

**CONSTITUTION**

**OF THE**

**VICTORIA LABOUR COUNCIL**

**(CLC)**

*(Chartered by the Canadian Labour Congress - August 1956)*

**Motions to amend passed – September 19 & 20, 2018**

**Approved by CLC Canadian Council – June 27, 2019**



**CANADIAN LABOUR CONGRESS**

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## ARTICLE 1 – JURISDICTION

- Section 1.** This Labour Council shall be known as the “**Victoria Labour Council, CLC,**” and is chartered by the Canadian Labour Congress.
- Section 2.** It shall consist of organizations affiliated to the Canadian Labour Congress which become affiliated to this Labour Council, and which are situated in the area south of a straight line drawn from the mouth of the Jordan River on the west side of the Island to Musgrave on Salt Spring Island. It shall also include Salt Spring Island and other islands within the international boundary, such as James Island, etc.
- Section 3.** These organizations shall conform to the By-Laws and the Rules and Regulations of this Labour Council as set forth herewith. This Labour Council shall not be dissolved while there are five (5) organizations remaining in affiliation.

## ARTICLE 2 – PURPOSES

The purposes of this Labour Council are:

1. To support the principles and policies of the Canadian Labour Congress.
2. To promote the interests of its affiliates and generally to advance the economic and social welfare of workers.
3.
  - a. To assist affiliated organizations in extending benefits of mutual assistance and collective bargaining to workers.
  - b. To assist in the organization of the unorganized into unions for their mutual aid, protection and advancement, giving recognition to the principle that both craft and industrial unions are appropriate, equal and necessary as methods of union organization.
4. To encourage all workers, without regard to race, creed, sex, sexual orientation, disability, age, colour, or national origin, to share in the full benefits of union organization.
5. To secure legislation which will safeguard and promote the principle of free collective bargaining, the rights of workers, and the security and welfare of all people.
6. To protect and strengthen our democratic institutions, to secure full recognition and enjoyment of the rights and liberties to which we are justly entitled, and to preserve and perpetuate the cherished traditions

of our democracy.

7. To promote the cause of peace and freedom in the world, and to assist and cooperate with free and democratic labour movements throughout the world.
8. To aid and encourage the sale and use of union-made goods and union services through the use of the Union Label and other symbols; to promote the labour press and other means of furthering the education of the labour movement.
9. To protect the labour movement from any and all corrupt influences and from the undermining efforts of all agencies which are opposed to the basic principles of our democracy and free democratic unionism.
10. To safeguard the democratic character of the labour movement, and to observe and respect the autonomy of each affiliated union.
11. While preserving the independence of the labour movement from political control, to encourage workers to vote for political policies favourable to organized labour, to exercise their full rights and responsibilities of citizenship, and to perform their rightful part in the political life of the municipal, provincial, and federal governments.
12. To promote safety for workers in all types of employment, and to initiate and support programs designed to reduce injuries and deaths in all industries.

## **ARTICLE 3 – MEMBERSHIP**

**Section 1.** The Labour Council shall be composed of:

- a) Components, locals, units, branches, chartered locals and lodges of provincial, regional, national, and international unions affiliated to the Canadian Labour Congress.
- b) Local unions in the area chartered by the Canadian Labour Congress.

**Section 2.** Any delegate representing a local union affiliated with this Labour Council may be suspended or expelled for conduct unbecoming a delegate, from membership in the Council, by a majority roll call vote at a meeting. In such cases, the local union which the delegate represents will be notified and requested to replace said delegate. Any decision to expel may be appealed to the Executive Committee of the Canadian Labour Congress within two (2) months. The decision shall be in force and effect during appeal.

**Section 3.**

- a) Canadian Labour Congress Officers, Directors and Representatives



shall be accorded all rights and privileges of delegates, except the right to vote, when they attend meetings of this Labour Council.

- b) The B.C. Federation of Retired Union Members (B.C. Forum) (affiliated to the Congress of Union Retirees of Canada [CURC]) shall be entitled to membership as an affiliated organization upon application by the B.C. Forum and payment of ten dollars (\$10.00) annual application fee, and shall be entitled to two (2) delegates. Such delegates shall have the right to voice—but no vote—on all matters that come before the Labour Council meetings. B.C. Forum delegates (affiliated to CURC) will not be eligible for Executive Board and Officer positions.

