEDURES

Section 1: Amendments To By-Laws

- (a) Amendments to these By-laws shall be assented to by accredited delegates who are assembled at an Annual Presidents' Conference of Canada Employment and Immigration Union, Ontario Region, or if the Ontario Council requests the holding of a referendum, if necessary, and in the best interest of the members and the Union.
- (b) With regards to the above, a two-thirds (2/3) majority of votes cast shall be required.

Section 2: Resolutions To The Ontario Presidents' Conference With Financial Implications

- (a) Resolutions presented at the Ontario Presidents' Conferences that have financial implications shall be assented to by accredited delegates who are assembled at an Annual Presidents' Conference of Canada Employment and Immigration Union, Ontario Region.
- (b) With regards to the above, a two-thirds (2/3) majority of votes cast shall be required.

Section 3 - Rules Of Order

Unless expressly provided otherwise by these By-laws, the Rules of Order for the Public Service Alliance of Canada meetings shall apply to all meetings, conferences and any other assemblies of Canada Employment and Immigration Union, Ontario Region.

Section 4 - Conflict

Nothing in these By-laws or Regulations produced under authority of these By-laws shall be construed to conflict with the National By-laws of Canada Employment and Immigration or the Constitution of the Public Service Alliance of Canada.

BY-LAW 3 AIMS AND OBJECTIVES

Section 1 – Aims And Objectives

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.

- (a) To fully support the aims and objectives of the Union;
- (b) To promote unity and solidarity between the members and Locals of Canada Employment and Immigration Union, Ontario Region;
- (c) To promote and defend the rights and interests of the members of Canada Employment and Immigration Union, Ontario Region;
- (d) To promote policies and programs that will encourage the full participation of all members, including women and equity groups at all levels of the organization;
- (e) Promote and apply the Public Service Alliance of Canada's policy 23A and 23B Anti-Harassment policy;
- (f) To work with other Components of the Public Service Alliance of Canada and other outside organizations/unions who share our views.
- (g) To advance any other related objectives consistent with aims and objectives contained in the CEIU National By-Laws.

BY-LAW 4 DUES

Members of this Union shall be required to pay, in addition to National and Local dues, regional percentage dues as established by a two-thirds (2/3) majority vote of accredited delegates in attendance at the Annual Presidents' Conference of Canada Employment and Immigration Union, Ontario Region.

BY-LAW 5 ANNUAL PRESIDENTS' CONFERENCE

Section 1: ANNUAL PRESIDENTS' CONFERENCE

- (a) The supreme governing body of Canada Employment and Immigration Union, Ontario Region shall be the Annual Presidents' Conference comprised of the accredited delegates as identified in By-law 5, Section 3;
- (b) Accredited delegates at this Conference shall have the authority to modify the By-laws, determine the level of dues for the Canada Employment and Immigration Union, Ontario Region and decide the orientation and priorities for the upcoming year;
- (c) The Annual Presidents' Conference shall be held annually for a period of not less than three (3) days;
- (d) Each Local will be entitled to send delegates to the Annual Presidents' Conference as specified in Section 3;
- (e) An emergency Presidents' Conference can be called by two-thirds (2/3) of the Ontario Council or 30% of the Locals in Ontario.
- (f) The Ontario Council shall be considered as being in session throughout the duration of the Annual Presidents' Conference.

Section 2: Conference Call Out

- (a) The Annual Presidents' Conference call out letter shall be sent to all Locals within the Ontario Region at least two (2) months prior to the date set for the Conference;
- (b) Delegates must register by the deadline date set out in the Annual Presidents' Conference Call Out Letter;
- (c) A call out for nominations for those positions on standing committees up

for each election shall be sent to all locals at the same time as the conference call out.

Section 3: Accredited Delegates

- (a) Accredited delegates to the Annual Presidents' Conference shall be the two (2) National Vice-Presidents for Ontario, the National Vice-President for Women's Issues for Western Canada, one (1) Representative from each of the Standing Committees, the members of the Ontario Council and delegates from Canada Employment and Immigration Union chartered Locals within the Province of Ontario as follows:

1 delegate - 1 to 200 members
2 delegates - 201 to 400 members
3 delegates - 401 to 600 members
4 delegates – 601 and over

- (b) All Local delegates to the Annual Presidents' Conference must come as representatives of their own Local;
- (c) Delegate entitlement shall be determined according to the latest listing of members available at the Ontario Regional Union Office as of the deadline date for registration;
- (d) If a delegate relinquishes his/her delegate status in favour of another member from their Local, he/she cannot be re-instated, and the "new" delegate shall remain in place for the rest of the Conference.
- (e) If the standing committee delegate relinquishes their delegate status, a new delegate will be replaced by the standing committee membership and will be selected from the remaining candidates in order. The alternate shall be selected separately by the standing committee.

