

Sudbury & District Labour Council Bylaws – 2006

1. PREAMBLE

1.1.Conflict With CLC Rules and Regulations

These bylaws are subordinate to the constitution, rules, and regulations of the Canadian Labour Congress (CLC), and in all areas of conflict the constitution, rules, and regulations of the CLC shall take precedence.

1.2.Masculine/Feminine

Wherever in these by-laws the masculine is used, it shall also be considered as if the feminine has been used, and vice versa.

2. NAME

This labour council, which is chartered by the Canadian Labour Congress (CLC), shall be known as the **Sudbury and District Labour Council** (SDLC).

3. AFFILIATION AND JURISDICTION

3.1.Area of Jurisdiction

The SDLC shall consist of organizations which are first affiliated to the CLC, and which subsequently become affiliated to the SDLC, and which are situated in the area known as the Regional Municipality of Sudbury and surrounding areas as determined from time to time by the CLC.

3.2.Conformance to Bylaws

By their affiliation to the SDLC, organizations confirm their commitment to conform to the bylaws, rules, and regulations of the SDLC as set forth herein.

3.3.Dissolution

The SDLC shall not be dissolved while there are organizations remaining in affiliation.

4. AIMS AND PURPOSES

4.1. Good of the Union and Good of the Worker

The purpose of the SDLC is to support the principles and policies of the CLC, to promote the interests of the affiliates of the SDLC, and generally to advance the economic and social welfare of workers and their families.

4.2. Support of Union, Family, and Democracy

It shall be the purpose of the SDLC:

1. To encourage and assist affiliated organizations to extend the benefits of mutual assistance and collective bargaining to all workers.
2. To assist in the organization of the unorganized into unions for their mutual aid, protection, and advancement, while giving recognition to the principle that craft, industrial, and public sector unions are appropriate, equal, and necessary.
3. To encourage all workers without regard to race, creed, sex, age, colour, or nation of origin to share in all the benefits of union organization.
4. To secure legislation which will safeguard and promote the principles of free collective bargaining, the rights of workers, and the security and welfare of all people.
5. To protect and strengthen our democratic institutions, to secure full recognition and enjoyment of the rights and liberties to which we are all justly entitled, and to preserve and perpetuate the cherished traditions of democracy.
6. 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.
7. To aid and encourage the sale, purchase, and use of union

made goods and union services through the use of the union label and other methods.

8. To promote labour schools, press, and all other means of furthering the education of those in the labour movement.
9. To protect the labour movement from any and all corrupt influences, and from the undermining efforts of all totalitarian agencies which are opposed to the basic principles of democracy and free democratic unionism.
10. To safeguard and promote the democratic character of the labour movement, and to observe and respect the autonomy of each affiliated organization.
11. To preserve the independence of the labour movement from political control.
12. To encourage workers to vote and to exercise their full rights and responsibilities of citizenship, and to perform their rightful part in the political life of the municipal, provincial, federal, and all other levels of government.

5. MEMBERSHIP

5.1 Composition of the SDLC

The SDLC shall be composed of local unions, branches, and lodges of local, regional provincial, national, and international unions, and organizations affiliated to the CLC and which are situated in the area known as the City of Greater Sudbury and surrounding areas as determined from time-to time by the CLC

5.2 Membership Inclusions

CLC Personnel

Officers, directors, and representatives of the CLC are eligible to be seated as delegates at meetings of the SDLC.

5.3 Exclusions From Membership

5.3.1 Expulsion of an Organization

Any organization affiliated to the SDLC may be expelled from membership in the SDLC by a two thirds (2/3) majority roll call vote held at a duly constituted meeting of the delegates. Any decision to expel may be appealed to the Executive Committee of the CLC, within two months. The decision to expel shall have force and effect during any appeal.

5.3.2 Expulsion by the CLC

Any organization suspended or expelled by the CLC shall not, for the duration of the suspension, be allowed representation in the SDLC, and shall also, for the duration of the suspension, be expelled from the SDLC.

5.3.3 Dues in Arrears

Any organization which is in arrears to the SDLC for dues three (3) months or more shall be under suspension, and shall not be entitled to recognition or representation in the SDLC until all arrears are paid in full.

