



**CEIU
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Local 30851 Regulation

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In accordance to:

CEIU REGULATIONS 22 — (FEBRUARY 2023)

CEIU National By-Laws — (SEPTEMBER 2023)

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LOCAL 30851 REGULATION

REGULATION 1 GENERAL PROCEDURES

1.1 - Quorum

1.1 - The quorum for any membership meeting shall be eleven (11)

1.2 - General Membership Meetings

1.2.1 - The President, or in the absence of the President or on the delegation of the President, a Vice-President shall take the Chair at the time specified and shall preside at all sessions as per regulation 12 of the Public Service Alliance of Canada Constitution.

1.2.2 - General membership meetings will follow Parliamentary Procedure.

1.3 - Amendments

1.3 - Amendments to these Local Regulations shall be made by a 2/3 majority vote of the members in attendance at a general meeting of the local and must be posted at least ten (10) business days prior to the meeting in which the vote will take place.

1.4 - Good Standing

1.4 - When determining if a member is in good standing, consideration will be given to the potential for employer errors in deducting union dues. The member shall not be penalized for an employer's error.

REGULATION 2 LOCAL EXECUTIVE

2.1 - Composition

2.1 - The Executive of this Local shall consist of an elected President, two Vice-President, a Secretary, a Treasurer and a Representatives for each location within this Local.

2.2 - Location Representatives

2.2 - The location Representatives for this local shall be;

- Millbourne – SCC
- Westlink – SCC
- Hermitage (soon to be relocated to Londonderry) – SCC
- Canada Place – SCC
- Canada Place – Call Centres
- Canada Place – Processing
- File Management Centre
- Roper Ridge
- ATB.

REGULATION 3 OTHER OFFICERS AND REPRESENTATIVES

3.1 - Composition

3.1 - The Other Officers of this Local shall consist of a combination of both Representatives and Other Officers.

3.2 - Other Officers

3.2.1 - The following Officers shall be appointed and/or elected;

- a)** Information Technology Representative
- b)** Strike Coordinator
- c)** Affiliation/Labour Representative.

3.2.2 - The Local Executive must send a thirty (30) days call out for interest to fill the positions to the general memberships through official channels.

3.2.3 - if no more than one member in good standing has expressed interest in filling the position, the following Officers shall be appointed by the Local President on the advice of the Local Executive to assist the Local Executive.

3.2.4 - If more than one person is interested in one given officer position, members will be given the opportunity to campaign and be elected at the next executive meeting, exactly sixty (60) days after the initial call for interest.

3.3 - Representatives

3.3 - The Following Representatives shall be elected to assist the Local Executive with voice and vote at General Membership Meetings and Meetings of the local executives;

- a)** Lead Shop Steward and chair of the Stewards Committee
- b)** Women's Representative and chair of the Women's Committee
- c)** Youth Representative and chair of the Youth Committee
- d)** Human Rights Representative and chair of the Human Rights and Equity Committee

- e) Equity Representative
- f) Indigenous Representative
- g) 2SLGBTQIA+ Representative
- h) Person with a Disability Representative
- i) Visible Minorities Representative

REGULATION 4 ELECTIONS

4.1 - Election Frequency

4.1 - The Election of Officers of this Local shall be held with half the positions alternating between even and odd years the goal of which is to ensure no more than half the executive is to be elected in any given 2-year mandate.

4.1.2 Election for the following position are to be conducted on even numbered years; President, *Second* Vice President, Treasurer, and Locations Representatives (9).

4.1.3 - Election for the following position are to be conducted on odd numbered years; *First* Vice President, the Secretary, and elected Representatives (9).

4.2 - Election Balloting Committee

4.2.1 - The Local Executive shall choose the Elections Chair amongst members in good standing who do not intend to run for a position in the Elections they oversee.

4.2.2 - The Elections Chair shall determine the members of the Balloting Committee from amongst members in good standing of the local who do not intend to run for a position in the Elections.

4.2.3 - If the Local President cannot find an Elections Chair they will call on the National Vice President for the Region to be the Elections Chair. If the National Vice President for the Region is unavailable, they may seek assistance from the Regional Union Office of CEIU or PSAC to have a staff member of the Union perform the duties of the Elections Chair.