**Section 4.** It shall be the duty of each affiliated organization to furnish the Secretary of the Labour Council with the following:

- a) All official reports which deal with matters within the purview of the Council.
- b) Such other reports as will facilitate and make more effective the work of the Council.
- c) A statement of their membership in good standing.

## **ARTICLE 4 – MEETINGS**

**Section 1.** The regular meetings of this Labour Council shall be the governing body of the Council. Except as otherwise specified in this Constitution, its decisions shall be by majority vote.

**Section 2.** The regular meetings of the Labour Council shall be held on the third (3rd) Wednesday of each month. Meetings shall commence at 7:00 P.M. sharp and adjourn at 9:00 P.M. unless a Motion to extend time is adopted by a two-thirds (2/3) vote of those present.

**Section 3.**

- a) Special meetings of the Labour Council may be called by direction of the Executive Board, or on request of affiliated organizations representing a majority of the total membership of the Council as evidenced by the records of the Treasurer.
- b) In the event a majority as provided in subsection(a) requests a special meeting, the Executive Board shall call such meeting within five (5) calendar days, and shall give all organizations five (5) calendar days' notice of the time and place for holding the special meeting, together with a statement of the business to be considered at such meeting.
- c) Representation to special meetings shall be on the same basis as regular meetings.

- d) Except as provided in subsection(b), a special meeting shall exercise the same authority as regular meetings.

**Section 4.** In the event Officers of the Labour Council fail to call meetings, or otherwise fail to carry out their duties and responsibilities, the Canadian Labour Congress shall take whatever measures are necessary to reorganize the Council.

**Section 5.** Representation at meetings shall be on the following basis:

- a) From affiliated unions, locals, branches, components, units and lodges:

- 1 to 100 members .....two (2) delegates;
- 101 to 250 members .....three (3) delegates;
- 251 to 450 members .....four (4) delegates;
- 451 to 700 members .....five (5) delegates;
- 701 to 1,000 members .....six (6) delegates;

and, for each additional 500 members, affiliated local unions would be entitled to one (1) delegate.

- b) Affiliated local unions shall be entitled to credential alternate delegates as per Article 4, Section 5 to attend Labour Council meetings for the purpose of substituting for regular delegates when such regular delegates are unable to attend.

**Section 6.** The number of members of each organization, for the purpose of selecting delegates to the Labour Council, shall be the average monthly number on which per capita tax is paid.

**Section 7.**

- a) The Secretary shall furnish each affiliate with credential blanks. These must be signed by an authorized local union officer and forwarded for approval at a regular Labour Council meeting before new delegates may be seated.
- b) The Secretary shall update the official delegate records upon approval of delegate credentials.

**Section 8. Obligation for Delegates.**

All delegates to this Labour Council, before being seated as a delegate, shall come forward and clearly and audibly repeat the following obligation: (the delegate repeats after the installing officer)

*“I, pledge my word to this Labour Council that I will faithfully and truly represent the organization which has sent me here as a delegate, and that I will at all times advance and maintain the principles of unionism as defined by the Canadian Labour Congress, and abide by the Constitution*

*and By-Laws of this Labour Council.”*

- Section 9.** Any organization suspended or expelled by the Canadian Labour Congress shall not, while under such penalty, be allowed representation in the Labour Council. Any organization which is in arrears to the Council for per capita tax three (3) months or more may not be entitled to recognition or representation in the Council.
- Section 10.** Any person suspended by, or expelled from, any organization affiliated to this Labour Council shall not be seated as a delegate.
- Section 11.** Any delegate being absent from four (4) consecutive meetings of this Labour Council (as per record kept by the Sergeant-at-Arms) without informing the Secretary with good and sufficient reason, said delegate may forfeit his or her credential. The Secretary shall send a notice to the affiliate requesting a new credential for the vacant seat. The Secretary shall also revise the official attendance book, for accurate use by the Sergeant-at-Arms.
- Section 12.** The President, in consultation with the Executive Board, shall appoint such committees as are necessary to conduct the affairs of the Labour Council. Such committees may include: Legislative, Municipal, Organization, Education, Political Action, Women’s, International Solidarity, Affiliation, Community Services, Labour Day and Social, Union Label, and such other committees as the Council shall at other times appoint. The Executive Board may request any such committee to meet for the purpose of considering matters placed before it, and such committee shall prepare reports of its activities for presentation to Council meetings.
- Section 13.** Twenty (20) delegates, including at least four (4) members of the Executive Board and representing at least seven (7) of the affiliated unions, shall constitute a quorum for the transaction of business.
- Section 14.** The Rules and Order of Business governing meetings shall be:
1. The President, or in the absence of, or at request of the President, an Executive Board member, shall be designated to Chair at the time specified, at all regular and special meetings.
  2. No question of a sectarian character shall be discussed at meetings.
  3. Any delegate wishing to speak shall be recognized by the Chair and shall give his or her full name and the organization the delegate represents and shall confine all remarks to the question at issue.
  4. A delegate shall not speak more than once upon a subject until all who wish to speak have an opportunity to do so.
  5. A delegate shall not interrupt another except to call to a Point of Order.