5.3.4 Expulsion of a Delegate

Any delegate representing an organization affiliated to the SDLC may be suspended or expelled from membership in the SDLC for conduct unbecoming a delegate by a two thirds (2/3) majority roll call vote at a duly constituted meeting of the delegates. In such cases the Sergeant-at-Arms shall notify the local union which the delegate represents in writing forthwith, stating the reason(s) for the suspension or expulsion, and requesting a replacement. Any decision to expel may be appealed to the Executive Committee of the CLC within two months. The decision shall have full force and effect during any appeal.

5.3.5 Delegates Expelled from An Organization

Any person suspended by or expelled from any organization affiliated to the SDLC shall not be accepted as a delegate to the SDLC.

5.3.6 Delegates Required to Attend Meetings

Any delegate being absent from four (4) consecutive delegates meetings, or both the delegates and Executive Board meetings in aggregate for executive board members, of the SDLC (according to the records of the Sergeant-at-Arms) without good and sufficient reason, in writing, having been presented to the President in advance of the meeting(s) in question from the delegate, or his or her organization, certifying to the sickness, absence from the area, engagement at work, or other reason acceptable to the President, shall immediately forfeit his or her delegate status with the SDLC. The President shall immediately direct the Sergeant-at-Arms to send notice to the affected organization requesting a new delegate for the vacant position. The Sergeant-at-Arms shall also revise the official roll call list.

5.4 Duties of Affiliated Organizations

5.4.1 Duties to the Secretary:

It shall be the duty of each affiliated organization to furnish the Secretary of the SDLC with the following:

5.5.1.1.

Names, addresses, telephone numbers, fax numbers and email addresses of their Executive Board Members.

5.4.1.2

All official reports which deal with matters within the purview of the SDLC.

5.4.1.3

Such other reports that may facilitate, and make more effective, the work of the SDLC

5.4.2 Duties to the Treasurer:

It shall be the duty of each affiliated organization to furnish the Treasurer of the SDLC with the following:

5.4.2.1.

A Dues Remittance Form, supplied and approved by the SDLC, which includes a statement of the number of their members in good standing, the name of each delegate, the phone and fax numbers of the organization, and other relevant information to be forwarded to the Treasurer with each dues payment to the SDLC.

6. GOVERNANCE OF THE SDLC

6.1. Governing Body

The regular duly constituted delegates meeting of the SDLC shall be the supreme governing body of the SDLC. Except as provided elsewhere in these bylaws, decisions shall be by simple majority vote.

6.2. Governance Between Meetings

In the interim between delegates meetings, the Executive Board shall jointly govern the affairs of the SDLC on behalf of the delegates and affiliated organizations.

7. MEETINGS OF THE SDLC

7.1 Delegates Meetings

7.1.1 Regular Delegates Meetings

There shall be one (1) regular duly constituted meeting of the delegates of the SDLC each month except during the months of July, August, and December of each year. The meetings shall be held at a time and place designated by the delegates in duly constituted assembly. Notices will be sent to affiliated organizations at least ten (10) days in advance of the date of a meeting.

7.1.2 Authority of Delegates Meetings

When the term "the delegates" or "delegates" is used in the context of ordering or performing some action, it shall be

interpreted to read "the delegates in duly constituted assembly".

7.1.3 Quorum For Delegates Meetings

A quorum for a meeting of the delegates shall consist of a minimum representation of five (5) affiliated local unions for the transaction of any business.

7.2 Rules of Order

The rules of order for the transaction of all business governing all meetings of the SDLC shall be Robert's Rules of Order.

7.3 Special Called Meetings of the Delegates

7.3.1 Who May Call a Special Meeting

A special called delegates meeting of the SDLC may be called by direction of the Executive Board of the SDLC, or on written request of affiliated organizations representing a majority of the total membership of the SDLC as evidenced by the records of the Treasurer.

7.3.2 Request in Writing

To be valid, a request for a special called meeting must be made in writing to the President of the SDLC, must contain evidence of compliance with Article 7.3.1, and shall include an agenda for the proposed meeting.

7.3.3 Notice of Meeting

In the event a majority, as provided in Article 7.3.1, requests a special called meeting, the Executive Board shall organize such a meeting within seven (7) calendar days and shall give all organizations at least seven (7) calendar days notice of the time and place for holding the special called meeting together with a statement of the business to be considered at such meeting. A special called meeting constituted according to Article 7.3.2 shall be held within 14 days from the time the President receives the request in writing.

