

**BY-LAWS**

**OF THE**

**SUDBURY AND DISTRICT**

**LABOUR COUNCIL**

**(CLC)**

*(Chartered by the Canadian Labour Congress – January 1, 1957)*

**Motion to amend passed – March 23, 2023**  
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**CANADIAN LABOUR CONGRESS**

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## **Article 1 - Preamble**

### **Section 1 Conflict with CLC Rules and Regulations**

These By-Laws 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.

### **Section 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.

## **Article 2 – Name and Location**

**Section 1** This Labour Council, which is chartered by the Canadian Labour Congress (CLC), shall be known as the “**Sudbury and District Labour Council, CLC**” (SDLC).

## **Article 3 – Affiliation and Jurisdiction**

### **Section 1 Area of Jurisdiction**

The SDLC shall consist of all 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.

### **Section 2 Conformance to By-Laws**

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

### **Section 3 Dissolution**

The SDLC shall not be dissolved while there are five (5) organizations remaining in affiliation.

## **Article 4 – Aims and Purposes**

### **Section 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.

## **Section 2**

### **Support of Union, Family and Democracy**

It shall be the purpose of the SDLC:

- a) To encourage and assist affiliated organizations to extend the benefits of mutual assistance and collective bargaining to all workers.
- b) To assist in the organization of the unorganized into unions for their mutual aid, protection and advancement, while giving recognition to the principle that both craft, industrial and public sector unions are appropriate, equal and necessary.
- c) To encourage all workers without regard to race, creed, sex, age, colour, or nation of origin to share in all the full benefits of union organization.
- d) 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.
- e) 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 democracy.
- f) 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.
- g) To aid and encourage the sale, purchase and use of union made goods and union services through the use of Union Label and other methods.
- h) To promote labour schools, press and all other means of furthering the education of those in the labour movement.
- i) To safeguard and promote the democratic character of the labour movement and to observe and respect the autonomy of each affiliated organization.
- j) To preserve the independence of the labour movement from political control.
- k) 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.

## **Article 5 – Membership**

### **Section 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 of Sudbury and surrounding areas as determined from time-to-time by the CLC.

### **Section 2**

#### **CLC Personnel**

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

### **Section 3**

#### **a) 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 Canadian Council of the Canadian Labour Congress, within two (2) months. The decision to expel shall have force and effect during any appeal.

#### **b) Expulsion by the Canadian Labour Congress**

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.

#### **c) 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.

#### **d) 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 Canadian Council of the Canadian Labour Congress within two (2) months. The decision shall have full force and effect during any appeal.

#### **e) Delegates of an Expelled Organization**

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

SDLC.

**f) 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.

**g) Delegate Representing the SDLC**

Any delegate elected to represent the SDLC at any authorized event acknowledges they are in attendance to represent our Labour Council at that event and must fully support those resolutions referred from our Council.

**Section 4**

**Duties of Affiliated Organizations**

**a) Duties of the Secretary**

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

- i. Names, addresses, telephone numbers, fax numbers and email addresses of their Executive Board Members.
- ii. All official reports which deal with matters within the purview of the SDLC.
- iii. Such other reports that may facilitate and make more effective the work of the SDLC.

**b) Duties of the Treasurer**

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

- i. 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.

## **Article 6 – Governance of the SDLC**

### **Section 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 By-Laws, decisions shall be by simple majority vote.

### **Section 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.

## **Article 7 – Meetings of the SDLC**

### **Section 1 a) 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.

### **b) 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."

### **c) 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.

### **Section 2 Rules of Order**

The Rules of Order for the transaction of all business governing all meetings of the SDLC shall be *Bourinot's Rules of Order*.

### **Section 3 a) Special Called Meeting of the Delegates**

A special called delegates' meeting of the SDLC may be called by the 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.

### **b) 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, Section 3(a) and shall include an agenda for the proposed meeting.

**c) Meeting shall be Called**

In the event a majority, as provided in Article 7, Section 3(a), requests a special called meeting, the Executive Council 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, Section 3(b) shall be held with fourteen (14) days from the time the President receives the request in writing.

