

CONSTITUTION
AND REGULATIONS
OF THE
ALLIANCE EMPLOYEES' UNION/
SYNDICAT DES EMPLOYÉ-E-S DE L'ALLIANCE



As amended by the Annual or General Membership Meetings

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CONSTITUTION

I – INTRODUCTORY PROVISIONS

SECTION 1

NAME

This Union shall be known as the Alliance Employees' Union, or Syndicat des Employé-e-s de l'Alliance, hereinafter referred to as the Union.

SECTION 2

HEADQUARTERS

The Union shall have its headquarters in the City of Ottawa, Province of Ontario, Canada.

SECTION 3

OBJECTIVES

The objectives of the Union shall be:

- a) to unite all employees of the Public Service Alliance of Canada, its Components and PSAC Holdings Ltd. in a single democratic organization capable of acting on their behalf;
- b) to obtain, through collective bargaining with the Public Service Alliance of Canada, or its Components or PSAC Holdings Ltd., the best possible standards of compensation and working conditions for its members; and
- c) to protect and defend the rights and interests of all its members.

SECTION 4

JURISDICTION

The union has exclusive jurisdiction over all its members.

SECTION 5

SYMBOL

The union will have a distinctive symbol as approved by the membership.

II – MEMBERS

SECTION 6

ELIGIBILITY

All employees of the Public Service Alliance of Canada, Its Components, PSAC Holdings Ltd., or any other workers as determined from time to time by the Executive, shall be eligible for membership in the Union.

SECTION 7

MEMBERSHIP

An employee is recognized as a member of the Union when meeting the following conditions:

- a) The employee has completed and signed an AEU application for membership.
- b) The employee pays the union dues in accordance with the provisions of this Constitution and/or any other pertinent regulations.

SECTION 8

ASSOCIATE MEMBERSHIP

- a) Associate membership may be granted to non-employees of the Public Service Alliance of Canada, its Components and PSAC Holdings Ltd., in accordance with regulations established by the Executive.
- b) Associate members shall pay 50% of the lowest dues paid by any regular member.
- c) Associate members may attend general and annual meetings without representation or vote.

SECTION 9

HONORARY MEMBERSHIP AND LIFE MEMBERSHIP

- a) Honorary memberships and Life memberships may be awarded to any person as determined by the Executive.
- b) Honorary members and life members shall not be entitled to vote at meetings or to be elected to office in the Union, but shall be entitled to all other rights and privileges of membership in the Union.

SECTION 10**OATH OF MEMBERSHIP**

The oath of membership as contained in Section 48 shall be administered to each member.

SECTION 11**DUTIES OF MEMBERS**

- a) Upon being granted membership, every individual member of the Union is deemed to agree to abide by and be bound by the provisions of this Constitution and any applicable By-laws and Regulations.
- b) Upon being granted membership, members of the Union are deemed to nominate and appoint, for the duration of such membership, the Union as their agent for bargaining with the employer.

SECTION 12**RIGHTS OF MEMBERS**

A member in good standing shall have the right to:

- a) fully participate in and vote at all membership meetings;
- b) be a candidate for office in the Union with accordance with Section 22;
- c) have access to the current financial statements of the Union after filing a written request with the Treasurer;
- d) have access to the Minutes of the Executive meetings after filing a written request with the Secretary;
- e) be provided with a copy of the Minutes within 90 days of the membership meetings ;
- f) present topics for discussion to the President, who will put it on the agenda for the next meeting of the Executive; and
- g) have a hearing before the Executive on any complaint of the member;
- h) appeal any decision of the Executive by requesting a special membership meeting, pursuant to Section 17.

SECTION 13**DISCIPLINE**

Any membership in the Union may be revoked or suspended by the Executive.

a) Offenses

An AEU member is guilty of an offense who:

- i) violates any of the provisions of this Constitution;
- ii) obtains membership or solicits membership by misrepresentation;
- iii) institutes, urges or advocates that a member institute action in a court of law against the AEU, any of its constituent parts or any of their officers without first exhausting all remedies within the AEU;
- iv) other than through proper channels, advocates or attempts to bring about the withdrawal from the AEU, its Units, or any member or group of members;
- v) publishes or circulates among the membership false reports or misrepresentations;
- vi) works in the interest of a rival organization;
- vii) uses abusive language or disturbs the peace of any meeting or around any office or meeting place of the AEU;
- viii) fraudulently receives or misappropriates any monies due to the AEU;
- ix) uses the name of the AEU for soliciting funds or advertising without the consent of AEU;
- x) furnishes without prior authority a list or any information on the membership of AEU to any person or persons other than those whose official position in the AEU would entitle them to have such information;
- xi) deliberately interferes with an official of the AEU in the discharge of his/her duties;
- xii) being in a legal strike position, crosses the picket line; performs work for the employer unless required to do so by law; or who voluntarily performs struck work;
- xiii) sexually or personally harasses another member;
- xiv) works with the employer to willfully undermine the AEU or its members; or

- xv) engages in any conduct prejudicial to the good order and discipline of the AEU.
- b) Investigation of alleged offenses
- i) Members alleging offenses under Section 13 a) shall file their allegation(s) in writing with a member of the Executive.
 - ii) The Executive will appoint a committee of members not alleged to be involved to investigate the allegation(s) and to make a report with recommendations to the Executive. An Executive officer charged with an offense under this section shall not participate in any Executive decisions under this section pertaining to his/her alleged offense.
 - iii) A notice of the allegation(s), the date, the time and the place where this (these) allegation(s) will be presented to the investigative committee must be sent to all parties to the allegation by the Secretary.
 - iv) All parties to the allegation(s) have a right to be heard by the investigative committee.
- c) Decision by the Executive
- i) The Executive will make a decision on the allegation(s) following a review of the report of the investigative committee. A majority of the Executive shall have the authority to discipline any member. An Executive officer charged with an offense under this section shall not participate in any Executive decisions under this section pertaining to his/her alleged offense.
 - ii) A notice of the date, the time and the place where the Executive will review the report must be sent to all parties to the allegation by the Secretary.
 - iii) All parties to the allegation(s) shall receive a copy of the investigative committee report and have a right to be heard by the Executive.
 - iv) The decision of the Executive will be provided in writing to all parties to the allegation(s).
- d) Appeal to a membership meeting
- i) A member shall have the right to appeal the decision of the Executive to a membership meeting. The request for an appeal shall be filed in writing with a member of the Executive.
 - ii) At the membership meeting, the disciplined member or her/his representative may speak on behalf of the disciplined member and

the President or his/her designate may speak on behalf of the Executive.

- iii) The membership shall vote to sustain, revoke or amend the decision of the Executive. The decision of the membership is final.
- e) Effects of suspension and/or revocation
 - i) The suspension and/or revocation of membership prevents the member from exercising the rights prescribed under Section 12 – Rights of Members.
 - ii) The suspension and/or revocation of membership does not free the member from payment of any monies owed to the Union, nor from payment of dues prescribed under Section 35.

III – MEMBERSHIP MEETINGS

SECTION 14

AUTHORITY OF MEMBERSHIP MEETINGS

The membership meeting is the supreme governing body of the Union. It can:

- a) discuss and decide on any question or procedure regarding the Union;
- b) modify or annul any regulation of the Union;
- c) modify the Constitution pursuant to Section 46;
- d) dismiss an Officer or a Shop Steward from his/her functions, pursuant to Section 24;
- e) suspend and/or revoke membership pursuant to Section 13 – Discipline.

SECTION 15

ANNUAL GENERAL MEMBERSHIP MEETING

An Annual General Membership Meeting shall take place within two (2) months after the end of the fiscal year, where practicable, on a date and at a time and place set by the Executive.

SECTION 16

MEMBERSHIP MEETINGS

Except in cases of emergency, membership meetings may be called at any time by the Executive, provided members are given at least 15 calendar days notice of any such meeting. Notice must include all pertinent documentation.

SECTION 17**SPECIAL MEMBERSHIP MEETINGS**

When requested in writing by at least 25 members, or by a decision of the Executive, a membership meeting shall be called within 15 calendar days of the receipt by the President of such request or decision of the Executive.

SECTION 18**RULES OF ORDER**

All membership meetings shall be conducted using the PSAC Rules of Order.

SECTION 19**CHAIRPERSON**

Membership meetings, including the Annual General Membership Meeting, will be chaired by the President, unless otherwise delegated.