4.3 - Vacating Positions

4.3 - Upon vacating a position, all officers shall also facilitate the transfer of all electronic passwords, data and equipment.

REGULATION 5 ADDITIONAL DUTIES OF THE LOCAL EXECUTIVES

5.1 - The Executive of this Local shall:

5.1.1 - Maintain communications through designated channels. Each position is responsible for checking their respective email accounts.

5.1.2 - Ensure they have invited all representatives listed in "regulation 3," of these regulations as well as Information technology Representative, to all levels of Local executives' meetings and activities.

5.2 - Local Treasurer or Local Secretary-Treasurer

5.2 - The treasurer or Secretary-Treasurer shall maintain a balanced budget, moving funds between budget lines as necessary and when justifiable. Movement of line item amounts/balances in excess of \$1000 must be approved at a meeting of the executive.

5.3 - Site Representative

5.3 - The Site Representatives of this local shall:

- A. Sign up new members, transfers and Rand deductees;
- B. Recruit new stewards;
- C. Maintain Site bulletin boards;
- D. Distribute information from PSAC and CEIU;
- E. Encourage active member involvement and attendance at meetings;
- F. Assist the balloting chair if required for worksite balloting;
- G. Attend and report at all executive and general membership meetings;

REGULATION 6 AUTHORITY AND MANDATE

6.1 - Other Officers and Representatives

6.1 - Appointed Officers and Representatives shall have authorities and/or a mandate as assigned by the President on the advice of the Local Executive and must indicate that they are willing to assume and carry their mandate and responsibilities of the role as determined by the Local Executive in writing.

6.2 - Representatives

6.2 - Elected officers shall have authority and/or mandate to fully participate in all Executive meetings of this local.

REGULATION 7

MINIMUM RESPONSABILITIES

7.1 - The Other Officers and representatives shall;

7.1.1 - have the following responsibilities notwithstanding any other duties or roles determined by the Local President, The Local Executive and/or as prescribed by regulations of this local.

7.1.2 - Attend and Report at Membership Meetings, Respective Committee Meetings, and Executive Meetings.

7.1.3 - Maintain communications through designated channels being responsible for checking their respective email accounts if provided for their role.

7.1.4 - Shall attend all meetings and training courses reasonably required of them.

7.1.5 - Shall adhere to any code of conduct established by this local.

7.2 - Representatives

7.2. - The following representative shall act as the Chair of their respective committee

- a)** Lead Shop Steward
- b)** Women's Representative
- c)** Youth Representative
- d)** Human Rights Representative

7.3 - Lead Shop Steward

7.3 - In addition to responsibilities from regulation 7.1, the Lead Shop Steward to this local shall:

1. Be the primary officer in the grievance process;
2. Organize and maintain a steward committee;
3. Recruit and mentor stewards;
4. Encourage member training and involvement;
5. Maintain training records;
6. They will sign the 30851 guidelines for stewardship.

7.4 - Information Technology Representative

7.4 - In addition to responsibilities from regulation 7.1, the Information Technology Representative of this local shall:

1. Assess and Manage the local's computer needs; Procures equipment as needed and approved ;
2. Manage the communication structure of the local;
3. Maintain a database of information related to training, contracts, contacts and other relevant documents;
4. Research, establish and maintain a database of first level grievances;
5. Establish and maintain a social media presence;;
6. Manager the member's access to our shared drive and their respective email accounts;
7. Reset member email passwords and facilitate access throughout executive transitions;

7.5 - Women's Representative

7.5 - In addition to responsibilities from regulation 7.1, the Women's Representative to this local shall:

1. Promote awareness of Women's issues;
2. Maintain liaison with the CEIU Western National Vice President for

Women's issues and the PRC (Prairie Regional Council) Women's Rep;

3. Attend PSAC &/or CEIU Regional Women's committee meetings;

4. promote active member involvement in the union;

5. Attend training courses and Annual conferences wherever possible

7.6 - Equity Representative

7.6 - In addition to responsibilities from regulation 7.1, the Equity Representative of this local shall:

1. Promote awareness of equity issues;

2. Maintain liaison with the PRC (Prairie Regional Council) Disability Rep, PRC Racially Visible Rep, PRC Aboriginal Rep and the PRC GLBT Rep;

3. Attend PSAC &/or CEIU Human Rights committee meetings;

4. Promote active member involvement in the union;

7.7- Youth Representative

7.7 - In addition to responsibilities from regulation 7.1, the Youth Representative of this local shall:

1. Promote awareness of youth issues;

2. Maintain liaison with the PRC (Prairie Regional Council) youth rep

3. Attend PSAC &/or CEIU Youth committee meetings;

4. Distribute information to the local about youth issues;

5. Promote active youth member involvement in the union;

7.8 - Strike Coordinator

7.8 - In addition to responsibilities from regulation 7.1, the Strike Coordinator of this local shall:

1. Coordinate workplace bargaining campaigns;

2. Coordinate strike strategies;
3. Maintain a membership contact list;
4. Organize and maintain a strike captain network;
5. Attend strike coordinator meetings with PSAC;
6. Attend PSAC Edmonton Area Council meetings;

7.9- Affiliation Representative

7.9 - In addition to responsibilities from regulation 7.1, the Affiliation Representative of this local shall:

1. Promote awareness of the overall Labor movement both locally and nationally;
2. Attend monthly Edmonton District Labor Council (EDLC) Meetings;
3. Distribute information received from the EDLC;
4. Encourage participation at EDLC functions;

7.10- Human Rights Representative

7.10 - In addition to responsibilities from regulation 7.1, the Human Rights Representative of this local shall:

1. Promote awareness of Human Rights issues;
2. Establish contact and Maintain liaison with the PRC (Prairie Regional Council)
3. Establish contact with disability Rep, PRC Racially Visible Rep, and the PRC GLBT Rep;
4. Attend PSAC &/or CEIU Human Rights committee meetings;
5. Promote active member involvement in the union;

REGULATION 8

LOCAL COMMITTEES

8.1 - Committees

8.1.1 - The Local Executive shall establish the Mandate, Composition and Meeting requirements of all standing committees at their first (1st) Executive Meetings following the Election of the President.

8.1.2 - The Local shall establish the following Standing Committees

a) Internal Governance Committee;

i) established to handle all internal and operational issues related to finance, bylaws, and labour management meetings.

b) External Affairs Committee;

i) Established to deal with all external things including membership communications and mobilization, new member orientations, and event planning.

c) Executive Committee;

i) Established to deal with issues that arise between meetings, steering and prioritizing Executive Meeting agendas and is comprised of the President, 1st Vice President, Secretary and Treasurer or Secretary/Treasurer.

8.1.3 - The Local shall establish the following committees whose terms of reference will be established in local regulations;

a) Stewards Committee

- b) Women's Committee
- c) Youth Committee
- d) Human Rights and Equity Committee.

REGULATION 9

FINANCIAL GUIDELINES

9.1 - Pre-Approval Required

9.1. - Any member of Local 30851 requesting monetary reimbursement from the local must contact the executive seeking approval prior to incurring the expense. If a member fails to get prior approval, then the member shall bear the expense. Any request for financial support must be approved by the executive at a duly called meeting.

9.2 Petty Cash

9.2.1 - The Local Petty Cash shall not be more than \$250 in cash held with the Treasurer or Secretary-Treasurer of this Local if they so recommend such funds.

9.2.2 - The local secretary shall have a prepaid Visa card for petty cash purposes. It will hold a prepaid balance of \$300. Each card is to be backed up with a receipt folder and be reviewed by treasurer quarterly.

9.2.3 - The President shall have a petty cash Visa card worth \$500. Each card is to be backed up with a receipt folder and be reviewed by treasurer quarterly.

9.2.4 - Each Vice President shall have petty cash \$500.00 reloadable Visa card for printing and miscellaneous union expenses. Each card is to be backed up with a receipt folder and be reviewed by treasurer quarterly.