Section 4: Equity Caucuses

- (a) Each Equity deserving committee member shall be elected at Presidents Conference by the self-identified delegates of each Equity deserving group

- (b) The representative of each of the Equity deserving groups and they're alternate shall be elected at the Presidents' Conference by the self-identified delegates of each of the Equity deserving groups.

Section 5: Quorum

The quorum of the Annual Presidents' Conference shall be a simple majority of accredited delegates.

Section 7: Rights Of Non-Delegates / Observers

All members in good standing may be allowed to attend a Presidents' Conference as observers, up to the point of health and safety limits, at their own expense.

Observers shall not have the right to vote, to move/second a motion/resolution, or to participate in debate.

Section 8: Business Of Conference

- (a) The Annual Presidents' Conference shall deal with all resolutions and matters submitted to the Resolutions Committee from Locals, the Ontario Council, Regional Standing Committees, Regional Conferences, District Conferences and District Meetings as well as from any official Regional Meeting of Members;
- (b) All resolutions, petitions and appeals originating from Locals, the Ontario Council, Regional Standing Committees, Regional Conferences and Regional Meeting of members must be submitted by the deadline established by the Council and must be signed by two (2) members in good standing of the Local and passed at either a general meeting of the Local membership or the Local Executive;
- c) All resolutions received will be assessed by the Resolutions Committee prior to the beginning of the Presidents' Conference.

The committee should consider the following when determining the order of presentation of the resolutions:

- Financial implications;
- Impact to membership;
- Subject;

- Connection to other resolutions;
- Equitable application;
- Other, as needed.

d) CEIU Ontario Regional Council will review all resolutions.

Section 9: Late Resolutions

Notwithstanding any other provisions of Section 7 of this By-law, any Resolution, other than Emergency Resolutions, received or submitted after the deadline date established by the Ontario Council shall be referred to the Resolutions Committee of the Ontario Council which will decide whether they shall be submitted to the Conference. If submitted, such Resolutions will be dealt with only after all other business has been presented, and time permitting.

Section 10: Emergency Resolutions

- (a) Emergency Resolutions must be submitted in writing, and must deal with a matter of urgent concern to the welfare of the members and one which was beyond the control of the member submitting it before the deadline through the regular channels and within the time frames set by the Council for submission of Resolutions;
- (b) Emergency Resolutions can be submitted by any accredited delegate at the Presidents' Conference to the Chair of the Presidents' Conference provided it is duly seconded by another accredited delegate.
- (c) Emergency Resolutions will be accepted either by the Chair of the Presidents' Conference, or the majority of the accredited delegates.

Section 11: Agenda And Resolutions

The Committee responsible for the Annual Presidents' Conference shall ensure that, no less than fifteen (15) calendar days prior to the start of the Annual Presidents' Conference, copies of the Agenda and Resolutions are forwarded from the Regional Union Office to all accredited delegates.

Section 12: Conference Report

Within 60 days of the termination of the Annual Presidents' Conference, the Regional Union Office shall have prepared and printed a complete report of the proceedings of the conference and shall send the report to the Ontario Council

members for their approval. Ontario Council members will have 30 days to make amendments to the report. The Ontario National Vice-Presidents will forward the revised report to and advise the Regional Union Office when the report can be sent out to the accredited delegates and locals.