SECTION 20**QUORUM**

The quorum at annual and membership meetings shall be the members present.

SECTION 21**VOTING AT MEMBERSHIP MEETINGS**

- a) At membership meetings, each member has one vote.
- b) Proxy votes are permitted in accordance with Regulations 4 and 5.
- c) When not otherwise specified, the vote is taken by a show of hands.
- d) Election of officers shall be by secret ballot.
- e) On a request by at least 10 members, a vote will be taken by secret ballot.
- f) All questions submitted to the membership meetings are decided by a simple majority, except for Section 14 b) and c) of the Constitution.

IV – THE EXECUTIVE

SECTION 22

COMPOSITION

The Executive of the Union shall consist of the following:

President,
Vice-President (PSAC Units), Vice-President (Component Units),
Secretary,
Treasurer,
Chief Shop Steward,
Director (PSAC Units), Director (Component Units) and Director-at-large.

SECTION 23

AUTHORITY

The Executive shall:

- a) be responsible for the affairs of the Union between Annual General Membership Meetings;
- b) have the authority to establish regulations subject to review at the Annual General Membership Meeting;
- c) have the authority to assign duties to its officers other than those provided for in Section 25;
- d) appoint standing and ad hoc committees subject to review at the Annual General Membership Meeting.

All residual power, authority and rights not specifically dealt with in this Constitution but consistent therewith shall reside in the Executive.

SECTION 24

OBLIGATIONS

The Executive Officers shall:

- a) manage the Union for the purpose of fulfilling the obligations imposed by Section 24 of the Constitution;

- b) ensure that all resolutions, programs and other mandates of the Executive and membership meetings are acted upon and executed;
- c) submit a proposed annual budget to the Annual General Membership Meeting, which endeavours to ensure the provision of sufficient funds to pay for all existing programs;
- d) submit written reports of their activities to the Annual General Membership Meeting;
- e) ensure that the Union operates within the confines of the budget approved by the Annual General Membership Meeting, or an amended budget as approved at a special meeting convened for that purpose;
- f) inform the Executive of any project they are undertaking that is related to the objectives of the union;
- g) ensure that all monies of the Union will be employed to accomplish its objectives;
- h) attend all convened meetings of the Executive and membership, unless the Executive has been duly notified of an acceptable reason for absence;
- i) contemplate and act on the removal of an Executive Officer who is not meeting his/her obligations as set out in this Constitution or has missed three or more meetings in succession without an acceptable reason for absence.

Any action taken on behalf of the Union by the Executive or by an Officer shall be subject to review at the Annual General Membership Meeting.

SECTION 25

DUTIES OF THE EXECUTIVE

Executive Officers have the following duties:

- a) the President, or his/her designated representative, shall:
 - i. be responsible for the proper conduct of all Annual General Membership Meetings and other meetings of the Union;
 - ii. chair all sessions of the Executive and membership meetings;
 - iii. call all necessary meetings as required by Sections 15, 16, 17 and 26 of the Constitution.
 - iv. interpret this Constitution;
 - v. be one of the Union's designated signing authorities;
 - vi. serve as Chairperson or member of standing and ad hoc committees;

- vii. be an ex-officio member of all committees, unless the Executive expressly states otherwise;
 - viii. officially represent the Union on all matters;
 - ix. perform such other related duties as are normally within the authority of presiding officers.
- b) The Vice-President (PSAC Units) shall:
- i. act on behalf of the members in PSAC Units, including PSAC Holdings Ltd.
 - ii. chair Committees when appointed to do so by the Executive;
 - iii. be one of the Union's designated signing authorities;
 - iv. in the absence of the President, when authorized by the Executive, perform the duties of the President;
 - v. serve as Chairperson or member of standing and ad hoc committees.
- c) The Vice-President (Component Units) shall:
- i. act on behalf of the members in Component Units,
 - ii. chair Committees when appointed to do so by the Executive;
 - iii. be one of the Union's designated signing authorities;
 - iv. in the absence of the President, when authorized by the Executive, perform the duties of the President;
 - v. serve as Chairperson or member of standing and ad hoc committees.
- d) The Secretary shall:
- i. be responsible for all correspondence and official documents of the Union;
 - ii. keep the minutes of Executive and all membership meetings, and make available to members, through Executive officers, the minutes of Executive meetings;
 - iii. prepare reports and other documents as required of business transacted by the Union;
 - iv. be responsible for maintaining the AEU office;
 - v. be one of the Union's designated signing authorities;
 - vi. serve as Chairperson or member of standing and ad hoc committees.

