

BY-LAWS

OF THE

KINGSTON AND DISTRICT

LABOUR COUNCIL

(CLC/CTC)

(Chartered by the Canadian Labour Congress)

Motions to amend passed – February 24, 2020

Approved by CLC Canadian Council – January 12, 2022



CANADIAN LABOUR CONGRESS

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ARTICLE 1 – NAME AND LOCATION

- Section 1.** This Labour Council shall be known as the **Kingston and District Labour Council, CLC** and is chartered by the Canadian Labour Congress.
- Section 2.** It shall consist of organizations affiliated to the Canadian Labour Congress which become affiliated to this Labour Council and which are situated in the area bounded on the north by the northern boundaries of the Township of Kaladar in Lennox & Addington County, by the northern boundaries of Hinchinbrooke and Bedford Townships in Frontenac County, and the northern boundary of North Crosby Township in Leeds County; on the south by Lake Ontario and the St. Lawrence River; on the east by the eastern boundaries of North and South Crosby Townships in the County of Leeds, then south to Lyndhurst and Lansdowne on the County Roads to Ivy Lea Bridge; and on the west by the westerly boundary of the County of Lennox & Addington.
- Section 3.** These organizations shall conform to the By-Laws and Rules and Regulations of this Council as set forth herewith. This Council shall not be dissolved while there are five organizations remaining in affiliation.

ARTICLE 2 – PURPOSES

The purposes of this Labour Council are:

1. To support the principles and policies of the Canadian Labour Congress.
2. To promote the interests of its affiliates and generally to advance the economic and social welfare of workers.
3.
 - a) To assist affiliated organizations in extending its benefits of mutual assistance and collective bargaining to workers.
 - b) To assist in the organization of the unorganized into unions for their mutual aid, protection, and advancement, giving recognition to the principle that both craft and industrial unions are appropriate, equal, and necessary as methods of union organization.
4. To encourage all workers without regard to race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, gender identity, gender expression, age, record of offences, marital status, family status, or disability, to share in the full benefits of union organization.
5. To secure legislation which will safeguard and promote the principle of free collective bargaining, the rights of workers and the security and welfare of all people.
6. To protect and strengthen our democratic institutions, to secure full recognition

and enjoyment of the rights and liberties to which we are justly entitled, and to preserve and perpetuate the cherished traditions of our democracy.

7. To promote the cause of peace and freedom in the world and to assist and cooperate with free and democratic labour movements throughout the world.
8. To aid and encourage the sale and use of union-made goods and union services through the use of the Union Label and other symbols; to promote the labour press and other means of furthering the education of the labour movement.
9. To protect the labour movement from any and all corrupt influences and from the undermining efforts of any agencies which are opposed to the basic principles of our democracy and free democratic unionism.
10. To safeguard the democratic character of the labour movement and to observe and respect the autonomy of each affiliated union.
11. 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.
12. To promote safety for workers in all types of employment, and to initiate and support programs designed to reduce injuries and deaths in all industries.
13. To promote a sustainable and vibrant future for the labour movement by actively encouraging Young Workers to participate in these purposes.
14. To support and maintain the Labour/United Way Partnership agreement and to provide support and direction to the United Way Director of Labour Community Services.
15. To support, promote, and enhance accessible union education for workers through the Eastern Ontario District Labour Council Education Schools.

ARTICLE 3 – MEMBERSHIP

Section 1. The Labour Council shall be composed of: (1) Components, locals, units, branches, chartered locals, and lodges or provincial, regional, national, and international unions, affiliated to the Canadian Labour Congress.

a) Members:

- Delegates shall be appointed by their affiliated locals.

b) Guests:

- Shall have voice at Council, but no vote.

- May sit on Council committees, and have voice and vote on such committees.

c) Lifetime membership:

- Shall be voted on by the Executive and Delegates.
- Shall have voice and vote and be able to sit as an Executive Member at Large but not as a Table Officer.
- Shall not be eligible if they are in a management position.

Section 2. Any organization affiliated with this Labour Council may be expelled from membership in the Council 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 appeal.

