

BY-LAWS



**Communications, Energy
and
Paperworkers Union of
Canada**

Local 52-A

**Edmonton Catholic Support
Staff Association**

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**Communication, Energy and Paperworkers Union of Canada
Local 52-A**

By - Laws

Article I Name and Jurisdiction

Section 1 This organization shall be known as CEP – Local 52-A (Edmonton Catholic Support Staff Association), hereinafter called the “Local”.

Section 2 This Local has been established and exists by virtue of a charter issued to it by the Communication, Energy and Paperworkers Union of Canada pursuant to the Constitution of the National Union

Article II Objects

Section 1 The purpose and objects of this Local, chartered by the National, are to unite all workers within its jurisdiction for the following purposes:

- a) To assist, sponsor and encourage the Catholic philosophy amongst the members of the Local, the Edmonton Catholic Separate School District #7, and the community at large.
- b) To strive for equality regardless of race, creed, colour, age, marital status, family status, ancestry, place of origin, ethnic origin, citizenship, language, religious beliefs, sex, sexual orientation, disability, records of offense or political affiliation.
- c) To improve their wages and hours of work, to increase their job security and to secure working conditions conducive to safety and good health.
- d) To promote the policies and goals of the Local and the National Union.

Article III Headquarters

Section 1 The headquarters and main office of this Local shall be provided by the Employer Liaison Officer or other such place as designated by the Board of Directors.

Article IV Meetings

Section 1 The General Meeting is the highest authority of the Local. All directors, the Executive and all other committees of the Local are accountable to the membership of the Local, and are subject to the membership approval at general meetings except as may be otherwise provided.

Section 2 The general membership of the Local shall meet a minimum of four times each school year, except July and August. The time, place and date of the meeting shall be properly posted so that all members may attend.

Section 3 The President may call a special general meeting of the Local. The President shall call a special meeting at the request of the Board of Directors or on the written request of 10% of the members of the Local in good standing. Notice of a special meeting shall be given to the members. The notice shall include the date, time and place of meeting and state the purpose for which the meeting is called. No business other than that for which the meeting is called may be transacted.

Section 4 *Quorums*

- a) A quorum for the purpose of transacting any business by the Local at a general meeting, shall consist of not less than 5% of the Local membership.
- b) A quorum for the Board of Directors meetings shall consist of a minimum of 10 members of the Board of Directors.

Section 5 All decisions of a general meeting or a Board of Directors meeting shall be by a majority vote stated by a showing of hands, unless stipulated by the By-Laws or by a motion, that a secret ballot be taken.

Section 6 The rules of order not specifically covered by these By-Laws or the Constitution of the National Union shall be in accordance with Bourinot's Rules of Order.

Section 7 The Board of Directors shall normally meet once every month (except July and August), at the date, place and time decided by the Board of Directors.

Article V Executive

Section 1 Officers

The officers of the Local shall be known as the Executive Board and comprise of a President, Vice-President(s), Secretary, Treasurer.

Section 2 Employer Liaison Officer

The Employer Liaison Officer is a salaried position, which shall report directly to the Executive.

Section 3 Eligibility

No member shall be eligible for nomination to any office in the Local, or as a delegate to the National Convention, or as a representative of the Local, or any other subordinate body of the National Union or Local, unless he/she shall have been a member in good standing in this Local continuously for one year immediately preceding his/her election.

Section 4 Nominations and Elections

All Executive members of the Board shall be elected in the following manner:

- a) the President and Secretary in the odd numbered years
- b) the Vice-President and Treasurer in the even numbered years

Section 5 Term of Office

All officers shall hold office until their successors are elected. Installation of officers shall be held at the next meeting after the election. The outgoing officers shall immediately turn over all papers, monies, rights, chattels, books, records, property and assets belonging to the Local to their successor and/or the President of the Local.

Section 6 Vacancies

In case of vacancy in the office of President, the Vice-President or the officer of the highest rank shall immediately assume all responsibilities of that office until a successor has been elected. Vacancies in other offices shall be filled by appointment of the Board of Directors, subject to the approval of the appointment by the membership at the next general meeting.