**d) Representation to Special Called Meetings**

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

**e) Authority of Special Called Meetings**

Except as provided in Article 7, Section 3(c), 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, Section 3(b).

**Section 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.

**Section 5**

**a) Meeting Attendance**

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.

**b) Guests at Meetings**

Persons seated as guests at meetings shall have neither a vote nor 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.

**c) 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:

i. 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 three hundred and thirty-three (333) (rounded up if the fraction is 0.5 or greater) plus two (2). The minimum number of delegates being three (3). Each alternate must declare at the beginning of each meeting whom he or she is replacing.

ii. **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 or she shall be entitled to all rights and privileges of a delegate.

iii. **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.

iv. **List of Delegates**

Each organization shall supply a list of delegates and alternates to the SDLC on the required form with dues remittance payment. Contact information to be submitted to the SDLC yearly or whenever there is a change in officers of the organization.

v. **Changes to the Delegates' List**

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

d) **Delegate Credentials**

The Sergeant-At-Arms shall furnish each delegate with a credential which must be attested as required, to be used at all regular and special called SDLC delegates' meetings.

## **Article 8 – Swearing in of New Delegates**

**Section 1** 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, (name), 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 within my power to do so, assist my fellow members and their families when they are in distress; 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.”*

## **Article 9 – Committees**

**Section 1** 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 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.

## **Article 10 – Revenue**

**Section 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, Section 5(c)iii.

**Section 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.

**Section 3** **Amount of Dues**  
Membership dues for all organizations shall be \$0.30 per member per

month, \$3.60 per member per year. (Effective January 1, 2018)  
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.

**Section 4 Notification of Arrears**

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

**Section 5 Dues during Strike**

Any local union strike/locked out for more than one (1) month shall be exempted from paying dues for the period of work stoppage and for the month following a return to work.

**Section 6 Signing Officers**

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

**Section 7 Special Assessment**

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

- a) 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.
- b) A vote on the question shall be taken at the 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.

**Section 8 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.

**Section 9 a) 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.

**b) Exceeding Budget and Transfers of Funds**

Decisions to exceed a budget line by greater than ten percent (10%) within one (1) budget year or transfer greater than ten percent (10%) of budgeted funds from one (1) expenditure line to another within one (1) budget year, require an amendment to the budget at a meeting of the delegates.

**c) Non-Budgeted Expenditures**

In general, there shall be no unbudgeted expenditures without the direction of the delegates in duly constituted assembly. However, the Executive Board may approve unbudgeted expenditures in emergency situations which are otherwise in compliance with these By-Laws. 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.

**d) Approval after Expense**

Approval for any non-budgeted expenditure after the expense has been incurred will be given only in highly unusual circumstances and then 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 seven (7) days prior to the meeting.

**e) 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 By-Laws 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 the 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.

**f) i. 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 (2) of the signing authorities.

**ii. Regular Operating Expenditures**

Regular normal operating expenditures that are part of the annual budget are not included in Article 10, Section 9(f)i. 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.

**Section 10**

**Reimbursements**

All requests for reimbursement must be made in writing.

**Section 11**

**Disbursements**

All disbursements shall be by cheque only.

**Section 12**

**Cash Disbursements**

Petty cash accounts shall not be used or implemented.

**Section 13**

**a) 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.

**b) Advances for Expenditures Covered by Others**

Advances for expenditures expected to be covered by other organizations, (e.g., Ontario Federation of Labour (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.

**Article 11 – Executive Board**

**Section 1**

**Executive Board Members**

The Executive Board of the SDLC shall consist of a President, Vice-President, Secretary, Treasurer, Sergeant-At-Arms and five(5) Executive Board members one (1) of whom shall be an Indigenous Representative where possible and a youth delegate from an affiliated local as per the CLC. The forgoing shall be known collectively as the Executive Board of the SDLC.

**a) Trustees**

The Trustees shall not be members of the Executive Board.

**Section 2 Domination of 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.

**Section 3 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 By-Laws.

**Section 4 a) Meetings 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 or 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 (3) other Executive Board Members.

**b) 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."

**Section 5 Quorum for Executive Board**

Fifty (50) percent of the members of the Executive Board shall constitute a quorum for the transaction of business.

