

BY-LAWS

OF THE

YELLOWHEAD
LABOUR COUNCIL

CLC

(Chartered by the Canadian Labour Congress - December 31, 1999)

Motion to amend passed – January 31, 2015
Approved by CLC Canadian Council - April 16, 2015



Canadian Labour Congress

Congrès du travail du Canada

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Article 1 – Name and Location

Section 1 This Labour Council shall be known as the “**Yellowhead Labour Council, CLC.**”

Section 2 It shall consist of all organizations in the Yellowhead area which become affiliated with this Labour Council.

Section 3 These organizations shall conform to the By-Laws as set out forthwith. The Yellowhead Labour Council shall not be dissolved while there are four (4) organizations remaining in affiliation.

Article 2 – Purpose

Section 1 The purpose of this Labour Council are:

- 1.** To participate in and support the principles and the policies of the Canadian Labour Congress and the Alberta Federation of Labour.
- 2.** To promote the interests of its affiliates and generally to advance the economic and social well-being of workers.
- 3.** To assist in the organization of the unorganized into unions.
- 4.** To encourage all workers without regard to race, creed, sex, sexual orientation, colour or national origin to share in the full benefits of union organization.
- 5.** 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.
- 6.** 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.
- 7.** To establish communication between affiliated labour organizations.

8. 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.
9. To make presentations to government bodies.

Article 3 – Membership

Section 1 The Yellowhead Labour Council shall be composed of all labour organizations in the Yellowhead area which become affiliated with this Council.

- Section 2**
- (a) Any organization affiliated with the Yellowhead Labour Council may be expelled from membership in the Council by a two-thirds (2/3) majority vote at a meeting with advance notice given prior to the vote being taken.
 - (b) Any delegate may be suspended or expelled for conduct unbecoming a delegate from membership in the Labour Council by a two-thirds (2/3) majority vote at a meeting with advance notice given prior to the vote being taken. In such cases, the local union which such delegate represents, will be notified and requested to replace him or her.

- Section 3** It shall be the duty of each affiliated organization to furnish the Secretary-Treasurer of the Labour Council with the following:
- (a) A statement of their membership in good standing.
 - (b) Any reports which will facilitate and make more effective the work of the Labour Council.

Section 4 All Canadian Labour Congress and Alberta Federation of Labour Officers, Directors and Representatives shall be accorded all rights and privileges of delegates, except the right to vote when attending Labour Council meetings.

Article 4 – Meetings

Section 1 The Yellowhead Labour Council, in regular meetings, shall be the governing body of the Council.

Section 2 The Secretary-Treasurer shall schedule meetings, except for the months of July, August and December, and the delegates shall be notified of the meeting in the minutes of the previous meeting.

Section 3

- (a) Special meetings of the Labour Council may be called by the direction of the Executive Board or on written request of affiliated organizations representing a majority of the total number of delegates, as evidenced by the records of the Secretary-Treasurer.
- (b) In the event of a special meeting, as provided in subsection (a), such a meeting shall be called within seven (7) days and the Executive Board shall give all delegates two (2) days' notice of the time and place, together with a statement of business to be considered at such meeting.
- (c) The only business to be considered at a special meeting shall be that for which the meeting was requested.
- (d) The Executive of Yellowhead Labour Council shall determine the date of each Annual General Meeting and notify the membership of the date with no less than thirty (30) days' notice.

Section 4

Voting representation at meetings shall be on the following basis:

- (a) From affiliated organizations, two (2) delegates for the first one hundred (100) members or less, and one (1) delegate for each additional one hundred (100) members or major fraction thereof.
- (b) No organization shall be entitled to any additional delegates due to the fact that one (1) of their members has been elected to an Executive position.
- (c) Any organization may elect alternate delegates or have membership attend Labour Council meetings. Such alternates or members may have voice—but no vote—unless the alternate is substituting for a regular delegate.

Section 5

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

Section 6

Any person suspended by, or expelled from, any organization affiliated to this Labour Council shall not be seated as a delegate.

Section 7 Any delegate being absent from six (6) consecutive meetings of this Labour Council, as per record, without good and sufficient reason having been previously given to the Secretary-Treasurer, said delegate shall forfeit his or her seat, and immediate notice shall be sent to the organization by the Secretary-Treasurer requesting that a new delegate be selected to fill the vacant position.

Section 8 **Obligation for Delegates**

All delegates to this Labour Council, before being seated, shall come forward and clearly and audibly repeat the following obligation:

“I, solemnly promise and declare that I will support and obey the By-Laws of this Labour Council. That I will, if within my power to do so, assist my fellow members or their families when they are in distress, that I will not purposely or knowingly wrong a member of the Council, or assist others in wronging members of the Council. I do hereby solemnly promise and declare that I will undertake a faithful performance of this obligation.”