7.3.4 Representation to Special Called Meetings

Representation to special called meetings shall be on the same basis as regular delegates meetings.

7.3.5 Authority of Special Called Meetings

Except as provided in Article 7.3.3, a special called meeting shall exercise the same authority as a regular delegates meeting. However, the business of the meeting shall be limited to the agenda as outlined in Article 7.3.2.

7.4 Regular Meetings Must be Called

In the event Officers of the SDLC fail to call meetings or otherwise fail to carry out their duties and responsibilities, the CLC shall be empowered to take whatever measures may be necessary, in the opinion of the CLC, to reorganize the SDLC.

7.5 Meeting Attendance

7.5.1 Exclusive to Delegates

Attendance and/or participation at meetings of the SDLC shall be exclusive to delegates whose names appear on the official roll call list maintained by the Sergeant-At-Arms except that other persons may attend at the invitation of the Executive Board or by invitation of the President.

7.5.2 Guests at Meetings

Persons seated as guests at meetings shall have neither a vote or a voice except that they may be recognized by the Chair to speak on a particular matter. Guests shall never be permitted to move a motion, or vote on any issue.

7.5.3 Delegate Entitlement of Affiliated Organizations

Delegates to the SDLC shall be entitled to representation at regular and special called delegates meetings of the SDLC on the following basis:

7.5.3.1

From affiliated local unions, branches and lodges, three(3) delegates for the first three hundred and thirty three(333) members or less, and one (1) additional delegate for each additional three hundred and thirty three (333) members, or major portion thereof. Each affiliate may elect or appoint the same number of alternates as delegates. This may be calculated as the number of members divided by 333 (rounded up if the fraction is 0.5 or greater) plus 2. The minimum number of delegates being 3. Each alternate must declare at the beginning of each meeting whom he or she is replacing.

7.5.3.2. Retired Members

Any affiliate, if it so chooses, may elect or appoint one (1) retired member to the SDLC as part of its delegate consignment. He/she shall be entitled to all rights and privileges of a delegate.

7.5.3.3. Uniform Count of Delegates

The number of members of each organization to be used for the purpose of selecting the number of delegates to the SDLC, and upon which SDLC dues must be paid, shall be the average monthly number for which dues are received by that organization.

7.5.3.4. List of Delegates

Each organization shall supply a list of delegates, and alternates if applicable, to the SDLC as required by January 1st of each year.

7.5.3.5 Changes to Delegates List:

Unless requested by the SDLC, alterations to an organization's delegate and/or alternate list will take effect 15 days after a duly signed written notice is received by the President of the SDLC.

7.5.4 Delegate Credentials

The Sergeant-at-Arms shall furnish each delegate a credential which must be attested as required to be used at all regular and Special Called SDLC delegates meetings.

8. SWEARING IN OF NEW DELEGATES

All delegates to the SDLC, before being seated for the first time, or when seated as a delegate after a period of not being a delegate, shall come forward and clearly and audibly repeat the following obligation at a regular, meeting of the delegates:

“I, _____, solemnly promise that I will support and obey the By-Laws of the Sudbury and District Labour Council and the Constitution of the Canadian Labour Congress, that I will, if it is within my power to do so, assist my fellow members, and their families when they are in distress and that I will not purposely, or knowingly wrong another Union member or delegate to the SDLC. I do hereby declare that I will undertake a faithful performance of this obligation.”

9. COMMITTEES

The President, upon instruction of the delegates in duly constituted assembly, or the Executive Board in duly constituted assembly, shall cause to be constituted such committees as are necessary from time to time to conduct the affairs of the SDLC. Such committees may include legislative (municipal, provincial, federal, or other as may be appropriate), organizing, education (social and political), welfare, community services, Labour Day, Union Label, and any other such committee as may be appropriate. The Executive Board may request any such committees to meet for the purpose of considering matters placed before it, and such committees shall prepare reports of their activities for presentation to the SDLC delegates meetings and Executive Board meetings as required. Committees constituted under this section shall serve at the pleasure of the delegates or Executive Board as may be applicable, and may be dissolved when the delegates or Executive Board as applicable deem their work to be completed.