6. A delegate, upon being called to order at the request of the Chair, shall take his or her seat until the question of order has been decided.
7. Should a delegate persist in unparliamentary conduct, the Chair shall name the delegate and submit his or her conduct to the judgement of the meeting. In such case, the delegate whose conduct is in question shall explain (with a two [2] minute maximum) and then withdraw, and the meeting will determine what course to pursue in the matter.
8. When a question is put, the Chair, after announcing the question, shall ask, "Are you ready for the question?" If no delegate wishes to speak, the question shall be put.
9.
  - a) Questions may be decided by a voice of "aye" and "nay," a show of hands or a standing vote, but a roll call vote may be demanded by thirty (30) percent of the delegates present. In a roll call vote, each delegate shall be entitled to one (1) vote.
  - b) Two (2) delegates may appeal the decision of the Chair, stating their reasons for appeal. The Chair shall then put the question thus, "Shall the decision of the Chair be sustained?" The question shall not be debatable except that the Chair may make an explanation of the decision.
  - c) The Chair shall have the same right as other delegates to vote on any questions. In case of a tie vote, the Chair shall cast the deciding vote, provided the Chair has not voted on the question.
10. When the previous question is moved, no discussion or amendment of either Motion is permitted. If the majority vote that "the question be now put," the original Motion has to be put without debate. If the Motion to put the question is defeated, discussion will continue on the original Motion.
11. A Motion may be reconsidered provided the mover of the Motion to reconsider voted with the majority, and Notice of Motion is given for consideration at the next meeting, and said Notice of Motion is supported by two-thirds (2/3) of the delegates qualified to vote.
12. In all matters not regulated by these Rules of Order, *Bourinot's Rules of Order* shall govern.
13. Guests may have the privilege to speak, subject to the discretion of the Labour Council. The Chair shall not allow a guest the privilege to speak to Motions before the Council.



## ARTICLE 5 – ELECTION OF OFFICERS

**Section 1.** The Officers of the Labour Council Board shall consist of a President, Secretary and Treasurer.

**Section 2.** Nominations for the positions of President, Treasurer, Secretary and Sergeant-At-Arms shall occur at the January Labour Council meeting in even-numbered years. Delegates nominated for office will accept or decline nomination at this meeting. Election of the President, Treasurer, Secretary and Sergeant-At-Arms shall be by secret ballot at the February meeting of even-numbered years.

**Section 3.** The terms of Officers shall commence upon the completion of elections and shall be for two (2) years.

**Section 4.**

- a) To be eligible for election as an Officer, a delegate must be a member in good standing of an affiliated organization and must have attended at least fifty percent (50%) of the regular meetings of the Labour Council held in the twelve (12) month period prior to nomination.
- b) Or, for new affiliates of less than twelve (12) months, a delegate must have attended fifty percent (50%) of the regular meetings of the Labour Council since becoming a delegate of the Council.
- c) Notwithstanding the foregoing, a delegate who submits written notification of a valid reason to the Secretary, such as union business, sickness, vacation, or having to work a shift, and on approval of the Executive Board, shall be credited with attendance insofar as his or her right to hold office. This letter of notification must be in the Labour Council's possession within ten (10) working days following any meeting.

**Section 5.** A delegate must, in addition to the other requirements of these By-Laws, be present at the meeting to accept the nomination in-person or must have forwarded acceptance in writing for presentation at the nomination meeting to the Secretary, in order to be eligible to stand as a candidate for election.