e) The Treasurer shall:

- i. be responsible for all the finances and financial documents of the Union;
- ii. prepare appropriate reports of all financial business transacted by the Union;
- iii. submit a written report on the financial state of the Union to the membership with the notice to members of the Annual General membership Meeting;
- iv. collect all monies payable to the Union, issue official receipts for same, and deposit such funds according to Section 38; and
- v. make available all financial records of the union to the authorized auditors;
- vi. be one of the designated signing authorities;
- vii. upon written request of a member, make available to him/her the current financial statements of the Union;
- viii. serve as Chairperson or member of standing and ad hoc committees.

f) The Chief Shop Steward shall:

- i. ensure that Shop Stewards sign-up new members;
- ii. coordinate with the appropriate Shop Steward the timely submission of grievances;
- iii. ensure that a representative is assigned to provide representation on each grievance;
- iv. chair the Grievance Committee and provide reports as required;
- v. hold regular meetings with the Shop Stewards;
- vi. maintain a record system of all grievances;
- vii. serve as Chairperson or member of standing and ad hoc committees.

g) The Director (PSAC Units), the Director (Component Units) and the Director-at-large shall:

- i. act on behalf of the members in their respective constituencies;
- ii. perform such duties as may be assigned to them by the Executive;
- iii. serve as Chairperson or member of standing and ad hoc committees.

SECTION 26**FREQUENCY OF MEETINGS**

The Executive shall meet at least every two (2) months, but may be convened more often by the President if necessary, or on the written request of at least four elected officers.

SECTION 27**QUORUM**

A quorum of the Executive shall be five Officers.

SECTION 28**VOTING**

A vote of the Executive is taken by a simple majority of the Officers voting.

SECTION 29**VACANCY**

In the event of a vacancy remaining after the Annual General Membership Meeting, or a vacancy occurring between Annual General Membership Meetings, the President shall appoint a Nominations Committee to solicit nominations and hold an election to fill the vacant position within one (1) month of such vacancy, unless the vacancy occurs within six (6) months or less before the next Annual General Membership Meeting, in which case the Executive may appoint a member to fill the vacancy on an interim basis.

In the case of a temporary absence, other than the President's absence, the Executive may appoint one of its Officers in the interim.

SECTION 30**ACCUMULATION OF OFFICES**

A member is prohibited from holding two or more offices in the Union, unless the member is temporarily replacing an absent Officer.

SECTION 31**ELECTION OF OFFICERS**

The nomination, election and installation of officers shall take place at the Annual General Membership Meeting.

SECTION 32**TERMS OF OFFICE**

The Executive's Officers will be elected for a two year term.

The President, Vice-President (PSAC Units), Secretary, Director (Component Units) and Director-at-large will be elected in odd-numbered years.

The Vice-President (Component Units), Treasurer, Chief Shop Steward, Director (PSAC Units) will be elected in even-numbered years.

SECTION 33**ELIGIBILITY**

All nominees for and holders of elected office shall be members of the Union in good standing. The Vice-Presidents and Directors shall be nominated by and elected from within their respective constituencies.

SECTION 34**ELECTION PROCEDURE**

A Nominations Committee of not more than three (3) members shall be appointed by the President at least two (2) months prior to the Annual General Membership Meeting. The Nominations Committee may include no more than one (1) Executive officer.

No member of the Nominations Committee for a particular election may be a candidate in that election.

The Nominations Committee shall receive nominations for each of the offices in accordance with Section 22 of this Constitution and for any vacant positions.

Nominations for all offices filed with the Nominations Committee shall be in writing, signed by a nominator and a seconder, each of whom shall be a member in good standing;

The Nominations Committee shall verify the eligibility of nominees for the office, ascertain in writing the willingness of nominees to accept and perform the duties of any office to which they may be elected, and to report to the Annual General Membership Meeting the names of all such nominees.

Nominations from the floor duly seconded shall be in order.

The Chairperson of the Nominations Committee shall conduct the elections and appoint all necessary scrutineers and assistants to ensure an orderly election.