BY-LAW 6 ONTARIO COUNCIL

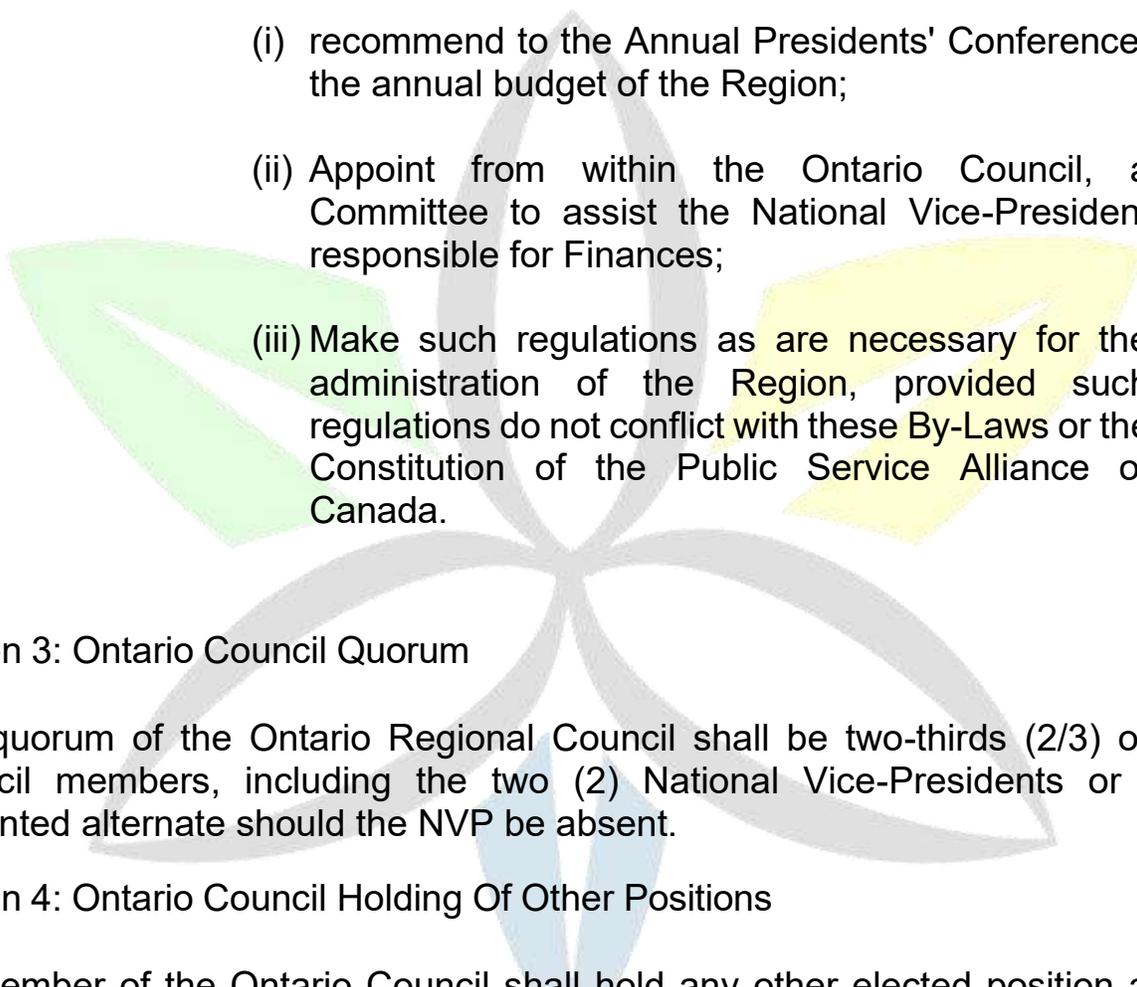
Section 1: Ontario Council Composition

The Ontario Council shall be comprised of the following:

- (a) Two (2) National Vice-Presidents for Ontario;
- (b) One (1) Woman Representative from the Ontario Region;
- (c) Two (2) Representative for Human Rights Race Relations;
- (d) One (1) Indigenous Representative from the Ontario Region
- (e) Five District Representatives - one from each of the following: North, East, South-West; and two (2) from the Toronto District:
- (f) Three Departmental Representatives - one each from Employment and Social Development Canada (ESDC), Immigration, Refugees and Citizenship Canada (IRCC) and the Immigration Refugee Board (IRB); and

Section 2: Ontario Council Authority

- (a) The Ontario Council shall be vested with all executive powers of the Union, consistent with these By-laws, for the period between Annual Presidents' Conferences;
- (b) The Ontario Council shall:
 - (1) Have the power to make such rules and regulations as are necessary for the administration of the affairs of the Region between Annual Presidents' Conferences;
 - (2) Have the authority to establish any committees as it deems necessary to carry out its duties and responsibilities:

- 
- (3) Hold meetings a minimum of two (2) times annually or whenever an additional meeting is requested by two-thirds (2/3) or more of members of the Ontario Regional Council. Meetings shall be open to observers and minutes of these meetings shall be distributed to all Locals
- (4) Without limiting the generalities of other sections of these By-laws shall:
- (i) recommend to the Annual Presidents' Conference, the annual budget of the Region;
 - (ii) Appoint from within the Ontario Council, a Committee to assist the National Vice-President responsible for Finances;
 - (iii) Make such regulations as are necessary for the administration of the Region, provided such regulations do not conflict with these By-Laws or the Constitution of the Public Service Alliance of Canada.

Section 3: Ontario Council Quorum

The quorum of the Ontario Regional Council shall be two-thirds (2/3) of the Council members, including the two (2) National Vice-Presidents or their appointed alternate should the NVP be absent.

Section 4: Ontario Council Holding Of Other Positions

No member of the Ontario Council shall hold any other elected position at the Regional level. No member of the Ontario Council can hold an alternate position on any regional standing committee.

Section 5: Ontario Council Member Authority And Responsibilities

Council members shall:

- (a) Attend all meetings of the Ontario Council. Any Council member(s) who cannot attend the scheduled meeting shall appoint their Alternate to be

present at the meeting(s);

- (b) Participate in Committees of the Ontario Council to which they have been named;
- (c) Keep members of the CEIU Ontario Regional Council fully informed about matters affecting members;
- (d) Consult with members of the Ontario Council to ensure at all times a united Union voice on all matters;
- (e) Assist the National Vice-Presidents upon request;
- (f) Receive a financial report at each Ontario Council meeting and make appropriate recommendations on future expenditures;
- (g) Be responsible for getting their agenda items to the Chair;
- (h) Perform such other duties as considered necessary by the Ontario Regional Council.