**Section 6.** Nominees allowing their names to go forward for the office of President, Treasurer or Secretary shall, upon acceptance of nomination, come forward and clearly and audibly speak the following lines to the assembled delegates:

*“In accepting nomination, I swear and affirm that I will faithfully support the Constitution, principles, and policies of the Canadian Labour Congress and the By-Laws of this Labour Council.”*

**Section 7.**

- a) In the event of a vacancy in the office of the President, Treasurer,

Secretary or Sergeant-At-Arms, one (1) of the remaining Officers who is appointed by the Executive Board shall perform the duties of the vacant office until a successor is elected.

- b) The vacancy shall be filled at the next regular meeting following notification.

## **ARTICLE 6 – EXECUTIVE BOARD**

### **Section 1.**

- a) The Executive Board shall consist of a President, Treasurer, Secretary, Sergeant-At-Arm, ten (10) Executive Board members and a Young Worker Representative. The United Way Labour Director shall sit as an Ex-Officio member of the Executive Board with voice and no vote.
- b) The United Way Labour Director shall be appointed to the Executive Board upon endorsement at a regular general meeting of the Labour Council.

**Section 2.** The term of office for members of the Executive Board and the Young Worker Representative shall be two (2) years' duration and shall commence in February following elections in the even-numbered years. The United Way Labour Director shall be appointed for a two (2) term in February of the even-numbered years.

**Section 3.** To be eligible for nomination as an Executive Board member, a delegate must be a member in good standing of an affiliated organization.

### **Section 4.**

- a) Nominations for the position of Young Worker Representative shall occur at the January Labour Council meeting in even-numbered years. Delegates nominated for office will accept or decline nomination at this meeting. Election of the Young Worker Representative shall be by secret ballot at the February meeting of even-numbered years.
- b) A delegate must, in addition to the other requirements of these By-Laws, be under the age of thirty (30) at the time of the election and be present at the meeting to accept the nomination in-person or must have forwarded acceptance in writing to the Secretary for presentation at the nomination meeting, in order to be eligible to stand as a candidate for election.

**Section 5.** Local unions, branches, components, units of lodges of the six (6) unions as defined in Article 6, Section 5(e), with the largest average membership affiliated with the Labour Council shall each nominate one (1) member to the Executive Board:

- a) The Treasurer shall provide an affiliate membership report as of September of that year to the November Labour Council meeting for acceptance in odd-numbered years. Upon acceptance of the membership report, the six (6) largest affiliated unions shall be notified in writing of their status, including a list of their delegates and their attendance record.
- b) The objective of gender equality and representation of equity-seeking groups shall guide the appointment of Executive Board members. The Labour Council shall convene a meeting of these unions for the purpose of achieving gender balance.
- c) Each of the six (6) largest affiliated unions shall notify the Labour Council in writing of their appointees by the January meeting of the even-numbered year. Appointees shall be selected in accordance with the Constitution, By-Laws or policies of the affiliated union.
- d) In the event of a vacancy in the representation of an affiliated organization, the union shall appoint a replacement for the remainder of the term.
- e) A “union” shall be defined, for the purposes of this Section, as the total of all local unions, branches, components, units or lodges of an organization affiliated to the Canadian Labour Congress that are also affiliated to this Labour Council. Distinctions recognized by the B.C. Federation of Labour shall also be recognized by this Council.

**Section 6.** Local unions, branches, or lodges of unions other than the six (6) largest unions, as defined in Article 6, Section 5(e), shall form a Small Union Caucus to elect four (4) members to the Executive Board:

- a) The Labour Council shall schedule a meeting of the Small Union Caucus to elect four (4) Executive Board members. The objective of gender equity and representation of equity-seeking groups shall guide the election of Executive Board members.
- b) The Small Union Caucus of the Labour Council shall, in addition to electing (4) Executive Board members, elect two (2) alternate members in the event a vacancy occurs during the term of office, which shall also be guided by the objective of gender equity and representation of equity-seeking groups.
- c) The Small Union Caucus meeting will be scheduled prior to the January meeting in even-numbered years.
- d) A delegate must, in addition to the other requirements of these By-Laws, be present at the meeting to accept the nomination in-person or must have forwarded acceptance in writing to the Secretary for presentation at the nomination meeting, in order to be eligible to stand as a candidate for election.

