

CONSTITUTION/BY-LAWS

OF THE

LEEDS-GRENVILLE LABOUR COUNCIL

(CLC)

Chartered by the Canadian Labour Congress

**Motion to amend passed – February 27, 2018
Approved by CLC Canadian Council – January 31, 2019**



TABLE OF CONTENTS

	<u>PAGE</u>
ARTICLE 1 – NAME AND LOCATION	1
ARTICLE 2 – PURPOSES	1
ARTICLE 3 – MEMBERSHIP	2
ARTICLE 4 – MEETINGS	3
ARTICLE 5 – ELECTION OF OFFICERS	7
ARTICLE 6 – EXECUTIVE BOARD	8
ARTICLE 7 – ELECTION OF TRUSTEES	9
ARTICLE 8 – DUTIES OF THE PRESIDENT	9
ARTICLE 9 – DUTIES OF THE VICE-PRESIDENT	10
ARTICLE 10 – DUTIES OF THE TREASURER	10
ARTICLE 11- DUTIES OF THE SECRETARY	11
ARTICLE 12 - DUTIES OF THE SERGEANT AT ARMS	11
ARTICLE 13 – DUTIES OF THE EXECUTIVE BOARD	11
ARTICLE 14 – DUTIES OF TRUSTEES	12
ARTICLE 15 – OBLIGATIONS FOR BOARD MEMBERS & TRUSTEES	13
ARTICLE 16 – REVENUE	13
ARTICLE 17 - OMBUDSPERSON	13
ARTICLE 18 – AMENDMENTS	14
ARTICLE 19 – ORDER OF BUSINESS	14
ARTICLE 20 – GENERAL PROVISIONS	15
APPENDIX A-- MAP	

ARTICLE 1 - NAME AND LOCATION

Section 1. This Labour Council shall be known as the Leeds-Grenville 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 of the Counties of Leeds and Grenville to be defined by the CLC as per Appendix A.

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 any 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.
9. To promote the labour press and other means of furthering the education of the labour movement.
10. 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.
11. To safeguard the democratic character of the labour movement, and to observe and respect the autonomy of each affiliated union.
12. 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.
13. 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, retiree divisions 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) Canadian Labour Congress Officers, Directors and Representatives are eligible as delegates and where credentialed, will have the same rights as delegates, including the right to vote.

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 these By-Laws, its decisions shall be by majority vote.

Section 2. The regular meetings of the Labour Council shall be held on the last Tuesday of each month, except July and August. Meetings shall commence at 6:00pm sharp and adjourn by 8:00pm 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 seven (7) calendar days, and shall give all organizations seven (7) 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 Labour Council.

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

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

1 to 50 members	up to 2 delegates
51 to 100 members	up to 3 delegates
101 to 150 members	up to 4 delegates
151 to 200 members	up to 5 delegates
201 to 250 members	up to 6 delegates
251 to 500 members	up to 7 delegates

And, for each additional five hundred (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; notwithstanding any obligation under the human rights code:

(The delegate repeats after the installing officer)

"I _____ (state your name), pledge my word to the Leeds-Grenville 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 the Labour Council and unionism as defined by the

Canadian Labour Congress, and abide by the Constitution and By-Laws of this Labour Council.”

Retired Members Any affiliate, if it so chooses, may elect or appoint retiree members to the LGLC as part of its delegate consignment. He/she shall be entitled to all rights and privileges of a delegate.

Section 9.

- a) Any organization suspended or expelled by the Canadian Labour Congress shall not while under such penalty be allowed representation in the Labour Council.
- b) 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 Leeds-Grenville Labour Council

Section 10. Only individuals in good standing within their local shall be recognized as delegates.

Section 11. 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 Labour 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 12. Ten (10) delegates, including at least four (4) members of the Executive Board and representing at least seven (4) of the affiliated unions shall constitute a quorum for the transaction of business.

Section 13. The Rules and Order of Business governing meetings shall be Roberts's rule of order:

1. The President, or at the President's request, the Vice President shall take the chair at the time specified, at all regular and special meetings. In the absence of both the president or Vice president , an Executive Board member shall be designated to Chair the meeting (s).
2. No question of a non-secular character shall be discussed at meetings.
3. A delegate wishing to speak shall first be recognized by the Chair, and then the delegate shall give a suitable identification, including the organization represented, 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 who has been called to order, shall at the request of the Chair, be seated until the question of order has been decided.
7. Any delegate persisting in unparliamentary conduct, shall be named by the Chair, and the conduct shall be submitted 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, while the meeting determines what course to pursue in the matter.
8. When a question is put, the Chair after announcing the question shall call the question. If no delegate wishes to speak, the question shall be put.
9.
 - a) Questions may be decided by a show of hands, or a standing vote, but a roll call vote may be demanded by thirty percent (30%) 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. 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, Vice President, Treasurer, recording Secretary, Sergeant At-Arms and two Executive Members.

Section 2. Nominations and elections for the Executive Board shall occur at the January meeting in even-numbered years. Delegates nominated for the office will accept or decline the nomination at this meeting. Election of Officers shall be by secret ballot at the same meeting. To allow for the potential for a candidate to “step-down,” the nominations and elections for President and Vice-President shall each be completed, one at a time, in the respective order, prior to proceeding to the nominations and elections for all other Executive Board positions.

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

Section 4. 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.

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 Labour Council.

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 the delegate’s 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, Vice 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. In the event of a vacancy in the office of the President, Vice President, Treasurer or Secretary, one of the remaining Board members who is appointed by the

Executive Board shall perform the duties of the vacant office until a successor is elected.