10. FISCAL POLICY

10.1 Revenue

10.1.1 Dues Applicable to Full Membership

SDLC dues shall be paid upon the full paid up membership of each organization as calculated according to Article 7.5.3.3.

10.1.2 Dues to be Prepaid

Dues for each affiliated organization shall be due before the last day of each month, for the following month. It shall be the duty of each affiliated organization to pay its SDLC dues on time.

10.1.3 Amount of Dues

Membership dues for all organizations shall be \$0.25 per member per month, or \$3.00 per member per year. Affiliated organizations are encouraged to remit dues annually in December. If annual dues remittance is not practicable quarterly payments are acceptable in December, March, June, and October. Failing the viability of quarterly payments, monthly payments may be made.

10.1.4 Notification of Arrears

Any organization three (3) months or more in arrears of dues to the SDLC shall be notified by the Treasurer.

10.1.5 Dues During Strike

The Executive Board shall have the discretionary authority to exonerate any affiliate to the SDLC from payment of dues for up to the full period of any strike lasting greater than one month provided it is requested to do so in writing by said affiliate.

10.1.6 Special Assesment

The SDLC may make a special assessment from time to time for any purpose by way of the following

procedure:

10.1.6.1.

A Notice of Motion by the Executive Board shall be made at a regular duly constituted meeting of the delegates following which the Notice of Motion shall be forwarded forthwith to all the affiliated organizations in writing.

10.1.6.2.

A vote on the question shall be taken at a following regular delegates meeting. A two-thirds (2/3) majority vote of the delegates present and voting in favour of the motion shall be required for the motion to carry.

10.2 Signing Officers

There shall be three (3) signing officers of the SDLC, the President, the Vice President, and the Treasurer. Signatures from any two of the above noted officers are required on all SDLC cheques. One (1) of the two (2) signatures must be the Treasurer.

10.3 Budget

An annual budget shall be prepared by the Treasurer for presentation to the Executive Board at the regular October or November executive meeting for debate and amendment as may be necessary. Following approval of the budget by the Executive Board, the budget shall be presented to a regular delegates meeting no later than January for that year. The budget will be open for debate and amendment as may be necessary before a vote of the delegates is taken.

10.4 Spending Authority

Once adopted, the budget shall become the spending authority for the SDLC. The SDLC shall be entitled to expend up to the limit of each expenditure line without seeking specific approval at a meeting of the delegates.

10.5 Exceeding budget and Transfers of Funds

Decisions to exceed a budget line by greater than 10% within budget year or transfer greater than 10% of budgeted funds from expenditure line to another within one budget year, require amendment to the budget at a meeting of the delegates.

10.6 Non-Budgeted Expenditures

In general there shall be no unbudgeted expenditures without direction of the delegates in duly constituted assembly. However Executive Board may approve unbudgeted expenditures in emergency situations which are otherwise in compliance with these bylaws. Any such expenditure shall be reported to the delegates at the next regular meeting, and a vote whether to approve the actions of the Executive Board shall be taken after a debate by the delegates.

10.7 Approval after Expense

Approval for any non-budgeted expenditure after the expense has been incurred will be given only in highly unusual circumstances, and only by raising the issue at a meeting of the delegates. A request to have this item included on the agenda for consideration for reimbursement must be made in writing at least 7 days prior to the meeting.

10.8 Credit and Calling Cards

The SDLC recognizes that although credit cards and calling cards effectively bypass the signing and spending authority safeguards built into the bylaws and the budget documents, they are still useful and sometimes necessary. Credit cards and calling cards shall be permitted to be only in the possession of persons with signing authority. Persons with signing authority shall be permitted to use credit cards only with the approval of another person with signing authority on a per use basis. A calling card may only be used by the person to whom it is issued by SDLC. All other use of credit cards and calling cards constitutes an illegal act which may be acted upon in an appropriate manner by the delegates or Executive Board.

10.9 Liability for Spending

No expenditure, whether budgeted or not, will be considered an expenditure of the SDLC, requiring payment by the SDLC, unless it has been ordered by a meeting of the delegates, an Executive Board meeting, or at least two of the signing authorities.