- e) A minimum of thirty (30) days' notice shall be given to each local union, branch, component, unit or lodge within the Small Union Caucus, of the meeting scheduled for the purpose of electing four (4) Executive Board members and two (2) Alternative Executive Board members. The notice shall include a list of the union's delegates and their attendance record.
- f) Delegates must be approved by the Labour Council prior to the Small Union Caucus meeting in order to be eligible to vote in that Caucus.
- g) The Labour Council's Secretary and Sergeant-at-Arms shall ensure a current list of eligible delegates is available for registration at the meeting.
- h) The Small Union Caucus meeting shall be conducted by the President, or designate, and supervised by the Canadian Labour Congress Representative.
- i) In the event a representative elected by the Small Union Caucus does not complete his or her term, the President shall appoint an alternate previously elected within the Small Union Caucus, subject to approval of the Labour Council.

**Section 7.** Any Executive Board member missing three (3) consecutive Executive Board meetings without giving valid reason (as per Article 5, Section 4) shall be considered to have vacated their position.

**Section 8.** The Executive Board shall hold title to any real estate of the Labour Council as Trustees for the Council. They shall have no right to sell, convey or encumber any real estate without first submitting the proposition to a meeting, and such proposition is approved.

## **ARTICLE 7 – ELECTION OF TRUSTEES**

**Section 1.** There shall be three (3) Trustees who shall serve for terms of three (3) years each, elected in such a manner that the term of one (1) Trustee shall expire annually. The retiring Trustee shall be eligible for re-election.

**Section 2.**

- a) To be eligible for nomination as a Trustee, a delegate must be a member in good standing of an affiliated organization and must have attended at least fifty percent (50%) of the meetings of the Labour Council, including valid reasons for non-attendance, in the previous twelve (12) months.
- b) Or, new affiliates of less than twelve (12) months, a delegate must have attended fifty percent (50%) of the regular meetings of the Labour Council since becoming a delegate of the Council.

- Section 3.** Nominations shall be held annually at the December Labour Council meeting. Delegates nominated for the position of Trustee will accept or decline nomination at the January meeting and the election will be held at the February Council meeting.
- Section 4.** A delegate must, in addition to the other requirements of these By-Laws, be present at the meeting to accept the nomination in-person or must have forwarded acceptance in writing for presentation at the nomination meeting, in order to be eligible to stand as a candidate for election.
- Section 5.** The Trustees shall not be members of the Executive Board.
- Section 6.** The election of Trustee shall be by secret ballot. A majority of the votes cast shall be required before any candidate can be declared elected to the position of Trustee. Second (2nd) and subsequent ballots shall be taken if necessary to obtain such a majority. On the second (2nd) and subsequent ballots, the candidate receiving the lowest number of votes in the previous ballot shall be dropped.
- Section 7.** In the event of a vacancy in the position of Trustee, the Executive Board shall recommend a replacement for the unexpired term, subject to approval of the Labour Council.

## **ARTICLE 8 – DUTIES OF THE PRESIDENT**

- Section 1.** The President shall be the chief executive officer of the Labour Council, and shall exercise supervision over the affairs of the Council, sign all official documents and preside at regular and special meetings and at meetings of the Executive Board and shall be an ex-officio member of all Committees.
- Section 2.** Subject to appeal to the Canadian Labour Congress, the President shall have authority to interpret these By-Laws, and such interpretation shall be conclusive and in full force and effect unless reversed or changed by the Executive Board or a meeting, or the Canadian Labour Congress.
- Section 3.** The President shall appoint, in consultation with the Executive Board, two (2) Executive Board members as Co-Chairs of each of the Labour Council's Standing Committees.

## **ARTICLE 9 – DUTIES OF THE TREASURER**

- Section 1.** The Treasurer shall be the chief financial officer of the Labour Council.
- Section 2.** The Treasurer shall be in charge of books, documents, files and effects of the Labour Council, which pertain to the fiscal situation of the Council, which shall at all times be subject to the inspection of the President, Executive Board and Trustees, shall maintain a list of all affiliates of the

Council and the reported number of members of each one.