Section 3. Any delegate representing a local union affiliated with this Labour Council may be suspended or expelled, for conduct unbecoming a delegate, from membership in the Council by a majority roll call vote at a meeting to which proper notice has been given. In such cases, the local union, which the delegate represents, will be notified and replacement will be requested. 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 appeal.

Section 4. CLC 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, including closed sessions.

Section 5. It shall be the duty of each affiliated organization to furnish the Secretary of the Labour Council with the following:

- a) All official reports which deal with matters within the purview of the Council.
- b) Such other reports as will facilitate and make effective the work of the Council.

ARTICLE 4 – MEETINGS

Section 1. The regular meetings of this Labour Council shall be the governing body of the Council. Except as otherwise specified in these By-Laws, its decisions shall be by majority vote.

Section 2. The regular meeting of the Council shall be held on the THIRD MONDAY of each month. Meetings shall commence at 7:00 o'clock p.m. sharp, and

end at 9:00 p.m. unless the delegates present vote, by a two-thirds majority to extend the time

Section 3.

- a) Special meetings of the Labour Council may be called by direction of the Executive Committee or on request of affiliated organizations representing a majority of the Council as evidenced by the records of the Sergeant-at-Arms.
- b) In the event a majority as provided in subsection (a) requests a special meeting, the Executive Committee shall call such meeting within ten (10) calendar days and shall give all organizations five (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.
- c) Representation to special meetings shall be on the same basis as regular meetings.
- d) Except as provided in subsection (b), a special meeting shall exercise the same authority as regular meetings.
- e) 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 necessary to reorganize the Labour Council.

Section 4. Representation at meetings shall be on the following basis:

- a) From affiliated unions, locals, branches, components, units and lodges:
 - 1 to 100 members = 2 delegates
 - 101 to 250 members = 3 delegates
 - 251 to 450 members = 4 delegates
 - 451 to 700 members = 5 delegates
 - 701 to 1,000 members = 6 delegates

and, for each additional five hundred (500) members, affiliated local unions would be entitled to one (1) delegate.

- b) (Affiliated local unions shall be entitled to credential alternate delegates as per Article 4, Section 5 to attend Labour Council meetings for the purpose of substituting for regular delegates when such regular delegates are unable to attend.

Section 5. The number of members of each organization for the purpose of selecting delegates to the Labour Council shall be the average monthly number on which per capita tax (affiliate dues) is paid.

Section 6.

- a) The Secretary shall furnish each affiliate with an affiliation form which must be attested as required on the blanks and deposited at a regular Council meeting before new delegates may be seated in Council.
- b) The Secretary shall update the official delegate records upon approval of the delegate credentials.

Section 7.

Obligation for all persons participating at Council meetings: all delegates, guests, and visitors to this Council, are deemed to have agreed to uphold the following obligation:

“I, (name), solemnly promise and declare: – that I will support and uphold – the By-Laws of this Labour Council – and the Canadian Labour Congress. - That I will – if in 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 him or her, - that I will not divulge – except to delegate – any of the affairs of this Council, - that I will not recommend any person – to become a delegate to this Council – whom I believe unworthy to be a delegate. - I do solemnly promise and declare – that I will undertake – a faithful performance of this obligation.”

Section 8.

Any organization suspended or expelled by the CLC or this Council shall not, while under such penalty, be allowed representation in the Council. Any organization which is in arrears to the Council for per capita tax twelve (12) months or more shall not be entitled to vote or to stand for or hold office on the Executive Committee.

Section 9.

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

Section 10.

The President in consultation with the Executive Committee shall appoint such committees as are necessary to conduct the affairs of the Council. . Such committees may include Labour Community Services, Bylaw, Political Action, Education, and Events, and such other committees as the Council shall at other times appoint. The Executive Committee may request any such committee to meet for the purpose of considering matters placed before it and such committees shall prepare reports of its activities for presentation to Council meetings.

Section 11.

Seven (7) registered delegates, including at least two (2) members of the Executive Committee, representing at least five (5) affiliated unions or locals shall constitute a quorum for the transaction of business.

Section 12.

No person shall be admitted to the Council meeting other than accredited union members, representatives from allied organizations, representatives from community groups, representatives of the press, political guests and those mentioned in these By-Laws, excepting by a majority vote of the

members present and provided further, that the members of the press and/or fraternal delegates shall be required to retire whenever it shall be deemed desirable by Council to go into closed sessions.