10.10 Regular Operating Expenditures

Regular normal operating expenditures that are part of the annual budget are not included in Article 10.9 This includes such things as rent, phone, office supplies, publicized activities, schools, and regular operating expenses. All expenditures made outside of this shall be the responsibility of the person, or persons, who authorized the expenditure.

10.11 Reimbursements

All requests for reimbursement must be made in writing,

10.12 Disbursements

All disbursements shall be by cheque only.

10.13 Cash Disbursements

Petty cash accounts shall not be used or implemented.

10.14 Advances For SDLC Business

The SDLC may provide advances to individual delegates expected to incur expenses while performing the business of the SDLC. All advances become the responsibility of the individual who receives the advance, and until such revenues are returned, or acceptable receipts provided, there will be a collectable debt owing to the SDLC.

10.15 Advances For Expenditures Covered by Others

Advances for expenditures expected to be covered by other organizations (e.g. OFL) are the responsibility of the individual delegate who receives the advance. It shall be the individual delegate's responsibility to take whatever steps

may be required to secure reimbursement, and until such time as the funds are returned, a collectable debt will be owed to the SDLC.

11. EXECUTIVE BOARD

11.1 Executive Board

The Executive Board of the SDLC shall consist of the President, Vice President, Secretary, Treasurer, Sergeant-at-Arms, and five (5) Executive Board Members and a youth delegate from an affiliated local as per the CLC definition of 'youth'. The forgoing shall be known collectively as the Executive Board of the SDLC.

11.2 Trustees

The Trustees shall not be members of the Executive Board.

11.3 Domination of the Executive Board

Not more than three (3) delegates from an affiliated local union, branch, lodge, or organization shall be eligible to serve as Executive Board members of the SDLC at the same time.

11.4 Authority of Executive Board

The Executive Board shall be the governing body of the SDLC between delegates meetings. The Executive Board shall be empowered to take such action and render such decisions as may be necessary to carry out fully the decisions and instructions of the SDLC meetings, and to enforce the provisions contained in these bylaws.

11.5 Meeting of the Executive Board

The Executive Board shall meet prior to each regular Delegates meeting. The Executive Board shall also meet upon the call of the President. Although the President may call an Executive Board meeting when he/she determines there is a need to do so, it shall be necessary for the

President to call a meeting upon the request of three other Executive Board Members.

11.5.1 Authority of Executive Board Meetings

When the term "the Executive Board" or "Executive Board" is used in the context of ordering or performing some action, it shall be interpreted to read "the Executive Board in duly constituted assembly".

11.6 Quorum for Executive Board

Fifty percent of the members of the Executive Board shall constitute a quorum for the transaction of business.

11.7 Authorized Expenses

The Executive Board is authorized to reimburse members of the SDLC for necessary expenses in performing their duties for the SDLC up to any amount approved in the budget for which such expenditure is intended as voted upon at a duly constituted delegates meeting. Such expenditures shall be subject to the limits set out in Article 11.8.

11.8 Expenses for SDLC Business

If the budget provides funding, the SDLC may pay up to the following expenses for any delegate travelling on authorized SDLC business on the following basis:

- If more than one person travelling by car, only one car may be paid mileage of \$.35 per kilometre
- Hotel expenses for standard accommodation will be covered. Shared accommodation is recommended when possible.
- Registration costs will be paid, if applicable.
- Lost time may be paid, if applicable, and only if specifically approved by the delegates in duly constituted assembly in advance of the occurrence of

any lost time.

- Per diem of \$50.00 per day paid while out of town on SDLC business.

11.9 Officers Honoraria

The President, Secretary, and Treasurer shall receive monthly expenses of \$100.00.

12 ELECTIONS

12.1 Eligibility for Office

In order to run for, or hold any office, in the SDLC, each delegate shall be a member in good standing of an affiliated organization. No one shall be eligible for any election unless he/she has attended fifty per cent (50%) of the duly constituted delegates meetings of the SDLC in the previous six (6) months.

12.2 Trustees

Three (3) Trustees shall be elected by the SDLC in the same manner as the Executive Board immediately following the elections for the Executive Board subject to Article 12.1.

12.3 Time of Elections

The Officers shall be elected by the SDLC at the regularly scheduled duly constituted meeting held in May, biennially, and shall hold office for a period of two years. Subsequent elections shall be held at the regularly scheduled duly constituted delegates meeting held in May in odd numbered years thereafter.