- Section 3.** The Treasurer shall prepare and present to each regular meeting of the Labour Council a written financial statement of the Council for a monthly report to Council.
- Section 4.** The Treasurer shall have the books of the Labour Council audited semi-annually by the Trustees elected under the provisions of Article 7. A copy of the Audit Report shall be forwarded as per Canadian Labour Congress administrative requirements.
- Section 5.** The Treasurer shall, subject to the approval of the Executive Board, invest surplus funds of the Labour Council in securities or deposit them in unionized financial institutions.
- Section 6.** The Treasurer is empowered to require affiliated organizations to provide statistical data in their possession relating to the membership of their organization.
- Section 7.** The Treasurer shall collect all monies payable to the Labour Council and deposit such funds in a unionized financial institution approved by the Executive Board.

## **ARTICLE 10 – DUTIES OF THE SECRETARY**

- Section 1.** The Secretary shall record the minutes of all meetings of the Labour Council.
- Section 2.** The Secretary shall keep a complete set of adopted minutes of each meeting in a Minute Book. The Secretary shall have charge of the Seal and records of the Labour Council. The Secretary shall conduct all correspondence on behalf of the Council, acknowledge all communications promptly, and write all letters as directed by Council meetings. The Secretary shall inform the Canadian Labour Congress Regional Office of all changes of Officers of the Council and of time and place of meetings. The Secretary shall also forward copies of all Council minutes as per Canadian Labour Congress administrative requirements.
- Section 3.** The Secretary shall be in charge of books, documents, files and effects of the Labour Council, except those pertaining to the duties of any other office, and these shall at all times be subject to the inspection of the President, Executive Board, and Trustees.
- Section 4.** Prior to each regular or Executive Board meeting, the Secretary shall prepare, present and distribute a report of correspondence.

## **ARTICLE 11 – DUTIES OF THE SERGEANT-AT-ARMS**

**Section 1.** It shall be the duty of the Sergeant-at-Arms to receive the name and union affiliation of each delegate, alternate, and guest upon entering the room, and shall record their attendance and perform such duties as may be assigned by the President.

## **ARTICLE 12 – DUTIES OF THE EXECUTIVE BOARD**

**Section 1.** The Executive Board shall be the governing body of this Labour Council between meetings. It shall take such action and render such decisions and instructions of the Council meetings, and to enforce the provisions contained in these By-Laws.

**Section 2.** A majority of the members of the Executive Board shall constitute a quorum for the transaction of the business of the Executive Board.

**Section 3.** The Executive Board is authorized to reimburse members of the Labour Council for necessary expenses in performing their duties for the Council.

**Section 4.** The Executive Board shall meet upon the call of the President and hold one (1) regular meeting each month, except in the months of July and August. The President shall call a meeting if requested by three (3) other Executive Board members.

**Section 5.** The Executive Board shall elect a member from the Board to perform the duties of the Sergeant-at-Arms.

**Section 6.** The Executive Board shall annually review the Labour Council's per diem and mileage rates, and any changes shall be subject to approval by the Council.

**Section 7.** The Executive Board shall have the authority to incur and pay the regular operating costs of running the business of the Labour Council.

**Section 8.** The Executive Board may present a recommendation for membership of affiliation with any organization to the Labour Council for approval provided that a Notice of Motion has been made at a prior meeting.

**Section 9.** The Executive Board may request any of the Standing Committees to meet for the purpose of considering matters placed before it, and the Committee shall prepare a written report of its activities for presentation to Labour Council meetings.

**Section 10.**

- a) The Executive Board shall be empowered to employ support staff and personnel as it deems necessary and to define duties and set remuneration to be paid, subject to approval of the Labour Council.

- b) Where a union agreement exists covering employee(s), the Treasurer and/or President and/or their designate shall be empowered to negotiate on behalf of the Labour Council, submitting his or her recommendations accordingly to the Executive Board for final approval.

## **ARTICLE 13 – DUTIES OF THE TRUSTEES**

- Section 1.** The Trustees shall conduct an audit of the books and accounts of the Labour Council semi-annually as of June 30th and December 31st, based on actual verification of the Treasurer's records as outlined on the appropriate Canadian Labour Congress Audit Report form, and report the results of each Audit to a regular meeting. They shall see that all Audit Reports are available for the information of all delegates, and copies forwarded as per Canadian Labour Congress administrative requirements.
- Section 2.** Should the Trustees be unable, or otherwise fail, to audit the books of the Labour Council, it shall be the duty of the Executive Board or the President to have the books checked and properly audited by a firm of chartered accountants or some equally qualified party approved by the Executive Board.
- Section 3.** The President, Secretary and Treasurer of the Labour Council shall be the signing officers. Two (2) signatures are needed on all cheques for disbursements of the Council. All financial officers of the Council shall be bonded in an amount to be determined by the Canadian Labour Congress, but in no case shall the amount be less than the annual income of the Council.
- Section 4.** Where Labour Council Officers are not bonded through the Canadian Labour Congress, the Trustees shall certify to the Congress that all financial officers of the Council are bonded in accordance with the provisions of these By-Laws.