Section 13. The Rules and Order of Business governing meetings shall be:

1. The President, or at the President's request, the Vice-President, shall take the Chair at the time specified, at all regular and special meetings. In the absence of both, the President or designated representative, a Chair shall be chosen by the Executive Committee.
2. When a delegate wishes to speak, the delegate shall be recognized by the Chair and shall give his or her name and the organization represented and shall confine all remarks to the question at issue.
3. A delegate shall not speak more than once upon a subject until all who wish to speak have had an opportunity to do so.
4. A delegate shall not interrupt another except it be to call a Point of Order.
5. A delegate, who has been called to order shall, at the request of the Chair, be seated until the question of order has been decided.
6. Any delegate persisting in unparliamentary conduct, shall be named by the Chair and the conduct shall be submitted to the judgement of the meeting. In such case, the delegate whose conduct is in question shall explain (with a two (2) minute maximum) and then withdraw, while the meeting determines what course to pursue in the matter.
7. 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.
8. Questions may be decided by a show of hands, or a standing vote, but a roll call vote may be demanded by thirty percent (30%) of the delegates present. In a roll call vote, each delegate shall be entitled to one (1) vote.
9. Two (2) delegates may appeal the decision of the Chair. 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.
10. The Chairperson shall have the same rights as other delegates to vote on any question. In the case of a tie vote, the chairperson shall cast the deciding vote.
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. A motion may be reconsidered provided the mover of the motion to reconsider voted with the majority, and notice of motion is given for consideration at the next meeting.
13. In all matters not regulated by these Rules of Order, Bourinot's Rules of Order shall govern.
14. Guests may have the privilege to speak, subject to the discretion of the Labour Council. The Chair shall not allow a guest the privilege to speak to Motions before the Council.
15. Guests from ally community organizations may, by the discretion of the Council, have voice but no vote at Labour Council meetings. These guests may, by the discretion of the council, sit on Labour Council Committees where they may have both voice and vote.

ARTICLE 5 – OFFICERS

Section 1.

- a) The Officers of the Council shall consist of a President, two Vice-Presidents, Treasurer, Secretary, Sergeant-at-Arms, and five (5) Executive Members. (2)
- b) The Executive Officers of the Council shall be comprised of no less than three (3) affiliate organizations.

Section 2.

- a) Nominations and elections for positions of President, 1st Vice-President, Secretary, and two (2) Executive Members at Large shall occur at the January Labour Council Meeting in odd numbered years. Delegates nominated for office will accept or decline nomination at this meeting. These elections shall be by secret ballot, unless a candidate is acclaimed. The Council may accept nominations from the floor at this meeting.
- b) Nominations and elections for positions of Treasurer, Sergeant-at-arms, 2nd Vice President, and three (3) Executive Members at Large shall occur at the January Labour Council Meeting in even-numbered years. Delegates nominated for office will accept or decline nomination at this meeting. These elections shall be by secret ballot, unless a candidate is acclaimed. The Council may accept nominations from the floor at this meeting.

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

- Section 4.** To be eligible for election as an Officer, a delegate must be a member in good standing of an affiliated organization and must have attended at least fifty percent (50%) of the regular meetings of the Labour Council held in the twelve (12) month period prior to nomination. Or, for new affiliates of less than twelve (12) months, a delegate must have attended fifty percent (50%) of the regular meetings of the Labour Council since becoming a delegate of the Labour Council. Notwithstanding the foregoing, a delegate who submits written notification of a valid reason to the Secretary such as union business, sickness, vacation, or having to work a shift, and on approval of the Executive shall be credited with attendance insofar as the delegate's right to hold office. This letter of notification must be in the Labour Council's possession within ten (10) working days following any meeting.
- Section 5.** A delegate must, in addition to the other requirements of these By-Laws, be present at the meeting to accept the nomination in person, or must have forwarded acceptance in writing for presentation at the nomination meeting to the Secretary in order to be eligible to stand as a candidate for election.
- Section 6.** 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 and subsequent shall be taken if necessary to obtain such a majority. On the second and subsequent ballots that candidate receiving the lowest number of votes in the previous ballots shall be dropped. In case of a final tie vote, the presiding officer may cast the deciding vote. The number of votes cast for each candidate will not be announced, but any candidate will be informed as to the number of votes obtained if it is requested.
- Section 7.** The term of officers of the council shall commence upon the completion of elections.
- Section 8.** The election of each officer shall be completed before the nominations may be accepted for any subsequent office.
- Section 9.**
- a) In the event of a vacancy in the office of President, the 1st Vice-President shall perform the duties of the President until a successor is elected. If the 1st Vice-President is unable to act in this matter, the 2nd Vice-President shall perform this duty.
 - b) In the event of a vacancy of any Executive office of the Council, the vacancy shall be filled at the next regular meeting following notification.
- Section 10.** The Executive officers shall hold title to any real estate of the 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.

