

BY-LAWS

OF THE

MEDICINE HAT AND DISTRICT

LABOUR COUNCIL

(CLC)

(Chartered by the Canadian Labour Congress - August 29, 1968)

Motion to amend passed – June 9, 2022
Approved by CLC Canadian Council - September 27, 2022



CANADIAN LABOUR CONGRESS
CONGRÈS DU TRAVAIL DU CANADA

PREAMBLE

Only by joining together all members of organizations affiliated to the Canadian Labour Congress in the Medicine Hat area, can we develop programs of close coordination in endeavouring to attain the goals which are the desires of all trade unionists. To this end shall this Labour Council be dedicated.

TABLE OF CONTENTS

PREAMBLE	i
ARTICLE 1—NAME AND LOCATION.....	1
ARTICLE 2—PURPOSE.....	1
ARTICLE 3—MEMBERSHIP.....	2
ARTICLE 4—MEETINGS	3
ARTICLE 5—ELECTIONS OF OFFICERS.....	4
ARTICLE 6—DUTIES OF THE PRESIDENT	6
ARTICLE 7—DUTIES OF THE VICE-PRESIDENT	6
ARTICLE 9—DUTIES OF THE RECORDING SECRETARY	7
ARTICLE 10—DUTIES OF THE SERGEANT-AT-ARMS	7
ARTICLE 11 – DUTIES OF THE TRUSTEES.....	7
ARTICLE 12—EXECUTIVE COUNCIL.....	8
ARTICLE 13—REVENUE.....	8
ARTICLE 14—OFFICER EXPENSES	8
ARTICLE 15—DELEGATE EXPENSES.....	9
ARTICLE 16—AMENDMENTS	9
ARTICLE 17—ORDER OF BUSINESS.....	10

ARTICLE 1—NAME AND LOCATION

- Section 1.** This Labour Council shall be known as the “**Medicine Hat and District Labour Council, CLC,**” and is chartered by the Canadian Labour Congress.
- Section 2.** All organizations affiliated to the Canadian Labour Congress, located within a radius of one hundred and ten (110) kilometres of the City of Medicine Hat, shall be eligible for membership.
- Section 3.** These organizations shall conform to the Constitution and rules and regulations of this Labour Council as set forth herewith. This Labour Council shall not be dissolved while there are still four (4) organizations remaining in affiliation.

ARTICLE 2—PURPOSE

Section 1. 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. To assist affiliated organizations in extending its benefits of mutual assistance and collective bargaining to workers.
4. To assist in the organization of the unorganized into unions for their mutual aid, protection and advancement.
5. To encourage all works without regard to race, ethnicity, colour, race, marital status, age, ancestry, place of origin, or ability, to share in the full benefits of union organization.
6. To secure legislation which will safeguard and promote the principle of free collective bargaining, the rights of workers, the security and welfare of all people.
7. 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.
8. To promote the cause of peace and freedom in the world, and to assist and cooperate with free democratic labour movements throughout the world.
9. To actively promote and support public relations in planned community events for the purpose of promoting positive community relations with the labour movement.

10. To aid and encourage the sale and use of union-made goods and 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.
11. To protect the labour movement from any and all corrupt influences which are opposed to the basic principles of our democracy and free democratic unionism.
12. To safeguard the demographic character of the labour movement and to observe and respect the autonomy of each affiliated union.
13. While preserving the independence of the labour movement from political control, to encourage workers to vote, 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.

ARTICLE 3—MEMBERSHIP

- Section 1.** The Labour Council shall be composed of all local unions, branches and lodges of national and international unions, regional and provisional organizations affiliated to the Canadian Labour Congress and local unions chartered by the Canadian Labour Congress within the Medicine Hat district.
- Section 2.** Any organization affiliated with this Labour Council may be expelled from membership by a majority roll call vote at a meeting. Any decision to expel may be appealed to the Canadian Council of the Canadian Labour Congress within two (2) months. The decision shall be in force and effect during the appeal.
- Section 3.** 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.
- Section 4.** It shall be the duty of each affiliated organization to furnish the Treasurer and the Recording Secretary of the Labour Council with the following:
- a) All official reports which deal with matters within the purview of the Labour Council.
 - b) Such other reports as will facilitate and make more effective the work of the Labour Council.
 - c) A statement of their membership numbers submitted with their per capita dues.
- Section 5.** Each affiliated organization shall be entitled to two (2) delegates for the first fifty (50) or less members, and one (1) delegate for each succeeding one hundred (100) members or fraction thereof, at all regular of special

meetings.

Section 6. Representation will be based on the average monthly number on which per capita is paid.

Section 7. Any organization which is in arrears to the Labour Council for per capita tax (6) months or more, shall not be entitled to recognition or representation in the Labour Council.

ARTICLE 4—MEETINGS

Section 1. The regular meetings of this Labour Council shall be the governing body of the Council and its decisions shall be by majority vote.

Section 2. Regular meetings of the Labour Council shall be held at 7:00 P.M. on the second (2nd) Thursday of each month, unless otherwise determined by the Executive Council, and if so decided, all affiliated unions shall be notified one (1) week in advance.