## **ARTICLE 14 – OBLIGATIONS FOR EXECUTIVE BOARD MEMBERS AND TRUSTEES**

- Section 1.** All Officers, Executive Board members and Trustees, before assuming their duties, shall be required to take the following obligation:

*"I do hereby sincerely pledge my word and honour to perform my duties as an Officer of this Labour Council. I will attend, when able to do so, all meetings of the Council of which I shall be a member and, at the end of my term of office, I shall turn over to the Council, or to my successor, all properties or funds in my possession that belong to the Council."*



## ARTICLE 15 – REVENUE

**Section 1.** A per capita tax shall be paid upon the full, paid up membership of each organization within the jurisdiction of the Labour Council.

**Section 2.**

- a) Each affiliated local union, branch, unit component or lodge shall pay, before the last day of each month, for the preceding month, a per capita tax of thirty-three cents (\$0.33).
- b) All changes in the per capita tax shall require Notice of Motion and formal approval by the Labour Council and approval by the Canadian Labour Congress.

**Section 3.** Any organization three (3) months or more in arrears of per capita to the Labour Council may be notified by the Treasurer. Such organization may not be entitled to seat delegates at Council meetings until all arrears are paid in full.

**Section 4.** The Executive Board shall be permitted to waive, reduce or suspend per capita tax for exceptional hardship cases provided the membership of the Labour Council approve such a measure. Such measures shall be for a time-limited duration.

## ARTICLE 16 – OMBUDSPERSON

**Section 1.** If a delegate to the Labour Council has a complaint or grievance against an Officer or delegate to the Council that cannot be resolved by the Executive Board in conjunction with the Canadian Labour Congress, the delegate shall have the right to submit his or her case, with all relevant material, to the Ombudsperson appointed by the Canadian Labour Congress.

**Section 2.** The Ombudsperson will, under the authority vested in him or her by the Canadian Labour Congress, undertake such inquiries, hearings or meetings as deemed advisable, and report all findings as soon as possible to the parties to the complaint.

## ARTICLE 17 – AMENDMENTS

**Section 1.** Proposed amendments to these By-Laws must conform with the Constitution and principles and policies of the Canadian Labour Congress, and must be submitted to the Labour Council by Notice of Motion at least thirty (30) days before the proposed amendment is to be considered. Such amendments may be adopted by a two-thirds (2/3) majority vote of those present and voting. However, amendments shall only become effective after approval by the Canadian Council of the Canadian Labour

Congress.

## **ARTICLE 18 – ORDER OF BUSINESS**

The business of this Labour Council in each regular meeting shall normally be conducted in the following order:

1. Roll Call of Officers.
2. Reading of Policy Statement on Equality and Respect.
3. Guest speakers (if any).
4. Reading of Credentials (if any).
5. Minutes of the previous meeting.
6. Sergeant-at-Arms Report.
7. Treasurer's Report.
8. Executive Committee Report on correspondence.
9. Executive Board Report.
10. Executive recommendations.
11. Nominations for Office (if any).
12. Elections and installation.
13. Union Reports: Reports of Delegates.
14. Standing Committee Reports.
15. Special Committee Reports.
16. Reports from Labour Council Representatives serving on public and private boards and commissions.
17. Unfinished business.
18. New business.
19. Good and welfare of the Labour Council.
20. Adjournment.

## **ARTICLE 19 – GENERAL PROVISIONS**

**Section 1.** The Labour Council may approve donations, upon written request, for amounts not to exceed one-hundred dollars (\$100.00) to a non-affiliate and two-hundred dollars (\$200.00) to an affiliate.

**Section 2.** Donations in excess of the amounts in Section 1 above may be made only after a Notice of Motion has been presented at a regular Labour Council meeting previous to the meeting where the proposed donation is to be

considered.

**Section 3.** Officials or delegates of the Labour Council who of necessity leave their place of employment on Council business, with prior Executive approval, may be paid lost time in the amount of their normal daily union rate.

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