Section 6: Ontario Council Term Of Office

District, Departmental, and Women's Representatives will be elected by the members in good standing of their constituency for a three (3) year term. The term will commence January 1, 2018, for the three-year term and every third year after that.

Section 7: Elections

- (a) All members in good standing shall be eligible to stand for election to the Ontario Council;
- (b) Election shall be by direct balloting of the members in good standing within the Ontario Region;
- (c) Elections shall be conducted for the positions listed in By-law 6, Section 1(c) and shall be held within the respective Districts;
- (d) Any candidate who gets the most votes shall be declared elected. Spoiled ballots will not be counted.

BY-LAW 7 ONTARIO REGIONAL COUNCIL DISTRICT, DEPARTMENTAL AND EQUITY REPRESENTATIVES

Section 1: District Representatives

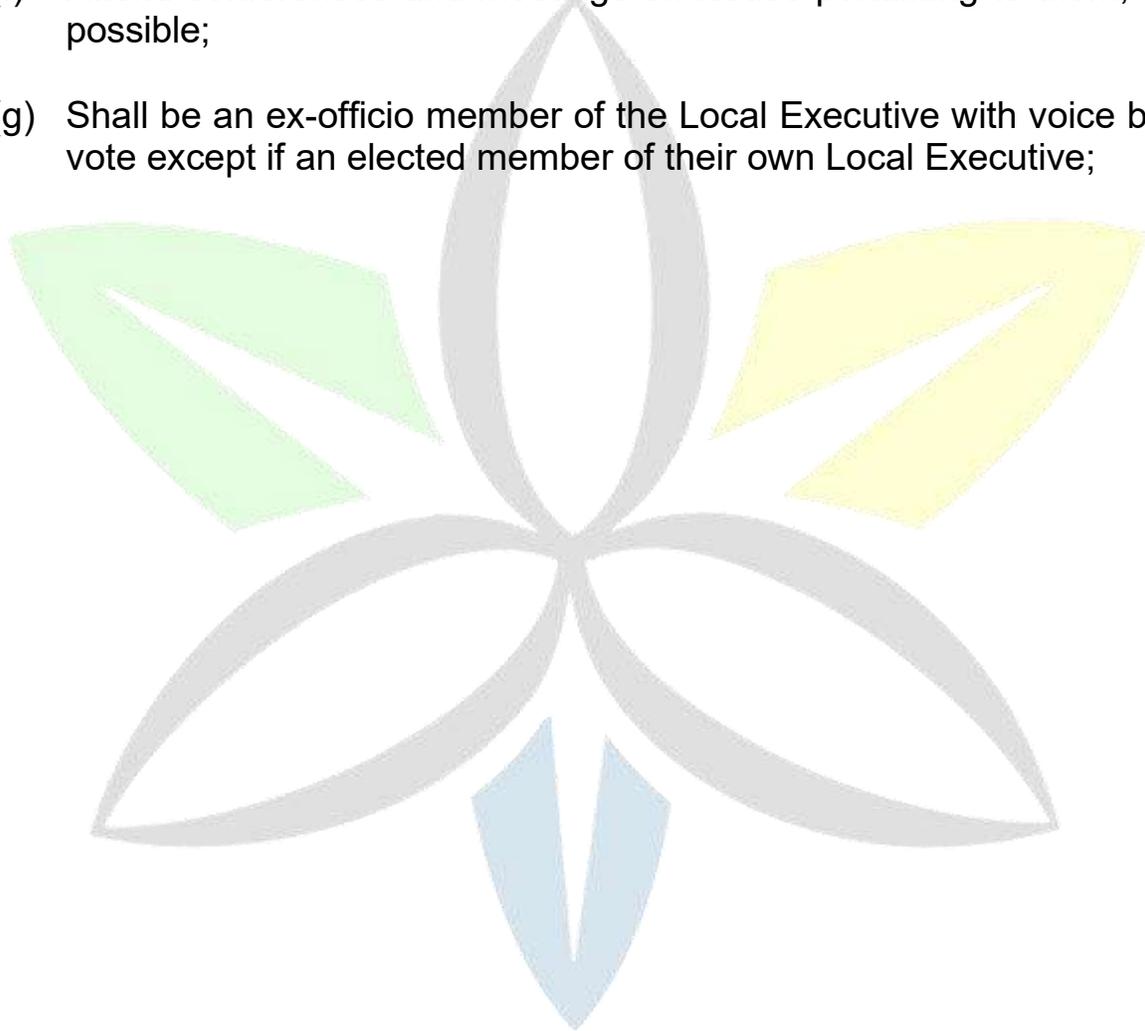
Each District Representative shall:

- (a) Be a member of the Ontario Council with voice and vote;
- (b) Keep in touch with the members and Locals assigned to them so as to be aware of their needs and problems and ensure that those concerns are brought to the attention of the National Vice-Presidents and the respective Departmental Representative;
- (c) Submit in writing, an annual report of their activities and recommendations to the Annual Presidents' Conference;
- (d) Hold at least one (1) Conference per year in their District, or in conjunction with another/other District(s) within Ontario, funded by the Ontario Region. Each Local within the District shall be entitled to send at least one (1) representative to this Annual Conference (based on the formula for the Annual Presidents' Conference) at the expense of the District;
- (e) Deal with matters of particular interest to the Locals within their respective district;
- (f) A District Representative may attend meetings of any Local in his/her respective District, and shall be an ex-officio member of the Local Executive with voice but no vote;
- (g) The District Representative shall communicate with each of the Locals within their respective region at least four (4) times per year;

Section 2: Departmental Representatives

- (a) Each Departmental Representative shall be a member of the Ontario Council with voice and vote;
- (b) Each shall submit in writing an annual report of their activities and recommendations to the Annual Presidents' Conference;

- (c) Shall attend whenever possible/feasible the Annual District Conferences and District meetings;
- (d) Receive and coordinate information received from the District Representatives on perspective and plan of action for submission to the National Vice-Presidents and Ontario Council;
- (e) Assist National Vice-Presidents on issues, actions and policy information, etc., according to their mandate;
- (f) Attend conferences and meetings on issues pertaining to them, when possible;
- (g) Shall be an ex-officio member of the Local Executive with voice but no vote except if an elected member of their own Local Executive;



Section 3: Women's Representative

The Women's Representative shall:

- (a) Be a member of the Ontario Regional Council with voice and vote;
- (b) Be the appointed Chair of the Regional Women's Committee with voice and vote;
- (c) Submit in writing, an annual report of their activities and recommendations to the annual Presidents' Conference
- (d) Collaborate with the Regional Women's Committee and initiate action plans on Women's priorities;
- (e) Provide support to the Regional Women's Committee in order to assist in helping them effectively uphold their mandate;
- (f) Attend meetings of any local Women's Committee in the Ontario Region;
- (g) Deal with matters of particular interests to women.

Section 4: Human Rights/Race Relations Representative

The Human Rights/Race Relations Representative shall:

- (a) Be a member of the Ontario Regional Council with voice and vote;
- (b) Submit in writing, an annual report of their activities and recommendations to the annual Presidents' Conference.
- (c) Collaborate with the Regional Human Rights/Race Relations Committee and initiate action plans on issues of importance to their equity seeking members;
- (d) Provide support to the Regional Human Rights/Race Relations Committee in order to assist in helping them effectively uphold their mandate;

Section 5: First Nation, Metis And Inuit Representative

The First Nation, Metis, Inuit Representative shall:

- (a) Be a member of the Ontario Regional Council with voice and vote;
- (b) Submit in writing, an annual report of their activities and recommendations to the annual Presidents' Conference;
- (c) Chair and collaborate with the Regional First Nation, Metis and Inuit
- (d) Provide support to the Regional First Nation, Metis and Inuit Committee in order to assist in helping them effectively uphold their mandate;
- (e) Attend meetings of any local First Nation, Metis and Inuit in the Ontario Region;
- (f) Deal with matters of particular interest to Indigenous people.
- (g) Attend meetings of any local Human Rights/Race Relations Committee in the Ontario Region;
- (h) Deal with matters of particular interest to human rights and race relations.

BY-LAW 8 STANDING COMMITTEES OF CEIU ONTARIO REGION COMMON ELEMENTS

Section 1: Establishment Of Standing Committees

The Canada Employment and Immigration Union Ontario Regional Standing Committees are established within the Canada Employment and Immigration Union, Ontario Region, the purpose of which is to speak on behalf of and represent members in Ontario on matters relating to the mandates of the individual committees.

There are eleven (11) established Standing Committees of the CEIU Ontario Region:

- Collective Bargaining Committee
- Differently Abled Members Committee
- First Nations/Métis/Inuit Committee

- Health, Safety and Security Committee
- 2-Spirit, Lesbian, Gay, Bisexual, Transgender, Queer, Intersex, Asexual + Committee (CEIU 2SLGBTQIA+ Ontario Regional Standing Committee)
- Racialized Action Committee
- Regional Women's Committee
- Young Workers Committee
- Team Leader Committee
- Front End/Outreach Committee

Section 2: Composition And Election Of Standing Committees

- (a) The Standing Committees of CEIU Ontario Region will be composed of six (6) elected members of the region;
- (b) The term of office shall be for two (2) years ending December 31 and commencing January 1
- (c) Elections shall be staggered so that only three (3) positions are open each year unless vacancies arise;
- (d) The term of office shall be for two (2) years and elections shall be staggered so that only three (3) positions are opened each year unless vacancies arise;
- (e) The candidate(s) with the most votes would be declared elected to fill the number of positions required;
- (f) Two (2) Alternates will be elected following the election of members and placement shall be determined by plurality.