When only one nominee runs for office, the Chairperson of the Nominations Committee declares this member elected by acclamation.

When two or more nominees run for an office, the Union must proceed with an election.

Except as provided elsewhere herein, all elections shall be by secret ballot as per Section 21 d) and decided by a simple majority. The results of each ballot shall be released.

Proxy votes are governed by Regulations 4 and 5.

In the event that more than two (2) candidates run for any given office, the candidate receiving the fewest number of votes shall be dropped from the ballot whenever a majority of the votes cast is not accorded any candidate. This procedure shall continue on each succeeding ballot for the position until a candidate receives the necessary majority.

In the event of a tie vote, a second ballot shall be taken immediately without recess or adjournment. If this procedure results in a second tie vote, a short recess shall be called before taking a third ballot. In the event of a tie on the third ballot, the Chairperson of the meeting shall determine how the tie shall be broken.

Oath of office

The Oath of Office shall be administered to all officers before taking office. The Oath shall be administered by the Chairperson of the Nominations Committee or, in the absence of the Chairperson of the Nominations Committee, by the Chairperson of the meeting.

V – FINANCIAL PROVISIONS

SECTION 35

UNION DUES

The membership dues of the Union shall be determined at an Annual General Membership meeting or at any special meeting duly called for that purpose.

Every member shall sign a payroll deduction authorization card. When payroll deductions are not possible, membership dues shall be paid in cash.

The membership dues of the Union shall be paid monthly, unless paid through payroll deduction.

Part-time employees shall be required to pay dues on a pro-rata basis.

SECTION 36

WAIVER OF UNION DUES

The membership dues of an employee may be waived from time to time, as determined by the Executive, upon written request from an employee, and for humanitarian reasons.

SECTION 37**FISCAL YEAR**

The fiscal year of the Union shall be the calendar year ending December 31.

SECTION 38**STRIKE FUND**

The union dues shall include an amount established by the Annual or Special General Membership Meeting to be set aside for a Strike Fund, such Fund shall be governed by regulations.

The strike Fund shall be a completely separate account of the Alliance Employees' Union. All monies in the Fund are to be invested in accordance with the laws of Ontario for Trustees and any revenues earned on these investments shall be segregated into this separate account.

SECTION 39**UNION ACCOUNTS**

All monies received by the Union shall be deposited to the credit of the Union in a chartered bank, credit union or trust company designated by the Executive. Special accounts as determined by the Executive may be opened and maintained to cover current expenditures.

All cheques and money orders covering payments to the Union shall be made payable to "A.E.U./S.E.A.", and not to any officer or other member of the Union.

The Union shall not be responsible for payment of any account, which has not been authorized by the Executive.

SECTION 40**SIGNING AUTHORITY**

The Executive shall designate signing authorities from amongst itself, any two of whom may sign all official documents and cheques.

SECTION 41**INVESTMENTS**

Funds not required for current operation may be invested by the Executive, provided such investments are in conformity with the laws of Ontario governing Trustees.

SECTION 42**LOANS**

In order to abide by the objectives of the Union as enunciated in this Constitution, the Executive may enter into an agreement with a chartered bank, credit union or trust company for the purpose of borrowing monies not in excess of \$10,000.

When the Executive intends to borrow monies on behalf of the Union, it shall inform the membership of its reasons for borrowing in advance of the transaction.

SECTION 43**BONDING**

Each member elected to office on the Executive shall be bonded in an amount of not less than \$10,000 during tenure and the cost of all such bonds shall be borne by the Union.

SECTION 44**FINANCIAL AUDITS**

The finances of the Union shall be audited annually. Copies of the audited annual statements shall be made available to all members. At the discretion of the Executive, the finances of the Union may be audited by a recognized firm of auditors.

VI – FINAL PROVISIONS**SECTION 45****INTERPRETATION**

Unless otherwise specifically provided, expressions used in this Constitution shall be interpreted in accordance with the Interpretation Act, 1970, R.S.C., Chapter 1-23.

SECTION 46

AMENDMENT OF CONSTITUTION

Resolutions for the amendment of this Constitution shall be submitted directly to the Executive or to any committee of the Executive set up for that purpose, and must be received at least one (1) month prior to the meeting, at which time they will be tabled. Late resolutions shall be tabled at the first meeting called after one (1) month from the date that the late resolution was forwarded to the Executive.