**Section 6 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, Section 7.

**Section 7 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:

1. If more than one (1) person travelling by car, only one (1) car may be paid mileage of forty-five cents (\$0.45) per kilometre.

2. Hotel accommodation shall be single occupancy except where the delegates and/or alternates have mutually agreed to share a room. Accommodation shall only be paid where required and booked by the SDLC.
3. Registration costs will be paid.
4. 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.
5. Per diem of seventy-five dollars (\$75.00) per day paid while out of town on SDLC business.

**Section 8**

**Executive Board Expenses**

The President, Secretary and Treasurer shall receive monthly expenses of one hundred dollars (\$100.00).

**Article 12 – Elections**

**Section 1**

**a) 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 in attendance fifty percent (50%) of the duly constituted delegates' meetings of the SDLC in the previous six (6) months.

**b) Trustees**

The terms of office for Trustees shall be so that one serves for a period of three years, one for two years, and one for one year. Each year thereafter, the SDLC shall elect one Trustee for a three-year period. No member who has been a signing officer for the SDLC is eligible to run for Trustee until at least one full term of office has elapsed. The Trustees shall be elected by the SDLC in the same manner as the Executive Board immediately following the election of the Executive Board subject to Article 12, Section 1(a).

**Section 2**

**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 (2) years. Subsequent elections shall be held at the regularly scheduled duly constituted delegates' meeting held in May in odd numbered years thereafter.

**Section 3**

**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 candidate's names shall be dropped. In the case of a final tie vote, the winning candidate shall be selected by lot.

**Section 4            Order of Elected Positions**

The election of each office shall, in the order presented in Article 11, Section 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.

**Section 5            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.

**Section 6            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.

**Section 7            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.

**Section 8            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.

**Section 9            Swearing in of Newly Elected Executive Board Members**

*"I, (name) do hereby, sincerely pledge my word 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.”*

## **Article 13 – Title to Property**

**Section 1** 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.

## **Article 14 – Duties of the Officers**

### **Section 1 Duties of the President**

a) The President shall exercise supervision over the affairs of the SDLC, sign all official documents and preside at all regular and specially called meetings.

#### **b) Signing Officer**

The President shall be a signing officer of the Council.

#### **c) Interpretation of By-Laws**

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

### **Section 2 Duties of the Vice-President**

a) The Vice-President shall aid the President in the duties of the SDLC and act on their behalf when required to do so.

b) The Vice-President shall preside at all Executive Board meetings.

c) The Vice-President shall be a signing officer of the SDLC.

### **Section 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 minute book or binder. The Secretary shall conduct correspondence on behalf of the SDLC, acknowledge communications promptly and write letters as directed by the SDLC. The Secretary shall inform the CLC Regional Office of all changes of officers of the SDLC and in time and place of meetings. The Secretary may also forward copies of all proceedings to the CLC Regional Office as requested.

### **Section 4 Duties of the Treasurer**

**a) 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.

**b) 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. The Treasurer shall maintain a list of all affiliates of the Council and the reported number of members of each one. The Treasurer shall have charge of the seal and records of the SDLC.

**c) Annual Budget**

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

**d) 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 income and expenditures for the previous month, and a summary of income and expenses for the year up to the end of the previous month.

**e) 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.

**f) 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.

**Section 5**

**Duties of Sergeant-At-Arms**

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.

**a) 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.

**b) Other Duties of the Sergeant-At-Arms**

The Sergeant-At-Arms shall perform other such duties as may be assigned by the President.

## **Article 15 – Duties of Trustees**

**Section 1      Audit of Financial Records**

The Trustees shall conduct an audit of the books and accounts of the SDLC annually as of January 31st, based on actual verification of the Treasurer's records as outlined on the appropriate CLC Audit Report form. 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.