Section 3: Finances

- (a) Committee expenses not cleared within thirty (30) days of the end of the fiscal year (December 31) will be charged against the following year's budget.
- (b) Member expense claims older than 90 days will not be reimbursed. For any exceptional circumstances, reimbursements will be at the discretion of the National Vice-Presidents

Section 4: Meetings

- (a) The Standing Committees of CEIU Ontario Region shall hold between two (2) and four (4) meetings a year;
- (b) Minutes of all meetings shall be circulated to all Locals, Standing/Ad Hoc Committees, National Vice-Presidents, the National President and the National Executive Vice-President via the Regional Union administration staff

BY-LAW 9 MANDATES OF STANDING COMMITTEES

Section 1: Mandate Of The Racialized Action Committee

- (a) To ensure that our Union is welcoming to visible minority members;
- (b) To educate our members on issues of race relations, human rights and employment equity in cooperation with other committees;
- (c) To foster understanding and collective strength by communicating with Locals using media, including the Internet;
- (d) To analyze employment equity policies with regard to visible minority issues and advise Canada Employment and Immigration Union/Public Service Alliance of Canada on stances to be taken in meetings with management;
- (e) To conduct an annual review of the actions of the Union in support of visible minority issues and report findings to the Annual Presidents' Conference of Canada Employment and Immigration Union, Ontario Region;
- (f) To participate in workshops/forums/training/conferences with a view to skill building in order to prepare the Committee to communicate/participate effectively with members and management;
- (g) To provide/produce materials to be included in orientation packages for new members of the Union;

- (h) To initiate action on any issue of importance related to racially visible members.

Section 2: Mandate of the 2-Spirit, Lesbian, Gay, Bisexual, Transgender, Queer, Intersex, Asexual + Committee (CEIU 2SLGBTQIA+ Ontario Regional Standing Committee)

- (a) To educate all our members on all issues of harassment in relation to sexual orientation, gender identity, gender expression, and sexual characteristics;
- (b) To develop a comprehensive and coordinated approach with respect to persons who self-identify as part of the 2SLGBTQIA+ community and demand that the employer respect and enforce the Human Rights of all our members;
- (c) to organize and/or support public relations event(s) for Ontario Pride celebrations;
- (d) to participate in the Union in order to foster understanding and collective strength;
- (e) to provide and/or support whenever possible, presentations on appropriate and related topics at workshops in the Region;
- (f) To initiate action on any issues of importance to the 2SLGBTQIA+ Community;

Section 3: Mandate Of The Differently Abled Committee

The mandate for the Canada Employment and Immigration Union Ontario Differently Abled Committee is to support those members who are differently abled due to mental, physical, emotional and/or sensory differences. This will be achieved by fostering inclusiveness in all their daily activities while at work, home, or within their community.

The committee will ensure that the Union is welcoming to differently abled members and will create a forum through which members will be able to raise and discuss issues directly affecting them.

Section 4: Mandate Of The Regional Women's Committee

- (a) Educate our members on issues of sexual and non-sexual harassment, employment equity, pay equity and childcare, in cooperation with other committees to ensure proper funding is available for all members;
- (b) Foster understanding and collective strength by visiting Locals;
- (c) Develop an integrated, coordinated policy in regards to child care and affirmative action and explore productive discussions with management;
- (d) Participate in workshops/forums within the framework of "skills building" in preparation for the Public Service Alliance of Canada Conventions;
- (e) Organize a public relations event for International Women's Day;
- (f) Participate in other regional union functions such as Regional Planning and Strategy meetings;
- (g) Provide as far as possible, presentations on appropriate topics at regional workshops;
- (h) Provide input to the Canada Employment and Immigration Union Ontario Regional Collective Bargaining Committee and the Canada Employment and Immigration Union Ontario Regional Health, Safety and Security Committee (and any other committees) on request, when necessary;
- (i) Collaborate with other strategies and activities that demonstrate collectively and solidarity;

- (j) Initiate action on any issue of importance to women;
- (k) Work on issues affecting women in cooperation and support of all equity groups;
- (l) Attendance at related courses, seminars and conferences held by Canada Employment and Immigration Union, Public Service Alliance of Canada, Ontario Federation of Labour, Canadian Labour Congress and other organizations.

Section 5: Mandate Of the Health, Safety and Security Committee

- (a) To educate and train Regional members in all aspects of health, safety, security and technological change;
- (b) Interpret management guidelines and policies;
- (c) Help organize Local Health, Safety and Security Committees;
- (d) Refer Health, Safety, Security and Technological change matters to the Regional Labour/Management Consultation Committee with a representative from the Ontario Health, Safety and Security Committee or Local Representative to attend these meetings as appropriate;
- (e) Attend related courses, seminars and conferences held by Canada Employment and Immigration Union, Public Service Alliance of Canada, Ontario Federation of Labour, Canadian Labour Congress and other organizations;
- (f) Assist Locals to develop and maintain records and associated systems related to workplace illness and accidents; develop preventative and improvement programs;
- (g) Be aware of provincial and other programs available for funding and training;
- (h) Develop Health and safety and Technological change clauses for the Collective Bargaining process using input from Local Health, Safety and Security Committees;
- (i) Lobby for progressive health and safety legislation, Public Service Alliance of Canada courses, training and seminars, etc.;

- (j) Coalition building with other Committees within Canada Employment and Immigration Union and Public Service Alliance of Canada and other groups/unions;
- (k) Report in writing on the activities of the Committee to each Ontario Presidents' Conference and to the Ontario Council.