Amendment of this Constitution shall only be effected by approval of 2/3 of the members present at an Annual General Membership Meeting, or at a membership meeting called for that purpose.

Unless otherwise specifically provided, any amendment of this Constitution shall become effective at the time of its adoption.

SECTION 47**REGULATIONS**

- a) Subject to this Constitution, the Executive shall be empowered to make, enforce, suspend and/or amend regulations as required to carry out and give effect to the provisions of the Constitution.
- b) For further clarity, these regulations shall include but shall not be limited to:
 - i. The collection and disbursement of membership dues;
 - ii. The provisions, procedures and criteria for awarding associate, honorary or life membership;
 - iii. Membership participation in meetings, conferences, election of officers and other affairs of the Alliance Employees' Union;
 - iv. The allocation of funds to and the disbursements of funds from the Strike Fund;
 - v. The allocation of funds to and the disbursement of funds from surplus;
 - vi. The procedures and policies related to the Annual Budget;
 - vii. Such other matters and things as may be incidental or conducive to the objects and purposes of the Union, the exercise of its powers and the attainment of this Constitution.
- a) Such regulations shall have force and effect immediately upon being approved by a majority of the Executive in session.
- b) All regulations made, enforced, suspended and/or amended during the fiscal year shall be presented to the general membership for ratification as soon as

practicable, but not later than the next Annual General Membership Meeting following the enactment suspension or amendment of the regulation.

SECTION 48

OATHS

(a) Oath of Executive Officer:

"I, (name), in accepting election to this office, make oath and say I will be faithful to the duties and responsibilities incumbent upon me as an officer of the union, attend all meetings of the Union, if possible, and at the completion of my term of office, deliver to the Union or my successor all books, paper, monies or other property in my possession belonging to the Union I further make oath that I will keep confidential all affairs of the Union."

(b) Oath of Membership:

"I, (name), in accepting membership in the Union, make oath that I will abide by the Constitution and By-laws of the Union. I further make oath that I will keep confidential all affairs of this Union."

REGULATIONS

REGULATION #1

REGULATION GOVERNING THE STRIKE FUND

1. Definitions

Members on the active payroll of the Employer with whom the bargaining agent is in dispute shall be eligible for benefits. Members in other bargaining units of the bargaining agent shall also be eligible for benefits when they refuse to cross a legal picket line either established by the bargaining agent or sanctioned by the AEU executive.

2. Benefits

- (a) While funds are available in the Strike Fund account, strike benefits will be paid as a matter of right to all eligible participants.
- (b) Eligibility for Benefits:
 - i) Members are eligible for benefits who are involved in a legal and authorized strike action. Members are eligible for benefits who refuse to cross a legal picket line established by the bargaining agent or sanctioned by the AEU executive and who are not being paid by their employer.
 - ii) To maintain eligibility for benefits in the case of strikes or refusal to cross picket lines, members are expected to carry out reasonable duties as assigned by duly recognized officers. Failing to do so will result in a penalty of one day's benefit for each day absent without cause.
- (c) Non-Eligibility in the Event of Strike or refusal to cross a legal picket line:

Members will not be eligible for benefits under the following circumstances:

 - i) Members unemployed or on lay-off at the beginning of the strike.
 - ii) Members on paid vacation, sick leave, injury on duty leave, compensation benefits or other authorized leave with or without pay.
- (d) Those members or their representatives who incur expenses beyond the normal costs of collective bargaining in conjunction with authorized actions, i.e. conciliation, mediation or arbitration, shall be eligible for reimbursement from this Fund.

- (e) Subject to the recommendation of the Strike Fund Committee and the approval of the Executive, the Strike Fund may be used for purposes including but not limited to, the costs of strike headquarters, additions to communications network, expenses related to meeting of strike committee, distribution of publicity material and other publications related to the strike, legal fees, consultant fees, charges for conciliation boards and arbitration hearings or other purposes related to an arbitration case, conciliation board or authorized strike or lock-out that would not normally be provided in the regular budget. Charges against this account to cover the cost of conciliation, mediation or arbitration shall be limited to costs incurred in excess of the costs of normal collective bargaining as determined by the Strike Fund Committee.