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

ARTICLE 6 – EXECUTIVE BOARD

Section 1. The Executive Board shall consist of a President, Vice President, Treasurer, Recording Secretary, Sergeant At –Arms and 2 Executive Board members which may include a Young Worker Representative. If reactivated within the region, The United Way Labour Director may sit as an Ex-Officio member of the Executive Board with voice and no vote.

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 January following elections in the even-numbered years. The United Way Director shall be appointed for a two (2) year term in January 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 positions of Young Worker Representative shall occur at the December Labour Council meeting in odd-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 January 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. 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 his or her position.

Section 6. The Executive Board shall hold title to any real estate of the Labour Council as Trustees for the Labour 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 for 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 December meeting and the election will be held at the January Council meeting

Section 4. A delegate must, in addition to the other requirements of the these By-law, 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 Trustees 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 of 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 VICE PRESIDENT

Section 1. The Vice-President shall aid the President in the duties as chief executive officer of the Labour Council and act on behalf of the President when required to do so.

Section 2. The Vice-President shall act as the meeting chair in the event that the president desires to enter any debate or discussion.

Section 3. The Vice-President shall take on any other responsibilities as deemed appropriate by the Executive Board.

ARTICLE 10 – 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 (1).

Section 3. The Treasurer shall prepare and present, to each regular meeting of the Labour Council, a written financial statement of the Labour Council for a monthly report to the 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, where possible.

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 11 – DUTIES OF THE SECRETARY

Section 1. The Secretary shall record the minutes of all meetings of the Labour Council. To receive the name and union affiliation of each delegate, alternate and guest upon entering the meeting room, and shall keep a correct record of attendance at all meetings.

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 Labour Council, acknowledge all communications promptly, and write all letters as directed by Labour Council meetings. The Secretary shall inform the Canadian Labour Congress Regional Office of all changes of Officers of the Labour 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 12 –DUTIES OF SERGEANT-AT-ARMS

The Sergeant-At-Arms shall receive the name of each delegate upon entering the meeting room, and shall keep a correct record of attendance at all meetings. The Sergeant-At Arms shall perform such other duties as may be assigned by the President.

ARTICLE 13 – 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 annually review the Labour Council's per diem and mileage rates and any changes shall be subject to approval by the Council.

Section 6. The Executive Board shall have the authority to incur and pay the regular operating costs of running the business of the Labour Council.

Section 7. 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 a prior meeting.

Section 8. 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. – add language for vice president

Section 9.

- 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 designate shall be empowered to negotiate on behalf of the Labour Council, submitting recommendations accordingly to the Executive Board for final approval.

ARTICLE 14 – 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, Treasurer and Secretary of the Labour Council shall be the signing officers. Two (2) signatures are needed on all cheques for disbursements of the

Labour 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 15 – 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 16 – 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 cents (\$0.30)
- 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 Labour 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 17 – OMBUDSPERSON

Section 1. If a delegate to the Labour Council has a complaint or grievance against an Officer or delegate to the Labour Council that cannot be resolved by the Executive Board in conjunction with the Canadian Labour Congress, the delegate shall have the

right to submit the case, with all relevant material, to the Ombudsperson appointed by the Canadian Labour Congress.

Section 2. The Ombudsperson will, under the authority vested 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 18 – 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 19 - ORDER OF BUSINESS

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

1. Call to order and reading of policy statement on Equality Statement
2. Adoption of Agenda
3. Roll Call
4. Installation of new delegates (If any)
5. Reading of the Minutes of the previous meeting
6. Business Arising out of the minutes
7. Correspondence and Bills
8. Financial Report
9. Executive recommendations
10. Reports of Unions
11. Reports of Delegates
12. Standing Committee Reports
13. Special Committee Reports
14. Reports from Labour Council Representatives serving on public and private boards and commissions
15. Unfinished business
16. New business

17. Good and welfare of the Labour Council

18. Adjournment

ARTICLE 20 – GENERAL PROVISIONS

Section 1. The Labour Council may approve donations, upon written request for amounts not to exceed fifty dollars (\$50.00) to a non-affiliate and one hundred dollars (\$100.00) 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.

- a) Officials or delegates of the Labour Council duly authorized and representing the labour Council at any convention, conference or other council business shall be paid, at regular rate of pay of all work time lost. Claims for lost time for scheduled overtime will not be paid. A concise, itemized account with all pertinent receipts shall be submitted to the Treasurer for all lost time and expenses.
- b) Delegates shall receive a per diem of \$60 per day, plus actual cost of single hotel accommodation for an overnight, out of town trip. All lodging must be approved and hotel receipts must be submitted to the treasurer for payment. Upon request delegates shall receive an advance to cover hotel costs and expenses for approved labour council business.
- c) Twenty Five dollars (\$25) per day when all expenses are paid, as in registration meals etc. or for a full day in the Leeds & Grenville Region.
- d) Delegates shall be compensated for all transportation costs on the basis of economy class public transportation, if available. If it is more convenient to take the delegates own car, mileage allowance shall be paid @ 45 cents per kilometre. Whenever two (2) or more delegates are travelling by car to the same destination they shall be whenever possible make car pool arrangements.

Section 4. The labour council shall offer, to each guest speaker, reimbursement of their reasonable expenses incurred (e.g. travel, meal(s), and hotel), and not reimbursed by other means, as a result of presenting at our meeting, to a maximum of \$250. If no such out-of-pocket expenses were incurred, the council may offer an honorarium in the amount up to \$100 to the presenter.

Section 5. The President of the council shall have authority, in the absence of reasonable ability to consult the Executive team, to spend/donate up to \$250. Any such expense would be reported at the next Executive meeting.

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APPENDIX A