Section 6: Mandate Of The Regional Collective Bargaining Committee

Once formed the Ontario Regional Collective Bargaining Committee will write a generic mandate, which will be sent to the Ontario Council for approval. The mandate will form part of the Ontario Regional Collective Bargaining Committee Report to the Ontario Presidents' Conference.

Section 7: Mandate Of The Regional First Nations/Métis/Inuit Committee

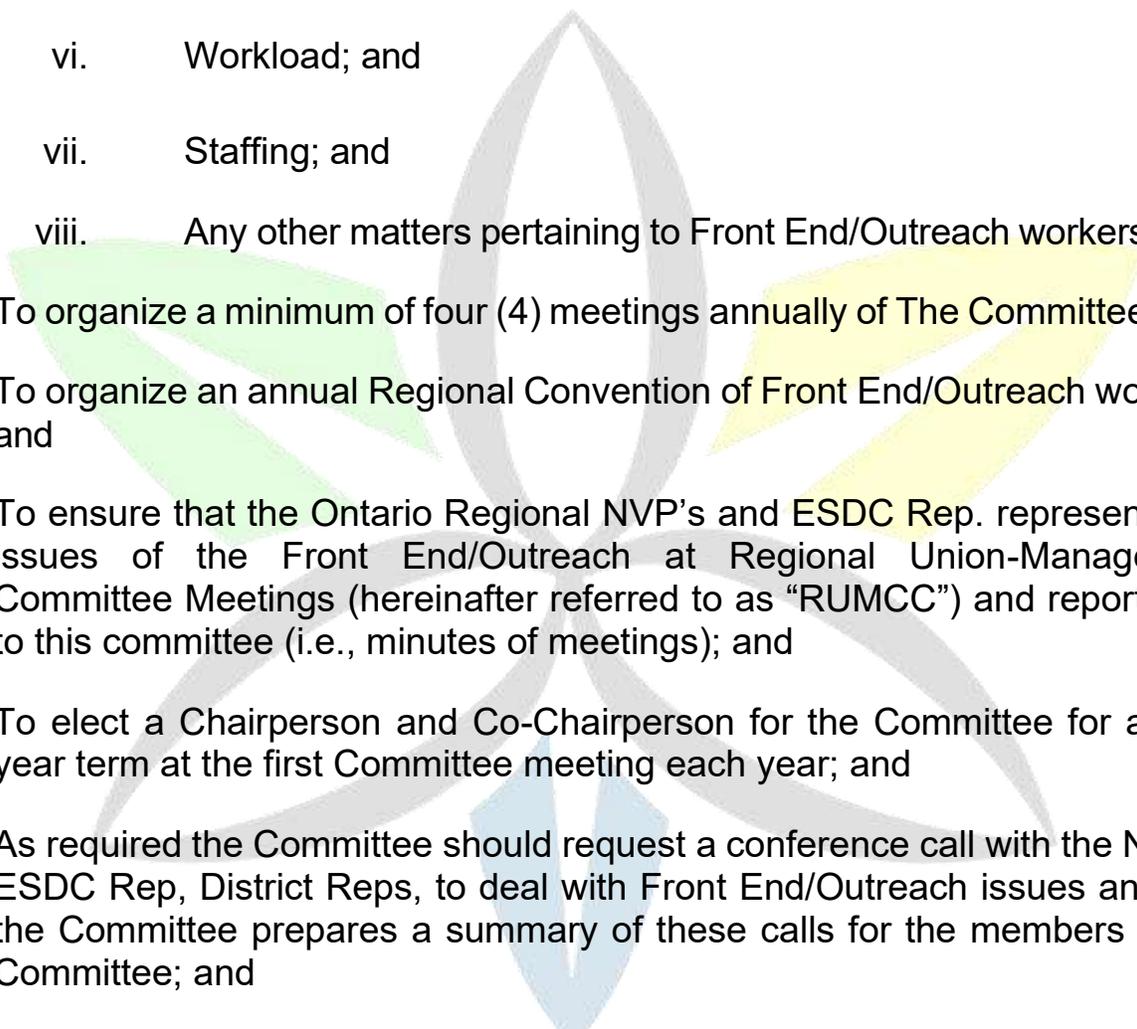
- (a) Educate our members on issues of importance to First Nations/Métis/Inuit members in cooperation with other committees;
- (b) Foster understanding and collective strength by communication with Locals;
- (c) Develop an integrated, coordinated policy with regard to issues of importance to First Nations/Métis/Inuit members and explore productive discussions with management;
- (d) Participate in workshops/forums within the framework of "skills building" in preparation for Public Service Alliance of Canada Conventions;
- (e) Participate in public relations/cultural events for First Nations/Indigenous Solidarity Day on the 21st of June and Indigenous Awareness Week in May;
- (f) Participate in other regional union functions such as regional planning and strategy meetings;
- (g) Provide as far as possible, presentations on appropriate topics at regional workshops;
- (h) Provide input to the Canada Employment and Immigration Union