**Section 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.

**Section 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.

**Section 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 By-Laws.

## **Article 16 – Ombudsperson**

**Section 1      Complaints against the SDLC**

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

## **Article 17 – Amendments to the By-Laws**

**Section 1      Notice of Motion to Amend the By-Laws**

Proposed amendments to these By-Laws must conform with the Constitution, principles and policies of the Canadian Labour Congress and must be submitted to the delegates by Notice of Motion to amend

these By-Laws at a regular duly constituted delegates meeting at least thirty (30) days (meaning one [1] calendar month) before the proposed amendment is to be considered.

## **Section 2      Voting on Amendments**

The amendments will then be voted upon at the next regularly scheduled delegates' meeting or other subsequent meetings if the delegates so choose. Any amendments 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.

## **Article 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. Indigenous Recognition
3. Roll Call of Officers
4. Moment of Silence
5. Adoption of the Agenda
6. Affiliate Reports
7. Minutes of the Previous Meeting
8. Business Arising from the Minutes
9. Unfinished Business
10. Treasurer's Report
11. Correspondence
12. Swearing in of New Delegates
13. Election(s) for Office (if any)
14. New Business
  - a. Executive Board Recommendations
  - b. Review of the Strategic Planning Guide
15. Reports – Executive Board, Committees, Delegates
16. Good and Welfare
17. Adjournment

A person shall not speak more than once, nor longer than five (5) minutes on the same topic, until all who wish to have spoken. No person shall be allowed to speak more than once, except the mover of the motion without the consent of the Chair.

# **Policy Paper #1 – Strike Appeals, Financial Appeals, and the Social Justice Movement**

## **Strike Appeals**

The Council throughout the year will receive numerous requests for financial assistance regarding strikes. Strike appeals cover a varied group of affiliates and non-affiliates. The Executive Board may at their discretion provide the following assistance:

1. Up to one hundred dollars (\$100.00) for all SDLC affiliated locals.
2. Up to fifty dollars (\$50.00) for all other non-affiliates.

## **Financial Appeals**

The Council throughout the year will receive numerous requests for financial appeals. Financial appeals cover a varied group of affiliates and non-affiliates. The Executive Board may at their discretion provide the following assistance:

1. Up to one hundred dollars (\$100.00) for all SDLC affiliated locals.
2. Up to fifty dollars (\$50.00) for all other unions within the province of Ontario and within Canada.
3. Up to twenty-five (\$25.00) for all other organizations.

## **Social Justice Movement**

1. The SDLC will budget five hundred dollars (\$500.00) annually for Social Justice Movement donations.
2. Sudbury Workers Education and Advocacy Centre (SWEAC) will receive at least two hundred dollars (\$200.00) yearly.
3. Sudbury Chapter of Black Lives Matter (BLM) will receive one hundred dollars (\$100.00) yearly.
4. The Grassroots Media Co-op will receive at least one hundred dollars (\$100.00) yearly.

Tickets purchased for support of community events shall be the budget responsibility of the committee endorsing the purchase.

## **Policy Paper #2 – Good & Welfare**

### **Bereavement Gesture**

Upon the death of a Delegate/staff, or upon the death of a Delegate's/staff's spouse or children, the SDLC shall provide for a gesture of flowers or donation to an organization of the family's choice. Such flowers or donation shall not exceed seventy-five dollars (\$75.00)

## **Policy Paper #3 – Inventory, Acquisitions & Disposition of Assets**

Prior to December 31st of each year, the Treasurer and the Recording Secretary shall jointly conduct a detailed inventory list of the SDLC's assets. A complete list of these assets will be presented at the next Executive Board Meeting and Delegates Meeting and will be maintained by the Treasurer.

As assets are acquired by the SDLC, the Treasurer must be informed so the inventory list remains current.

Whenever the SDLC purchases an asset over five hundred dollars (\$500.00), the purchaser will ensure that at least three (3) quotes are solicited. The lowest quote will not be necessarily be accepted rather the purchaser will ensure that the quote accepted will provide the most economical advantage having regard to warranty and after purchase service.

The Executive Board shall decide which assets are no longer needed and shall dispose of same by way of notice to the Delegates, calling for sealed bids. Such notice shall indicate the asset and condition, purchase price if available and shall indicate the date by which sealed bids will be accepted. Duplicates will be decided by random draw. Any proceeds from such sales shall be deposited into the SDLC general account.