Section 7 Duties of the President

- a) to preside at all meetings of the Local and its Board of Directors
- b) to have signing authority for the withdrawal of the funds of the Local
- c) to appoint and be an ex-officio member of all Local committees
- d) to enforce the National Constitution, Local By-Laws and all union rules and regulations
- e) to represent the Local in all affairs that he/she feels necessary to efficiently serve the best interest of the Local
- f) to attend all National Conventions

Section 8 Duties of the Vice-President

- a) to assist the President in the performance of his/her duties
- b) to serve on at least one Board of Directors committee or as a representative; and to represent ECSSA on School District committees as required by the Executive and Board of Directors.
- c) to act for the President in his/her absence and in the event of a vacancy in the office of the President, shall succeed to the office of the President for the remainder of the unexpired term.

Section 9 Duties of the Secretary

- a) to keep correct minutes of all general and Board of Directors meetings
- b) to conduct all correspondence of the Local
- c) to distribute all correspondence addressed to the Local to the appropriate persons and keep on file all documents which are necessary for the accountability of the Local.
- d) to have charge of the seal of the Local, which he/she shall insure is used only as authorized, and shall attach same to all documents requiring authentication
- e) to submit such reports and information to the National President as the National President may require
- f) to distribute copies of minutes and agenda respectively, to the general membership, Executive and Board of Directors.
- g) maintain updated records of all committees and representatives

Section 10 Duties of the Treasurer

- a) to collect all monies paid to the Local, including membership dues
- b) to deposit same in the name of the Local in such bank or banks as the Board of Directors may direct
- c) to countersign all cheques or other authorizations for the removal of funds of the Local
- d) to keep true and accurate accounts of all transactions
- e) to make reports thereon to the general members and its Board of Directors
- f) to keep a record of the names and addresses of all members of the Local, and their status
- g) to submit a written report of the finances and the membership of the Local in such manner and at such times as the National President or Treasurer require
- h) to make all of his/her books and records available for examination and audit by a chartered Accountant at the end of the fiscal year. The fiscal year shall be from September 1st to August 31st.
- i) to work in conjunction with the new treasurer until the completion of the final audit at the end of the fiscal year

Section 11 Duties of Employer Liaison Officer

- a) to report to the Executive
- b) to attend all Board of Directors meetings
- c) to participate in negotiations and liaison meetings
- d) to manage all grievances and disciplinary actions
- e) to handle all membership inquiries as to Local activities and the interpretation of the Collective Agreement
- f) to serve on committees as required by the President and/or the Board of Directors
- g) to publish and distribute a monthly newsletter to all members
- h) to act as a liaison between the membership and the School District
- i) to attend all National Conventions
- j) to maintain the ECSSA website
- k) to monitor and update By-Laws as needed
- l) To communicate with the membership as directed by the Executive and Board of Directors
- m) To provide access to union education and information sessions to the membership

Article VI Trustees

Section 1 In accordance with the Constitution of C.E.P., two Trustees will be elected at a membership meeting.

Section 2 The Trustees shall be responsible for quarterly audits of the financial records of the Local.

Article VII The Board of Directors

Section 1 The Board of Directors shall consist of the Executive and all official representatives. The Board of Directors may also consist of committee chairpersons who exercise duties for the Local who may not necessarily be an official representative, but a member in good standing.

Section 2 The Board of Directors shall be the highest governing authority within the Local between meetings of the general membership and shall exercise general supervision over its business and affairs. It shall have power to authorize purchases under the amount of \$5000.00.

Section 3 The Board of Directors shall have such powers as are necessary and appropriate to give effect to the purposes of the Local. It shall present a report of its activities to each meeting of the general membership.

Section 4 All requests for contributions of donations to individuals or organizations shall first be submitted to the Board of Directors for its consideration and recommendation. Requests for financial aid from a local of the National Union shall require the endorsement of the National President before consideration shall be given to it.

Section 5 It shall be the duty of the Board of Directors to cause the provisions of the National Union Constitution and the By-Laws, rules and regulations of this Local to be faithfully executed; and to preserve, promote and safeguard the best interests and general welfare of the Local. Communications, Energy and Paperworkers Union of Canada, and the members. The Board of Directors may adopt rules and regulations not in conflict with the National Union Constitution and these By-Laws as it may deem necessary and advisable.

Section 6 The Board of Directors shall meet at least once each month (except July and August), at such time and place as it shall determine.

Section 7 Special meetings of the Board of Directors may be called at any time by the President with not less than 3 hours verbal or written notice to the members of the Board of Directors of the time and place of the meeting and of the business to be transacted thereat.

Article VIII Committees and Representatives

These committees and representatives may change from time to time, depending on the needs of the Local. The designation of such shall be determined by the President and/or the Board of Directors.