9.3 Expenditures

9.3.1 - Single expenditures in excess of One Thousand dollars require general membership approval, with the exception of financial arrangements for general meetings if a meal is served

9.3.2 - The Treasurer or Secretary-Treasurer and/or other officers of this local may be bonded with a recognized bonding company in an amount to be determined by the local executive

9.3.3 - Upon request, the executive shall send flowers for the funeral of a member in good standing who has passed away. The maximum amount for flowers shall be \$80.00 flat rate. \$80.00 may be sent to charity in lieu of flowers upon request. It shall not be the responsibility of the local executive to determine who is eligible to receive flowers. It will be the responsibility of team leaders to put forward a request when such a situation should arise.

9.4 General Reimbursements

9.4.1 - Any member in good standing of this Local may be reimbursed the following expenses because of the member's attendance at a duly called Executive or Committee Meeting, in relation to Task(s) as assigned by the Local Executive Committee outside of working hours;

- Per-diem for travel and non-travel Status, Meal and Kilometer rates outlined in CEIU Financial Guidelines
- Childcare Expenses as pre-approved and eligible under CEIU POLICY 4 FAMILY CARE POLICY

9.4.2 - Any member in good standing of this Local may request to be sponsored to attend training sessions, Conferences, and or Conventions with approval of the Local Executive Committee subject to available funds in the approved

budget. Any monies received by the sponsoring body must be deducted from the total amount claimed through the local. Applicable expenses include;

- Airfare
- Accommodations
- Per-diem for travel and non-travel Status, Meal and Kilometer rates as outlined in CEIU Financial Guidelines
- Childcare Expenses as pre-approved and eligible under CEIU POLICY 4 FAMILY CARE POLICY
- Registration Fees and Parking expenses
- Loss of Wages through the Union cost recovery program
- Accessibility Needs

9.4.3 - The local will upon request consider the reimbursement of the following incurred expenses while that member has a responsibility to participate in the activities of this Local and to recognize the cost incurred for their time as approved by the Local Executive at a duly Executive Meeting and subject to available funds:

- Airfare to the point of participation and back to the Local's Geographic area.
- Accommodations required for their participation
- Per-diem for travel and non-travel Status, Meal and Kilometer rates as outlined in; CEIU Financial Guidelines
- Childcare Expenses as pre-approved and eligible under CEIU POLICY 4 FAMILY CARE POLICY
- Registration Fees and Parking expenses

- Loss of Wages through the Union cost recovery program for the time of the event
- Accessibility Needs
- Additional Education Allowance of not more than \$50 for participation in a PSAC Education course with proof of completion of their participation to a maximum participation as set out in those years approved budget.

9.5 - Executive Meeting Allowances

9.5.1 - Executive Officers, Representatives, and invited Guests and Observers shall be compensated for attending executive meetings in accordance with Per-diem for travel and non-travel Status, Meal and Kilometer rates as outlined in CEIU Financial Guidelines

9.5.2 - Shop Stewards attending executive meetings will be compensated at the same rate.

9.5.3 - Observing Local members and guests shall seek prior approval of attendance in writing to the Secretary and President with at least 2 day notice.

9.6 - Expense Claims

9.6.1 - Any member seeking reimbursement from the Local for any reason must submit an expense claim form and applicable receipts.

9.6.2 - All claims will not be accepted if they are received 90 days after the approved expense was incurred.

9.6.3 - Payment of the approved expenses by cheque will be the responsibility of the member to arrange prompt pick up.

9.6.4 - Without reasonable excuse, Cheques that are not cashed after six months of being issued may be subject to the applicable fees to reissue a cheque.

9.7 - Strike Funds

9.7.1 - The local shall direct 50% of its income into the strike fund

REGULATION 10 ASSETS & IT EQUIPMENT

10.1 - Local Assets

10.1.1 - The Treasurer shall ensure that for any funds paid by the Local for IT and Equipment its Serial Number is logged in a general ledger of all Assets paid and owned by the Local.

10.1.2 - No Member shall keep for their own personal use any Local Assets described as (IT or Equipment) such as but not limited to;

- a.** Computers
- b.** Laptops
- c.** Cell Phones
- d.** Printers
- e.** Cameras or Earbuds or Speakers or Headsets
- f.** Peripherals for the above or supplies associated with their use.
- c.** All Assets (including the above) remain the property of this Local and must be returned for inspection when that member ceases to be an Executive

Member before they can be purchased at the fair market value for outgoing Executive Members only.