Section 11. 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, 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."

Section 12. Any officer who misses for three consecutive meetings without reasonable excuse shall lose their position. Temporary vacancies shall be filled by the President, who shall have authority to appoint a member to fill the vacancy until an election is held.

ARTICLE 6 - DUTIES OF THE PRESIDENT

Section 1. The President shall be the chief executive officer of the Labour Council. The President shall exercise supervision over the affairs of the Council, sign all official documents and preside at regular and special meetings, and shall be an ex-officio member of all committees.

Section 2. Subject to appeal to the Canadian Labour Congress, the President shall have authority to interpret these By-Laws, and such interpretation shall be conclusive and in full force and effect unless reversed or changed by the Canadian Council, or a meeting of the Canadian Labour Congress.

Section 3. The President shall appoint, in consultation with the Executive Committee, one (1) Executive Committee member as Chair of each of the Labour Council's standing committees.

ARTICLE 7 - DUTIES THE OF 1st and 2nd VICE-PRESIDENTS

Section 1. The 1st and 2nd Vice-Presidents shall aid the President in the duties as chief executive officers of the Council and act on behalf when requested to do so. In ranking order, or as determined by the Executive Committee, a Vice-President shall preside at meetings of the Executive Committee.

ARTICLE 8 - DUTIES OF THE SECRETARY

Section 1. The Secretary shall record the minutes of all meetings of the Labour Council.

Section 2. The Secretary shall keep a complete set of adopted minutes of each meeting in a minute book. The Secretary shall have charge of the seal and records of the Labour Council. The Secretary shall conduct all correspondence on behalf of the Labour Council, acknowledge all

communications promptly, and write all letters as directed by Labour Council meetings. The Secretary shall inform the Canadian Labour Congress Regional Office of all changes of Officers of the Labour Council and of time and place of meetings. The Secretary shall also forward copies of all Council minutes as per Canadian Labour Congress administrative requirements.

Section 3. The Secretary shall be in charge of books, documents, files and effects of the Labour Council, except those pertaining to the duties of any other office, and these shall at all times be subject to the inspection of the President, Executive Committee and Trustees.

Section 4. Prior to each regular or Executive Committee meeting, the Secretary shall prepare, present and distribute a report of the correspondence.

ARTICLE 9 - DUTIES OF THE TREASURER

Section 1. The Treasurer shall be the chief financial officer of the Labour Council.

Section 2. The Treasurer shall be in charge of the books, documents, files and effects of the Council which shall, at all times, be subject to the inspection of the President and Executive Committee, and Trustees. The Treasurer shall maintain a list of all affiliates of the council and the reported number of each one.

Section 3. The Treasurer shall prepare and present, to each regular meeting of the Labour Council, a written financial statement of the Labour Council for a monthly report to Council. The Treasurer shall prepare and present, at the December meeting of the Labour Council, a proposed budget plan for the following year.

Section 4. The Treasurer shall have the books of the Council audited annually by the trustees elected under the provisions of Article 12. A copy of the Audit Report shall be forwarded to the Canadian Labour Congress as per Canadian Labour Congress administrative requirements and Ontario Federation of Labour.

Section 5. The Treasurer shall, subject to the approval of the Executive Committee, invest surplus funds of the Council in securities or deposit them in a unionized financial institution(s) where possible.

Section 6. The Treasurer is empowered to require affiliated organizations to provide statistical data in their possession relating to the membership of their organizations.