Section 1 *Committees*

- a) Negotiating Committee
- b) Social Committee
- c) Professional Development Committee
- d) Nominating/Elections Committee
- e) Liaison Committee

Section 2 *Representatives*

Representatives shall be selected for a duty which normally requires only one person to fulfill the obligation as determined by the Board of Directors.

- a) Membership Representative(s)
- b) Caring Representative(s)
- c) Education Bursary Representative(s)
- d) Professional Development and Wellness Library Representative(s)
- e) Alberta Federation of Labour Representative(s)
- f) CEP Women's Representative(s)

Article IX Conduct of Elections

Section 1 Notices as to the date of nominations and elections of officers shall be placed on site bulletin boards, not less than 15 days in advance, and reasonable efforts shall be made to notify all members.

Section 2 The election of officers shall be by majority vote of the voters cast in a secret ballot at the election meeting. Any candidate may have an observer at the polls and at the counting of the ballots. Each member shall be entitled to one vote. There shall be no absentee voting and no voting by proxy, write-in or sticker.

Section 3 The Nominations/Election Committee shall appoint a group of no less than three members, whose duty it shall be to safeguard the secrecy and honesty of the election, prepare and count ballots, and announce the results of the election in a signed statement
The Nominations/Elections Committee shall preserve all ballots and other records pertaining to the election for one year after the election or until a motion is made by the general membership to destroy the ballots.

Article X Membership

Section 1 *Eligibility*

Any employee of the Edmonton Catholic Separate School District #7 shall be eligible for membership in the Local except:

- a) Employees who belong to the Alberta Teachers' Association, the Alberta Union of Public Employees, the Out of Scope group and/or management.
- b) No person shall hold membership simultaneously in this Local and another Local of the National Union.

Section 2 *Revenue*

- a) Each member of this Local shall pay dues to the Local on basic gross salary, in the amount equal to two times the National per capita
- b) This amount shall automatically be deducted from each employee's pay.
- c) Per capita to the National Union shall be as provided in the Constitution of the National Union.
- d) When the National Union implements a temporary per capita dues increase, the Local Executive, with the approval of the Board of Directors, and after consideration of the Local's financial position, may choose to absorb the total, or any portion, of this temporary per capita increase, rather than increasing Local dues to the membership

Article XI Financial

Section 1 Any purchase over and above \$5000.00 will need the approval of the membership at a General Meeting.

Section 2 The honorarium of the elective officers shall be as follows:

- a) President - \$4000.00 per year
- b) Vice-President - \$2750.00 per year
- c) Treasurer - \$2750.00 per year
- d) Secretary - \$2750.00 per year

Section 3 The honorariums for the Past-President, committee members and official representatives shall be \$50.00 for each meeting attended, provided that:

- a) They are a member of the Board of Directors in good standing AND
- b) They serve on a committee or as a representative (as per Article VIII) AND
- c) They attend a minimum of five (5) Board of Directors meetings in a school year.
- d) For the position of Past-President this honorarium would apply for a two year period only.

Section 4 The salary of the Employer Liaison Officer shall be what has been negotiated by the Executive and ratified by the Board of Directors.

Article XII National Conventions

Section 1 All National Conventions are to be attended by no less than two delegates. These delegates are to be the President of the Local and the Employer Liaison Officer. At any time, additional delegates may be elected at a membership meeting to attend the National Convention.

Section 2 An alternate may be elected at a membership meeting to attend in the event that the aforementioned delegates cannot attend.

Article XIII Property

Section 1 No funds or property of this Local shall be loaned, given or expended, to promote, support, endorse, assist or oppose directly or indirectly the candidacy of a member seeking office or seeking to retain office in this Local.

Section 2 No funds or property of this Local shall be given away or expended to assist any seceding, dual or antagonistic organization, or any Local which is violating the Constitution of the National. The funds and property of this Local shall be used only to give effect to the purposes and objects of this Local under and subject to the provisions of the National Union Constitution.

Article XIV Constitution of Communications, Energy and Paperworkers Union of Canada

Section 1 All terms and provisions of the Constitution of the National Union shall be deemed a part of these By-Laws.

Section 2 In the event of a conflict between these By-Laws and the provisions of the Constitution of the National Union, the Constitution of the National Union shall prevail.

Section 3 This Local has no power to make any contract or incur any liability binding upon the National Union, without the written consent of the National President and the approval of the National Executive Board. The National Union shall not be liable under any contract or for any acts of this Local or its officers or its members unless they have been authorized in writing to enter into such contract or perform such acts.

Article XV Discipline, Trials and Appeals