12.4 Election by Secret Ballot and by Majority Vote

Each delegate present at a meeting where an election is to be held shall be permitted to vote. 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 ballots shall be taken, if necessary, to obtain a majority. On the second and subsequent ballots the candidate receiving the lowest number of votes in the previous ballot shall be dropped. In the case where there is a tie for the least number of votes, both candidates' names shall be dropped. In the case of a final tie vote the winning candidate shall be selected by lot.

12.5 Order of Elected Positions

The election of each office shall, in the order presented in Article 11.1, be completed before nominations may be accepted for any subsequent office. Elections shall continue until all positions are filled, or there are no candidates running for vacant offices.

12.6 Commencement of Term of Office

The term of office for Officers of the SDLC shall commence upon the completion of the meeting at which the elections take place.

12.7 Vacancy of the President

In the event of a vacancy in the office of the President, the Vice President shall perform the duties of the President until a successor is elected. If the Vice President is unable to act in the President's stead, the Secretary shall perform this duty.

12.8 Vacancy of the Vice President or Secretary

In the event of a vacancy in the office of either the Vice President or the Secretary, the President shall perform the duties of the vacant office until a successor is elected.

12.9 Election in Case of Vacancy

In the event of a vacancy in any office of the SDLC, the vacancy will be filled at the next regular meeting. A notice indicating that an election(s) will take place will be included with the meeting notice distributed for the meeting, and will indicate the office for which the

election(s) is being held.

If an office cannot be filled, an election will be held at each regular meeting of the delegates until such time as the office is filled except that no further notices need be sent indicating an election for this office.

12.10 Swearing in of Newly Elected Executive Board Members

Immediately at the conclusion of the elections, each Executive Board Member and the Trustees, before assuming their duties, shall be required to take the following obligation:

"I, _____, do hereby, sincerely pledge my work and honour to perform my duties as an officer of the Sudbury and District Labour Council. I will attend, when able to do so, all meetings of the SDLC, and at the end of my term of office, I shall turn over to the SDLC or to my successor, all properties, or funds, records, and ledgers in my possession that belong to the SDLC. "

13 TITLE TO PROPERTY

The Officers shall hold title to any real estate, property, and funds of the SDLC as trustees for the SDLC. They shall have no right to sell, convey, or encumber any real estate, funds, or property without first submitting the proposition in the form of a motion to a duly constituted delegates meeting and such proposition is approved.

14 DUTIES OF THE OFFICERS

14.1 Duties of the President

14.1.1. Chief Executive Officer

The President shall be the Chief Executive Officer of the SDLC. He/she shall exercise supervision over the affairs of the SDLC, sign all official documents, and preside at all regular and special called meetings.

14.1.2. Interpretation of Bylaws

Subject to appeal to the CLC, the President shall have the authority to interpret these bylaws, and this interpretation shall be conclusive and have full force and effect unless reversed or changed by the Board of Directors of the CLC. It shall be good and proper for the President to collaborate with the CLC in the interpretation of these bylaws in areas where there is considerable contention.

14.2. Duties of the Vice President

The Vice President shall aid the President in his/her duties as Chief Executive Officer of the SDLC and act on his behalf when required to do so.

14.3. Duties of the Secretary

The Secretary shall keep a correct, full, and impartial account of the proceedings of each meeting of the SDLC in a Minutes book or binder He/she shall conduct correspondence on behalf of the SDLC, acknowledge communications promptly, and write letters as directed by the SDLC. He/she shall inform the director of the Department of Federations and Labour Councils of the CLC of all changes of officers of the SDLC, and time and place of meetings. He/she may also forward copies of all proceedings to the CLC Regional Office as requested.

14.4. Duties of the Treasurer

14.4.1. Chief Financial Officer

The Treasurer shall be the Chief Financial Officer of the SDLC.

14.4.2 Office Manager

If the SDLC chooses to have one, the Treasurer shall also be the manager of the SDLC office and shall have the authority to make the day to day decisions required to maintain the efficiency and functionality of the office.

14.4.3 Control of Office and Contents

The Treasurer shall be in charge of books, documents, files and effects of the SDLC which shall, at all times, be subject to the inspection of the President and Executive Board. He or she shall maintain a list of all affiliates of the Council, and the reported number of members of each one. He or she shall have charge of the seal and records of the SDLC.