Section 3. Special meetings of the Labour Council may be called by the Executive Council or at the request of four (4) affiliated organizations. The request must be written. The Executive Council shall call such meeting within ten (10) calendar days, and shall give all affiliated organizations at least (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. A special meeting shall exercise the same authority as regular meetings.

Section 4. Three (3) registered delegates, from different affiliated locals, shall constitute quorum.

Section 5. 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 6. 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. All questions, unless otherwise provided, shall be decided by a majority of those voting.
4. A delegate wishing to speak shall first be recognized by the Chair, then the delegate shall give a suitable identification, including the

organization represented, and shall confine all remarks to the question at issue.

5. A delegate shall not speak more than once upon a subject until all who wish to speak have an opportunity to do so.
6. A delegate shall not interrupt another except to call to a Point of Order.
7. Any delegate called to order three (3) times by the Chair, and requested to be seated without heeding, shall be debarred from participating in any further business at that session.
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 Motion may be reconsidered, provided the Motion was made and seconded by two (2) members who voted with the majority, and Notice of Motion is given for consideration at the next meeting, and said Motion is supported by a two-thirds (2/3) vote of those present and voting.
10.
 - 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 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.
11. 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.
12. Unless otherwise provided, Bourinot's Rules of Order shall govern.

ARTICLE 5—ELECTIONS OF OFFICERS

Section 1. The elected Officers of this Labour Council shall consist of a President, Vice-President, Secretary-Treasurer, Sergeant-at-Arms, and three (3)

Trustees.

- Section 2.** The Officers of the Labour Council shall be elected by the Labour Council at the Annual General Meeting, which will be held at the regular meeting in April. The Table Officers shall be elected for a two year term with the President, Recording Secretary and the Sergeant-at-Arms to be elected in even years and the Vice-President and Treasurer to be elected in odd years.
- Section 3.** Trustees shall be elected so that one shall serve for a period of three (3) years, one for two (2) years and one for one (1) year. Each year thereafter the Labour Council shall elect one Trustee for a period of three (3) years, or in the case of vacancies occurring elect Trustees to fill only the un-expired terms in order to preserve overlapping terms of office.
- Section 4.** Each Officer shall be a member in good standing of an affiliated organization.
- Section 5.** The term of this Labour Council shall commence upon completion of elections.
- Section 6.** Election of Officers shall be by secret ballot. A majority of votes cast shall be required before any candidate can be declared elected, and 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. In case of a final tie vote, the presiding officer may cast the deciding vote.
- Section 7.** Nominees allowing their names to go forward for the office of President, Vice-President, Treasurer, Recording Secretary, Sergeant-at-Arms or Trustee 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 8.** Vacancies in office shall be filled at the next regular Labour Council meeting.
- Section 9.** In the event that the office of President becomes vacant, the Vice-President shall assume the duties of office for the balance of the term, and the vacancy in the office of the Vice-President shall be filled at the next regular Council meeting.
- Section 10.** The Executive Officers 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 6—DUTIES OF THE PRESIDENT

- Section 1.** The President shall preside over all Labour Council meetings and Executive Board meetings.
- Section 2.** The President shall preserve order and enforce the Constitution and By-Laws of this Labour Council.
- Section 3.** 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 4.** The President shall appoint, subject to the approval of the membership, all special committees when election for same is not called for.
- Section 5.** The President shall be the *ex-officio* member of all committees, and to report on activities to the Executive Board.
- Section 6.** The President shall be entitled to vote on questions of membership, and other matters voted on by secret ballot, but as Chair of a meeting, the President may cast only the deciding vote on other matters.

ARTICLE 7—DUTIES OF THE VICE-PRESIDENT

- Section 1.** The Vice-President shall aid the President in the duties of office as chief executive officer of the Labour Council, and act on behalf of the President when requested to do so.
- Section 2.** In the absence of the President, the Vice-President shall jointly sign cheques with the Secretary-Treasurer.

ARTICLE 8—DUTIES OF THE TREASURER

- Section 1.** The Treasurer shall be the chief financial officer of the Labour Council, and be in charge of the books and financial documents.
- Section 2.** The Treasurer shall make reports at each regular Labour Council meeting of receipts, expenditures and balances, and file a semi-annual report with the Canadian Labour Congress.
- Section 3.** The Treasurer shall have the books of the Labour Council audited annually by the Trustees, and forward such audits to the Canadian Labour Congress Regional Office.
- Section 4.** The Treasurer shall deposit all funds in unionized financial institutions where possible.
- Section 5.** The Treasurer shall jointly sign cheques with the President, but in the absence of the President, the Vice-President shall assume this role.

Section 6. The Treasurer shall, subject to the approval of the Executive Council, invest all excess funds in securities and pay all bills as authorized by the Labour Council membership.

Section 7. The Treasurer shall be empowered to require affiliated organizations to provide statistical data in their possession relating to the membership of their organizations.

Section 8. The Treasurer of the Labour Council shall be bonded in an amount to be determined by the Executive Council, but in no case shall the amount be less than the annual income of the Council.