Section 7. The Treasurer shall collect all monies payable to the Labour Council and deposit such funds in a unionized financial institution, if possible, approved by the Executive Committee.

ARTICLE 10 – DUTIES OF SERGEANT-AT-ARMS

Section 1. It shall be the duty of the Sergeant-at-Arms to pass an attendance register to record the names of each delegate at each regular meeting. The Sergeant-at-Arms shall perform such other duties as may be assigned by the President.

ARTICLE 11 – EXECUTIVE COMMITTEE

Section 1. The Executive Committee shall be the governing body of this Labour Council between meetings. It shall take such action and render such decisions and instructions of the Council meetings, and to enforce the provisions contained in these By-Laws.

Section 2. The Executive Committee shall be composed of the President, 1st and 2nd Vice-Presidents, Secretary, Treasurer, Sergeant-at-Arms, and five (5) Executive Members at Large. The 1st and 2nd Vice-Presidents shall share the responsibility of Chairing of the Executive Committee, in a manner to be determined by the Executive Committee, and the Secretary shall act as secretary of the Executive Committee.

Section 3. A majority of the members of the Executive Committee shall constitute a quorum for the transaction of the business of the Executive Committee. In special or emergency cases, to be determined by the Executive Committee, and where time does not permit an in-person meeting, the Executive Committee may execute, by a majority vote by email to move business, which shall be reported to the Council at the meeting directly following the transaction of business.

Section 4. The Executive Committee shall meet upon the call of the President and hold one (1) regular meeting each month, except in the months of July and August. The President shall call a meeting if requested by (3) other Executive Committee members, as per Article 4 Section 3.

Section 5. The Executive Committee shall act in concert with the officers or committee or any organization where action has been recommended by the Council. The Executive Committee shall make recommendations on all communications and when, in their judgement, it is necessary to call special meetings they shall have the authority to do so. They shall have charge of all business between meetings of the Council.

Section 6. The Executive Committee shall have the power to conduct an investigation of any situation in which there is reason to believe that any affiliated organization may be dominated or controlled or substantially influenced in the conduct of its affairs by any corrupt influence, or that its policies or activities are contrary to the principles or policies of the Labour Council. Upon the completion of such an investigation, including a hearing if requested, the Executive Committee shall have the authority to make recommendations to the organization involved, and the Canadian

Labour Congress. It shall have the further authority upon a two-thirds (2/3) vote of the Executive Committee to suspend any organization. Any action of the Executive Committee under this section may be appealed to the next meeting of the Council.

Section 7. The Executive Committee may present a recommendation for membership of affiliation with any organization to the Labour Council for approval provided that a Notice of Motion has been made prior to meeting.

Section 8. The Executive Committee shall have the authority to incur and pay the regular operating costs of running the business of the Labour Council.

Section 9. The Executive Committee is authorized to reimburse members of the Council for necessary expense in performing their duties for the Council.

Section 10. The Executive Committee may request any of the Standing Committees to meet for the purpose of considering matters placed before it and the Committee shall prepare a written report of its activities for presentation to the Labour Council meetings.

Section 11.

- a) The Executive Committee shall be empowered to employ support staff and personnel as it deems necessary and to define duties and set remuneration to be paid, subject to approval of the Labour Council.
- b) Where a union agreement exists covering employee(s), the Treasurer and/or President and/or designate shall be empowered to negotiate on behalf of the Labour Council, submitting recommendations accordingly to the Executive Committee for final approval.

ARTICLE 12 - TRUSTEES

Section 1. There shall be three (3) Trustees who shall serve for terms of three (3) years each, elected in such a manner that the term of one (1) Trustee shall expire annually. The retiring Trustee shall be eligible for re-election.

Section 2.

- a) To be eligible for nomination as a Trustee, a delegate must be a member in good standing of an affiliated organization and must have attended at least fifty percent (50%) of the meetings for the Labour Council, including valid reasons for non-attendance, in the previous twelve (12) months.
- b) Or, new affiliates of less than twelve (12) months, a delegate must have attended fifty percent (50%) of the regular meetings of the Labour Council since becoming a delegate of the Council.

Section 3. Nominations shall be held annually at the January Labour Council meeting.