Section 9 To constitute a quorum, a delegate from a minimum of four (4) locals must be present.

Section 10 *Robert’s Rules of Order* shall govern all meetings.

Section 11 **Order of Business**

1. Reading of Harassment Policy.
2. Roll Call of Delegates.
3. Approval of Agenda.
4. Adoption of Previous Minutes.
5.
 - (a) Reading of Executive Report.
 - (b) Financial Report.
 - (c) Canadian Labour Congress Report.
6. Correspondence.
7. Committee Reports.
8. Unfinished Business.
9. New Business.
10. Local Reports.
11. Good and Welfare of the Labour Council.
12. Adjournment.

Article 5 – Executive

- Section 1** The Executive Board shall consist of a President, Vice-President, Secretary-Treasurer and two (2) Trustees. Of these positions, any one local may hold only two (2).
- Section 2** The term of office for Officers of the Executive Board shall be two (2) years. Elections for the positions of President and one (1) Trustee shall be held every two (2) years at the Annual General Meeting. Elections for the positions of Vice-President, Secretary-Treasurer, and the second (2nd) Trustee shall be held in the alternating year, so as to ensure the continuity of the Executive.
- Section 3** Nominations and elections to each office shall be completed before moving onto the next position. A delegate absent from the nominations and elections meeting shall, to be eligible, signify in writing his or her willingness to run for office. A simple majority of votes shall determine the winner, by secret ballot if necessary.
- Section 4** The term of the Officers of the Labour Council shall commence at the Annual General Meeting.
- Section 5** In the event of the incapacity or resignation of the President, the Vice-President shall assume the Presidency for the unexpired term. The position of Vice-President will be filled at the next meeting for which an election has been announced. In the event of a vacancy in any other office of the Labour Council, the vacancy shall be filled by the Vice-President until the next meeting for which an election has been announced.
- Section 6**
- (a) Duties of President**

The President shall be the chief executive officer of the Labour Council. The President shall exercise supervision over the affairs of the Council and preside at regular and special meetings of the Executive Council, whenever possible. The President is *ex-officio* of all Committees (except the Nominating Committee).
 - (b) Duties of Vice-President**

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

(c) Duties of Secretary-Treasurer

- (i)** The Secretary-Treasurer shall keep a correct, full and impartial account of the proceedings of each meeting of the Labour Council. The Secretary-Treasurer shall conduct all correspondence on behalf of the Council, acknowledge all communications promptly and write all letters as directed by Council meetings. The Secretary-Treasurer shall be in charge of books, documents, files and effects of the Council, which shall at all times be subject to the inspection of the President and Executive Council. The Secretary-Treasurer shall maintain a list of all affiliates of the Council, and the reported members of each one.
- (ii)** The Secretary-Treasurer shall be the chief financial officer of the Labour Council. The Secretary-Treasurer shall prepare a financial statement of the Council for each regular meeting. The Secretary-Treasurer shall be responsible for ensuring all the bills are paid and all monies remitted to the Council are promptly deposited in the Council's bank account.

(iii) Pledge of Office

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

(d) Duties of the Trustees

Trustees shall be responsible for auditing the financial records of the Labour Council. This shall be done so that an audited report can be presented at each Annual General Meeting.

Article 6 – Revenue

- Section 1**
- (a) Each affiliated local or unit shall pay a per capita tax of twenty-five cents (\$0.25) per month.
 - (b) Five cents (\$0.05) of which will be directed toward political action.
- Section 2**
- (a) Any organization three (3) months in arrears in payment of per capita tax may become suspended from membership in the Labour Council and can be reinstated only after arrears are paid in full.
 - (b) A local or unit, finding itself in extenuating circumstances, may make application to the Executive Board for special dispensations. The Board, on investigation, may suspend per capita payments and carry such local or unit in good standing through such a period.
 - (c) Members on strike or plant lay-off for more than one (1) week shall not be required to pay per capita tax.
- Section 3**
- (a) All monies received by the Secretary-Treasurer shall be deposited to the account of the Labour Council.
 - (b) The President, Vice-President and Secretary-Treasurer shall be the signing officers on behalf of the Labour Council and all cheques, drafts and documents shall be signed by any two (2) of these Officers.
 - (c) Subject to approval of the Executive Board, the Secretary-Treasurer shall be empowered to pay all bills necessary in carrying out the Labour Council's normal operating expenses. All other matters involving expenditures of monies over and above three hundred dollars (\$300.00) must be approved by the Council. All expenditures must be reported in the monthly Financial Report.
 - (d) A Committee of two (2) Trustees shall audit the books and report to the Annual General Meeting prior to the election.

Article 7 – Amendments

Section 1

Amendments to these By-Laws may be adopted by a two-thirds (2/3) vote of those present and voting, providing such Notice of Motion has been given at the previous regular meeting and in writing with the next month's meeting notice.