ARTICLE 9—DUTIES OF THE RECORDING SECRETARY

Section 1. The Recording Secretary shall be in charge of correspondence, documents, files and effects of the Labour Council and shall record the proceeding of all Labour Council and Executive Council meetings.

Section 2. The Recording Secretary shall forward copies of all proceedings to the Canadian Labour Congress Regional Representative.

ARTICLE 10—DUTIES OF THE SERGEANT-AT-ARMS

Section 1. The Sergeant-at-Arms shall receive the name and union affiliation of each delegate and guest entering the meeting room, and shall record the attendance of each.

Section 2. The Sergeant-at-Arms shall also perform such other duties as may be assigned by the President.

ARTICLE 11 – DUTIES OF THE TRUSTEES

Section 1. The Trustees shall keep watch over all monies and property of the Labour Council.

Section 2. The Trustees shall approve the Treasurer's financial reports and perform such audits as required by the Canadian Labour Congress. The Trustees shall see that all Audit Reports are available for the information of all delegates, and copies forwarded to the Canadian Labour Congress Regional Office.

Section 3.

a) The President and Treasurer of the Labour Council shall be the signing officers. Two (2) signatures are needed on all cheques for disbursements of the Labour Council.

b) In the absence of the President, the Vice-President shall jointly sign cheques with the Treasurer.

- Section 4.** All financial officers of the Labour Council shall be bonded in an amount to be determined by the Executive Council, but in no case shall the amount be less than the annual income of the Council.
- Section 5.** 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 12—EXECUTIVE COUNCIL

- Section 1.** The Executive Council shall consist of the President, Vice-President, Treasurer and Recording Secretary.
- Section 2.** The Executive Council shall be the governing body of this Labour Council between meetings. It shall take such action and render such decisions as may be necessary to carry out fully the decisions and instructions of the Council meetings and to enforce the provisions contained in these By-Laws.
- Section 3.** The Executive Council shall meet as required. A majority of the members of the Executive Council shall constitute a quorum.
- Section 4.** Obligation of Officers After being elected, each Officer, before assuming the duties of office, 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 13—REVENUE

- Section 1.** Each affiliated local union, branch or lodge shall pay a per capita tax of twenty-five cents (\$0.25) per member, per month. Upon becoming six (6) months in arrears, any organization may be suspended from membership and can only be reinstated after the arrears are paid in full.
- Section 2.** Per capita tax to be reviewed annually at the annual general meeting.

ARTICLE 14—OFFICER EXPENSES

- Section 1.** No Officer of the Labour Council shall have the power to incur indebtedness on its behalf or appropriate any money without authority from this Constitution and By-Laws or from the Council membership.
- Section 2.** All bills and other claims must be presented at a regular meeting of the

Labour Council, and receive a vote of approval before payment, except that routine operating expenses of a recurring nature will be made when due, and report of same made at each Council meeting.

Section 3. The Executive Council is authorized to reimburse members of the Labour Council for necessary expenses in performing their duties of the Council, up to one hundred dollars (\$100.00). In the event the expenditures exceed one hundred dollars (\$100.00), reimbursement must go before council for approval.

Section 4. The Executive shall receive the following reimbursement yearly to cover out-of-pocket expenses to be paid in June and December of each year at the Executive Council meetings. The total cost per year of all Executive positions recorded below will not exceed eighteen hundred dollars (\$1,800.00).

Each position shall receive:

President \$450.00
Vice-President \$450.00
Treasurer \$450.00
Recording Secretary \$450.00

Section 5. Trustees shall receive \$40.00 dollars for auditing the books and accounts of the Council. This amount shall be paid for each year audited.

ARTICLE 15—DELEGATE EXPENSES

Section 1. Delegate expenses shall be paid in conformity with the following guidelines at the annual general meeting:

- a) Actual lost wages.
- b) Where expenses will be reimbursed to the Labour Council delegate, expenses will be reimbursed as per the sponsoring organization's policy. Otherwise, expenses will be covered as below:
 - i. Transportation costs shall be reimbursed as per actual cost if public transportation is used, or at a mileage rate of fifty cents (\$0.50) per kilometre if a personal vehicle is used.
 - ii. A per diem of fifty dollars (\$50.00) per day, plus reasonable hotel expenses, will be paid.

ARTICLE 16—AMENDMENTS

Section 1. This Constitution and By-Laws may be amended by a two-thirds (2/3) vote of those present and voting, providing the amendment has been presented as a Notice of Motion at a previous meeting.

Section 2. All amendments to this Constitution and By-Laws shall become effective only after the approval of the Canadian Council of the Canadian Labour Congress.

ARTICLE 17—ORDER OF BUSINESS

Section 1. The following Order of Business shall apply unless changed by a majority vote of those present:

1. Opening and Land Acknowledgement
2. Roll call of Officers and Delegates.
3. Installation of new organizations.
4. Reading of minutes.
5. Financial Report.
6. Correspondence.
7. Reports of Officers and Committees.
8. Unfinished business.
9. New business.
10. Local Reports.
11. Election of Officers.
12. Notice of Motion.
13. Adjournment.