- Section 4.** A delegate must, in addition to the other requirements of these By-Laws, be present at the meeting to accept the nomination in person or must have forwarded acceptance in writing for presentation at the nomination meeting, in order to be eligible to stand as a candidate for election.
- Section 5.** The Trustees shall not be members of the Executive Committee.
- Section 6.** The Trustees shall conduct an audit of the books and accounts of the Council semi-annually as of June 30 and December 31, based on actual verification of the Treasurer's records as outlined on the Canadian Labour Congress Audit Report Form (Form 34LC). They shall see that all audit reports are posted for the information of all delegates and copies are forwarded to the Canadian Labour Congress and the Federation of Labour.
- Section 7.** A contested election of Trustees shall be by secret ballot. A majority of the votes cast shall be required before any candidate can be declared elected to the position of Trustee. Second (2nd) and subsequent ballots shall be taken if necessary to obtain such a majority. On the second (2nd) and subsequent ballots, the candidate receiving the lowest number of votes in the previous ballot shall be dropped.
- Section 8.** In the event of a vacancy in the position of Trustee, the Executive Committee shall recommend a replacement for the unexpired term, subject to approval of the Labour Council.
- Section 9.** Should the trustees be unable or otherwise fail to audit the books of the Council it shall be the duty of the Executive Committee or the President to have the books checked and properly audited by a firm of chartered accountants or some equally qualified party approved by the Executive Committee.
- Section 10.** The President, 1st Vice-President, Treasurer, and Secretary of the Labour Council shall be the signing officers for financial transactions of the Council and its Committees. Two (2) signatures are needed on all cheques for disbursements of the Labour Council and its Committees.
- Section 11.** The Labour Council shall maintain two (2) financial accounts:
1. for the Education Committee's transactions in running educational or schools; and
 2. for all other business of the Labour Council.
- Section 12.** All financial officers of the Council shall be bonded in an amount to be determined by the Council but in no case shall the amount be less than the annual income of the Council.
- Section 13.** Where the Council officers are not bonded through the 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 13 – REVENUE

- Section 1.** A per capita tax shall be paid upon the full, paid-up membership of each organization.
- Section 2.** Each affiliated local union, branch, component, or lodge shall pay either:
- a) before the last day of each month for the preceding month; or
 - b) for affiliates wishing to pay dues for a full year, by the January meeting of the Labour Council for the following year, a per capita tax of thirty cents (\$0.30) per member per month. The Executive Committee will review the per capita tax rate in November for the following year. Any increase shall not be greater than one cent (\$0.01) per member per month.
- Section 3.** All changes in the per capita tax shall require Notice of Motion and formal approval by the Labour Council and approval by the Canadian Labour Congress.
- Section 4.** Any organization which does not pay its per capita tax on or before the time specified shall be notified of that fact by the Treasurer of the Labour Council. Any organization three (3) months in arrears in payment of per capita tax may become suspended from membership in the Council and can be reinstated only after arrears are paid in full.
- Section 5.** The Executive Committee shall be permitted to waive, reduce, or suspend per capita tax for exceptional hardship cases provided the membership of the Labour Council approve such a measure. Such measures shall be for a time-limited duration.

ARTICLE 14 – COMMITTEES

- Section 1.** There shall be three (3) standing committees of the Kingston and District Labour Council, namely:
1. Political Action;
 2. Events; and
 3. Education
- along with such other special or adhoc committees as the Council may, from time to time, appoint or elect.
- Section 2.** The Political Action Committee shall consider and action the Council's requests and recommendations having to do with municipal, provincial, and federal policies, elections, and legislation affecting Labour and our communities.
- Section 3.** The Events Committee shall consider and action the Council's requests and recommendations having to do with events such as, but not limited to,

Labour Day, the Day of Mourning, May Day, the Oliver Doyle Banquet, and all other events the Council deems relevant and meaningful.