Ontario Regional Collective Bargaining Committee, the Canada Employment and Immigration Union Ontario Regional Health, Safety and Security Committee, the Canada Employment and Immigration Union Ontario Regional Women's Committee and other committees as appropriate, on request and when necessary;

- (i) Work in cooperation with Ontario Council and the Canada Employment and Immigration Union, Ontario Region membership to create a respectful and harassment free union and workplace;
- (j) Collaborate with other strategies and solidarity activities;
- (k) Initiate action on any issue of importance to First Nations/Métis/Inuit members;
- (l) Work on issues affecting First Nations/Métis/Inuit members in cooperation with and support of all equity groups;
- (m) Lobby to have the 21st of June, First Nations/Indigenous Solidarity Day declared a statutory holiday.

Section 8: Mandate Of The Ontario Regional Front End Outreach Committee

1. The Ontario Regional Front End/Outreach Committee (hereinafter referred to as "The Committee") will endeavor to improve the working conditions of Front End and Outreach workers in Ontario Region. This will be done through engaging, mobilizing and educating members.
2. For further clarity, The Committee's work shall be accomplished in, but not limited to, the following ways:
 - a. To advise and make recommendations to the Ontario Regional National Vice Presidents (NVP's) and Ontario Regional Council (ORC) on all matters and issues related to Front End/Outreach workers; and
 - b. To develop various mechanisms and provide numerous forms of communication to and from members and to ensure the timely distribution of information to those concerned; and
 - c. To develop action plans and the implementation of strategies for the Ontario Regional NVP's and ORC in regard to the following areas:

- 
- i. Policy and procedures; and
 - ii. Legislative changes; and
 - iii. Health, Safety and Security; and
 - iv. Mental Health and work-life balance; and
 - v. Working conditions, hours of work, overtime and training; and
 - vi. Workload; and
 - vii. Staffing; and
 - viii. Any other matters pertaining to Front End/Outreach workers; and
3. To organize a minimum of four (4) meetings annually of The Committee; and
 4. To organize an annual Regional Convention of Front End/Outreach workers; and
 5. To ensure that the Ontario Regional NVP's and ESDC Rep. represents the issues of the Front End/Outreach at Regional Union-Management Committee Meetings (hereinafter referred to as "RUMCC") and report back to this committee (i.e., minutes of meetings); and
 6. To elect a Chairperson and Co-Chairperson for the Committee for a one-year term at the first Committee meeting each year; and
 7. As required the Committee should request a conference call with the NVP's, ESDC Rep, District Reps, to deal with Front End/Outreach issues and that the Committee prepares a summary of these calls for the members of the Committee; and
 8. If a representative of this committee is unable to attend a meeting they must, in due time, notify the committee chair and responsible NVP; and
 9. Quorum of The Committee is minimum of four committee members; and
 10. The Chairperson of The Committee is responsible for, or assisting The Committee with:

- a. Representing the committee at RUMCC if invited and prepare submissions to the RUMCC; and
 - b. Preparing reports for Presidents Conference; and
 - c. Assisting in organizing and planning meetings and conference calls with the NVP responsible; and
 - d. Preparing the agenda and requesting agenda items at least 10 days prior to the meeting.
11. The Committee shall be composed of six (6) members, each with a 2-year term. These members shall be Citizen Service Officers (CSO) and when possible, Citizen Service Specialists (CSS).

Section 9: Mandate of the Team Leader Committee

Section 10: Mandate of The Young Worker Committee

Section 11: Mandate of the IRB/IRCC Committee

BY-LAW 10 FINANCES

Section 1: Fiscal Year

The fiscal year of Canada Employment and Immigration Union Ontario shall be from 1 January to 31 December.

Section 2: Legal Requirements

All financial records of the Region shall be retained by National for the legal period as prescribed by the Income Tax Act as interpreted by the Minister of Canada Revenue Agency.

Section 3: Financial Records

- (a) The audited financial statement shall be sent out to all Locals in Ontario

accompanied by a summary explanation of the income and expenditures for the period in question within thirty (30) days of the audit;

- (b) Shall be made available upon request, to any member in good standing within the Ontario region;
- (c) Decisions made by the Ontario Council during a Council meeting affecting the following financial matters shall require a two-thirds (2/3) majority:
 - (i) the annual regional budget;
 - (ii) resolutions to increase the annual budget; and
 - (iii) resolutions to transfer moneys from one-line item to another line within the budget.