3. Schedule of Benefits for Strike

The qualifying period for benefits is two days which need not be consecutive providing that the strike action is part of the same dispute. Beginning of the third day strike pay will be paid retroactively for the full period to each member participating in the strike: \$35 for each day to a maximum of \$175 per calendar week for the authorized duration of the strike in accordance with the AEU Strike Procedure.

4. Administration

- (a) The Strike Fund shall be administered by the Strike Fund Committee which shall be composed of the President of the Alliance Employees' Union, the treasurer and one Vice-President appointed by the President.
- (b) Prior to each Annual or regular General Membership Meeting, the Treasurer shall provide the Executive with a report as to the current state of the Fund, investments made, and disbursements, since the previous report.
- (c) All disbursements for administrative purposes from the Fund must be approved by a majority of the members of the Committee, whereupon the Chairperson of the Committee shall be empowered to issue the necessary direction to the Treasurer of the Alliance Employees' Union to make payment from the Strike Fund to the general Fund as outlined by the Committee.
- (d) The Chairperson of the Strike Fund Committee shall be the President of the Alliance Employees' Union or his/her designate.
- (e) The Chairperson of the Committee shall have authority to call meetings as deemed necessary, or upon the request of a majority of the members of the Committee.

5. Method of payment

- (a) After a strike has been authorized by the President the Treasurer will arrange for the transfer of funds from the Strike Fund to special accounts established for the purpose of strike payments only. Withdrawal from these special accounts will require two signatures as approved by the Executive. Each striking member must perform assigned duties to qualify for benefits, and must signify receipt of benefits in the manner prescribed by the Strike Fund Committee.
- (b) During the strike, the Treasurer shall report to the Executive on a regular basis, the amounts distributed and the current status of the Strike Fund.
- (c) At the conclusion of the strike, the treasurer will submit a detailed report through the Strike Fund Committee to the Executive as to the disbursement of funds made during the strike, supported by evidence that the persons indicated on the nominal roll each week were entitled to and received the monies allocated to them in accordance with the prescribed procedure.

REGULATION #2

REGULATION GOVERNING ALLOCATIONS FROM SURPLUS

1. This regulation shall establish procedures for the authorization of funds to be allocated from Surplus.
2. It shall be mandatory, upon any member of the Executive wishing to propose at an executive meeting, the expenditure of funds from Surplus, to give Notice of Motion of his or her intention to do so.
3. Such Notice of Motion shall be given at the preceding meeting of the executive and shall not require a seconder and shall not require formal action by the Chairperson other than to recognize the mover of the Notice of Motion and ensure that the Notice of Motion is recorded in the Minutes together with the name of the mover.
4. Having received Notice of Motion to allocate funds from Surplus, the chairperson shall place the matter on the agenda in an appropriate place to provide an opportunity for the mover of the Notice of Motion to make a formal motion which shall then require a seconder and shall be dealt with accordingly.
5. The formal motion shall include the total funding requirements supported by cost estimates.
6. Surplus funds may be allocated to expenses not provided for in the approved annual budget to a maximum of 50% of the surplus funds available subject on the passing of a resolution by a majority of two-thirds (2/3) of the Executive. Additional surplus funds may be provided subject to approval by a General Membership Meeting.

REGULATION #3

REGULATION GOVERNING FINANCIAL MATTERS

1. This regulation shall establish procedures for the development of the annual budget pursuant to Subsections (b) and (c) of Section 6 of the Constitution.
2. The budget is to be prepared by the Finance Committee named by the President and chaired by the Treasurer to cover administrative, financial and representative affairs of the Union.
3. In the preparation of the Annual Budget, it will not be possible to plan for a deficit.
4. The Executive shall be responsible for the Budget and authority is delegated to the Treasurer to administer and direct the financial affairs of the Union within the limits of the budget.
5. Monies may be reallocated within the approved budget taking care not to exceed total budgeted expenses.
6. The Budget can be revised only by a General Membership Meeting or by the Executive at an official meeting and submitted to a General Membership Meeting for approval.
7. Unexpended funds at the end of the fiscal year shall be transferred to the surplus account.
8. A comparative statement of the annual budget shall be distributed, together with the audited annual statements, to all members.