14.4.4 Annual Budget

The Treasurer shall prepare an annual budget to be presented at the regular delegates meeting in January of each year.

14.4.5 Financial Statements

The Treasurer shall prepare a financial statement of the SDLC for a report to the SDLC at regular delegates and Executive Board meetings. This statement shall include the bank balance at the end of the preceding month, a summary of incomes and expenditures for the previous month, and a summary of incomes and expenses for the year up to the end of the previous month.

14.4.6 Financial Audits

The Treasurer shall have the financial books of the SDLC audited semi-annually by the Trustees elected under the provisions of Article 12. A copy of the audit report as required by the CLC shall be forwarded to the CLC Head Office, as well as the CLC Regional Office.

14.4.7 Credit Union Account(s)

The Treasurer shall maintain the SDLC bank account(s) at a community credit union. No bank shall be used while it is possible to for the SDLC to do its banking with a community credit union.

14.4.8 Statistical Data

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

14.5 Duties of Sergeant-at-Arms

14.5.1 Control of Access to Meetings

It shall be the duty of the Sergeant-at-Arms to receive the name of each delegate upon entering the room for a delegates meeting or Executive Board meeting. The Sergeant-at-Arms shall cause each delegate's attendance to be recorded.

14.5.2 Control of Rights at Meetings

It shall be the duty of the Sergeant-at-Arms to ensure that only persons eligible to run for office are permitted to run. It shall be the duty of the Sergeant-at-Arms to ensure that only registered delegates in good standing make, or speak to motions, vote on motions, and in general have a voice at a delegates meeting.

14.5.3 Other Duties of the Sergeant-at-Arms

He or she shall perform other such duties as may be assigned to him/her by the President.

15. **DUTIES OF TRUSTEES**

15.1 Audit of Financial Records

The Trustees shall conduct an audit of the books and accounts of the SDLC semi-annually as of June 30 and December 31, based on actual verification of the Treasurer's records as outlined on the approved CLC Audit Form(s). They shall ensure that all audit reports are available upon request for the information of all delegates, and that copies are forwarded to the CLC Head Office and the CLC Regional Office.

15.2 Failure to Audit Financial Records

Should the Trustees be unable, or otherwise fail, to audit the books of the SDLC within a reasonable time, it shall be the duty of the Executive Board or the President to have the books checked and properly audited by a firm of chartered accountants, or some other entity acceptable to the CLC.

15.3 Bonding of Financial Officers

All financial officers of the SDLC shall be bonded in an amount to be determined by the CLC, but in no case shall the amount be less than the annual income of the SDLC.

15.4 Verification of Bonding

Where the Executive Board are not bonded through the CLC, the Trustees shall certify to the CLC that all financial officers of the SDLC are bonded in accordance with the provisions of these bylaws.

16. **OMBUDSMAN**

Complaints against the SDLC that cannot be resolved to the satisfaction of the parties may be referred to the Ombudsman of the CLC according to the procedure set out in the CLC Constitution.

17. **AMENDMENTS TO THE BYLAWS**

17.1 Notice of Motion to Amend the Bylaws

Proposed amendments to these bylaws must conform with the Constitution, principles, and policies of the CLC, and must be submitted to the Delegates by Notice of Motion to amend these bylaws at a regular duly constituted delegates meeting at least thirty (30) days (meaning 1 calendar month) before the proposed amendment is to be considered.

17.2 Voting on Amendments

The amendments will then be voted upon at the next regularly scheduled delegates meeting or other subsequent meeting if the delegates so choose. An amendment may only be adopted by a two thirds (2/3) majority vote of those present and

voting. However, amendments shall only become effective after approval by the CLC.

18. ORDER OF BUSINESS

Unless modified at a meeting, the normal order of business at meetings will be as follows:

1. Call to Order
2. Adoption of the Agenda
3. Minutes of the Previous Meeting
4. Business Arising From the Minutes
5. Unfinished Business
6. Treasurer's Report
7. Correspondence
8. Swearing in of New Delegates
9. Election(s) for Office (if any)
10. New Business
11. Reports - Executive Board, Committees, Delegates
12. Adjournment

Approved by the Canadian Labour Congress Executive Council
this _____ day of _____ 2006.