- Section 4.** The Education Committee shall consider and action the Council's requests and recommendations for Labour education. The Education Committee shall oversee the continued development and enhancement of accessible Labour education through, but not limited to, the Eastern Ontario Labour District Council Schools. A separate financial account, as outlined in Article 12, Section 11 (1), to run such educations, and the Committee shall report such financial accounting to the Executive Committee and Council.
- Section 5.** No member shall be appointed or elected to a committee unless present at the meeting or unless he/she consents thereto in writing.
- Section 6.** All Committees shall first report to the Executive Committee, and their report, and the Executive Committee's recommendations, shall be presented to next regular meeting of the Council.
- Section 7.** The Secretary shall furnish the convener of each Committee the names and contact information of each member associated with him/her, together with resolutions or documents or other items to be considered by the Committee. For the purposes of this section, the first-named shall be considered the convener until the committee has organized.
- Section 8.** The budget and/or expenses of all committees shall be presented to the Executive Committee in detail and signed by the Chairperson of the Committee which shall then be presented to the Council to ratification.
- Section 9.** Normally, a proposed overall budget for each standing committee will be presented to and ratified by the Council. Costs above and beyond the approved overall budget of a standing committee must be approved by the Council prior to spending.

ARTICLE 15 – ALLOWANCES

- Section 1.** The Council may authorize the payment of lost time (wages) of the delegates losing wages on Council business. The rate to be at the hourly rate of the delegate concerned, it being understood that Council shall not pay "overtime rates".
- Section 2.** "Per Diem" allowances of delegates out of the District on Council business shall be at the rate of one-hundred dollars (\$100.00) a day, plus an allowance for hotel accommodations at the prevailing single rate.
- Section 3.** Travelling expenses shall be paid at the rate of first class railway fare. Where rail connections are inconvenience, and a delegate provides his/her own transportation, the rate shall be at fifty-five cents (\$0.55) per kilometre. In addition to this provision, if a delegate carpools, the delegate is entitled to an extra ten cents (\$0.10) per km for each additional delegate car pooling.

Section 4. The Executive Committee has spending authority for unplanned funding requests of up to a five-hundred dollar (\$500) limit per month to be used at the Executive Committee's discretion, and shall be reported to Council at the meeting directly following such transactions.

ARTICLE 16 – DELEGATES

Section 1. Delegates to all conventions and conferences shall be a member of an affiliated union or organization hosting such conference or convention, shall be nominated in Council, and shall be selected first by consensus, and if consensus is not possible, then by secret ballot vote (a majority of those present and voting shall elect).

Section 2. Notwithstanding Article 16, Section 1, the President (or designate appointed by the President in consultation with the Executive Committee), by right of his/her office shall be an accredited delegate from this Council, to convention of the Canadian Labour Congress and the Ontario Federation of Labour.

Section 3. No delegate shall make a statement to the press unless authorized by the Executive Committee or the President. All statements to the press shall be made by the President or the Executive Committee designee.

ARTICLE 17 – GENERAL

Section 1. The Council may make such representations to the Municipal authorities in its area as it deems necessary. The Council shall also have the right to make representations to the Ontario Federation of Labour on matters of Provincial character and to the Canadian Labour Congress on matters of a National character.

Section 2. To further manifest the Council's determination of achieving the political goal of the Canadian Labour Congress and the Ontario Federation of Labour, this Labour Council affiliates to the Ontario New Democratic Party.

ARTICLE 18 - OMBUDSPERSON

Section 1. If a delegate to the Labour Council has a complaint or grievance against an Officer or delegate to the Labour Council, and no procedure for redress of the complaint or grievance is set out in these By-Laws, they shall have the right to submit their case with all relevant material, to the Ombudsperson appointed by the Canadian Labour Congress.

ARTICLE 19 - AMENDMENTS

Section 1. Amendments to these By-Laws, as long as they do not conflict with the Constitution of the Canadian Labour Congress, nor its principles and policies, and provided a notice of motion was served preceding the considered amendments, may be adopted by a two-thirds vote of those present and voting. However, any amendment shall only become affective after approval by the Canadian Council of the Canadian Labour Congress.

ARTICLE 20 - ORDER OF BUSINESS

Section 1. At the opening of a meeting the President shall take the chair and shall conduct the business in the following order:

1. Call to Order and Round Table Introductions
2. Adoption of Agenda and Minutes
3. Officer Reports
4. CLC Report
5. Local Union Reports
6. Committee and Community Reports
7. Good and Welfare
8. Adjournment

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