REGULATION #4

REGULATION GOVERNING PARTICIPATION OF MEMBERS OUTSIDE OF THE NATIONAL CAPITAL REGION

1. Objective

The objective of this Regulation is to allow for members outside of the National Capital region to participate in the meetings, conferences, committees, election of officers and other affairs of the Alliance Employees' Union.

2. Right of Members

As provided for under the provisions of the Constitution, all members in good standing are entitled to stand for election, hold office within the Union and participate on the committees established by the Union.

3. Participation by Members

Members outside of the National Capital region elected/appointed to the Executive or Committees shall be encouraged to participate to the fullest extent possible in the activities of the Executive or Committees. Such participation may include, but not be limited to participation in person or participation by telephone conference or by correspondence or in any other manner authorized by a majority of the Executive in session.

4. Expenses

All expenses related to attendance and participation at meetings of the Executive or at committee meetings shall be the sole responsibility of the member unless said expenses have been authorized in advance by a majority of the Executive in session.

5. Scheduling of Meetings

Where practicable, the Alliance Employees' Union will attempt to schedule its meetings and conferences so as to afford members outside of the National Capital Region the opportunity to attend these meetings or conferences while in the National Capital Region on other matters. It shall be the responsibility of these members, however, to advise the executive of scheduled dates when they expect to be visiting the National Capital Region.

6. Information to Members

copies of all material for general distribution, publication, circulation or posting shall be mailed or sent by facsimile to all members outside of the National Capital Region.

7. Proxy Voting

Members outside of the National Capital Region who are unable to attend the General

Membership Meetings of the Union shall be entitled to vote by proxy on all matters before the General Membership Meetings as long as the following conditions are met.

- (a) all authorizations for a proxy vote shall be in writing and copies shall be provided for the voter's agent and the Executive through the President;
- (b) the authorization shall name one agent who will cast the vote on behalf of the voter;
- (c) the agent named by the voter shall be a member in good standing of the Alliance employees' Union;
- (d) no member of the Executive shall act as agent for the voter;
- (e) the authorization may establish and identify limitations related to the proxy vote;
- (f) such authorization shall expire no later than the adjournment of the meeting for which the agent was given authorization.

REGULATION #5

REGULATION GOVERNING PROXY VOTING

Notwithstanding the provisions and procedures established in Section 7 of Regulation #4 with respect to proxy voting for members outside of the National Capital Region who are unable to attend the General Membership Meetings of the Union, members employed and normally working within the National Capital Region who are on authorized leave or working outside the region on authorized business for the Employer or for the Alliance Employees' Union shall be entitled to vote by proxy on all matters before the General Membership Meeting under the same conditions outlined in Section 7 of Regulation #4, and for greater certainty, those conditions outlined in sub-sections (a) through (f) inclusive in said regulation.

Members working in PSAC Holdings Ltd. who cannot attend the General Membership Meeting(s) of the Union as they are working on shifts shall be entitled to vote by proxy on all matters before the General Membership Meeting under the same conditions outlined in Section 7 of Regulation #4, and for greater certainty, those conditions outlined in sub-sections (a) through (f) inclusively in said Regulation.

REGULATION #6**Regulation governing the duties and election of shop stewards****DUTIES:**

Shop Stewards will be responsible for:

- i) signing up new members;
- ii) investigating complaints brought to their attention and, in consultation where appropriate, recommend appropriate course(s) of action;
- iii) attending consultation meetings when requested or required;
- iv) in most cases, representing members at the first and second level grievance hearings;
- v) ensuring grievances and arbitrations** are filed and transmitted on a timely basis, and confidential files are kept up-to-date in the AEU office;
- vi) attending AEU steward committee meetings;
- vii) on occasion, representing members outside their respective workplace/area of jurisdiction.

ELECTIONS:

Shop Stewards shall be elected every two (2) years, or when a vacancy occurs and it is determined that a replacement is required immediately. Elections shall be held in the three (3) month period following the AEU AGM when the election of the Chief Shop Steward is held. Elections may be chaired by an AEU executive officer or bargaining unit member where sufficient numbers exist. Election results should be communicated to the executive.

**The referral to arbitration is for the purpose of protection time limits only. The grievance committee reviews all grievances denied at final level, and, based on the facts, makes a recommendation to the executive whether to refer the grievance to arbitration.