

**Draft amendments to the present statutes and regulations of the SECUSM**

Please take note of the amendments which have been presented and adopted by the Executive Committee and the Union Council.

Considering the amendments to the statutes and regulations, in particular the election procedure;

It is proposed that Article 55.02 is amended to the new Statutes and Regulations shall apply mutatis mutandis once the draft is adopted.

\* What should be changed having been changed, ex: the election procedure, will be applied as soon as the project is adopted.

Introduction of the electronic voting

It is proposed to adopt the principle of the introduction of electronic voting in our statutes and regulations.

It is proposed to mandate the Executive Committee as well as the Union Council to adopt the e-voting guidelines of the FSSS by harmonizing these with the text of our Statutes and Regulations at the next Union Council.

The expense reimbursement policy was adopted as a whole by the Executive Committee and the Union Council.

**Please also note the following dissidences:**

Chapter 9:

Benjamin Vallée  
Jocelyne Guay

Chapter 10-Section 55.02:

Brigitte Beaulieu  
Linda Leveillée  
Monique Paquette

Proposal to apply the draft amendment as soon as it has been adopted by the General Assembly:

Dominic Nelson

Introduction of electronic voting:

Benjamin Vallée

Refund Policy:

Dominic Nelson



SECUSM-MUHCEU

Information documents on the Statues and By-Law changes

The underline and bold passages are additional text.

The passages cross out correspond to text taken out.

Statu quo	Amendements
<b>CHAPTER 1 * PREAMBLE</b>	
Article 4 * Purpose of the Union  The union supports the CSN's Statement of Principles. Its purpose is to examine and advance the social, occupational, economic and political interests of its members through collective action, including collective bargaining and the conclusion of a collective agreement, without distinction as to race, sex, language, political convictions or religious beliefs or sexual orientation. The union also seeks to develop unity of action with other labour organizations	<b>Article 4 * Purpose of the Union</b>  4.01 The union supports the CSN's Statement of Principles. Its purpose is to examine, <b>defend</b> and advance the social, occupational, economic and political interests of its members through collective action, including collective bargaining and the conclusion of a collective agreement, without distinction as to race, sex, language, political convictions or religious beliefs or sexual orientation. The union also seeks to develop unity of action with other labour organizations.
<b>CHAPTER 2 * MEMBERSHIP</b>	
Article 10 * Admission and Initiation Fee  The initiation fee for members is set at two dollars (\$2.00), and this amount is included in the first payment of union dues.	<b>Article 10 * Admission and Initiation Fee</b>  The initiation fee for members is set at two dollars (\$2.00) <b>as per the Labour Code</b> , and this amount is included in the first payment of union dues.
Article 12 * Privileges and Benefits  Only members benefit from the privileges and benefits conferred by the union's Statutes and By-Laws. They have access to the account books, minutes of the executive, union council and general assembly meetings, and may consult them on the days and at the time of General Assembly's, and during the hours the union office is open when a request, to this effect, is made ten (10) days in advance.	<b>Article 12 * Privileges and Benefits</b>  Only members benefits from the privileges and benefits conferred by the union's Statutes and By-Laws. They have access to the account books, <b>minutes of the executive, union council and general assembly meetings, and may consult</b> <b>examines</b> them by appointment during the hours the union office is open when a request, to this effect, is made ten (10) days in advance. <b>At the most 15 days after the request has been done, the access is given to the members.</b>
New Article	<b>Article 13 * Members duties</b> <b>The union members have the duty to participate in the union life and to inform themselves in taking part in the decision making conform to the Stats and By-Law and is invited to rally to the final decision voted in the General Assembly.</b>
<b>CHAPTER 3 * RESIGNATION, SUSPENSION, EXPLUSION, REINSTATEMENT OF A MEMBER</b>	
Article 16 * Suspension Expulsion Procedures  c) Before suspending or expelling a member, The Executive Committee must give the member concerned at least eight (8) days' notice, inviting him/her to come and present his/her version to the committee, and informing him/her in writing of the reasons for the suspension or expulsion, along with the time and place of the planned meeting.	<b>Article 16 * Suspension Expulsion Procedures</b> c) Before suspending or expelling a member, The Executive Committee must give the member concerned at least eight (8) days <b>written</b> notice, inviting him/her to come and present his/her version to the committee, and informing him/her in writing of the reasons for the suspension or expulsion, along with the time and place of the planned meeting.

<p><b>Article 17 * Recours des membres</b></p> <p>a) If a member who has been suspended or excluded by The Executive Committee in a decision ratified by the General Assembly wishes to appeal, he/she must file the appeal with the secretary of the executive committee within ten (10) calendar days of the General Assembly's motion.</p> <p>e) A unanimous or majority decision is final and binding on the parties involved and must be rendered as soon as possible.</p>	<p><b>Article 17 * Member's Recourse</b></p> <p>a) If a member who has been suspended or excluded by The Executive Committee in a decision ratified by the general meeting wishes to appeal, he/she must file the appeal <b>in writing</b> with the secretary of the executive committee within ten (10) calendar days of the general meeting's motion.</p> <p>e) A unanimous or majority decision is final and binding on the parties involved and must be rendered <b>as soon as possible within thirty (30) days.</b></p>
<b>CHAPTER 6 * GENERAL ASSEMBLY</b>	
<p><b>Article 22 * Notice of Meeting</b></p> <p>22.01 Notice of meeting for a general assembly must include the following information:</p> <ul style="list-style-type: none"> <li>- the date of the meeting</li> <li>- the time</li> <li>- the place</li> <li>- the agenda</li> </ul>	<p><b>Article 22 * Notice of Meeting</b></p> <p>22.01 Notice of meeting for a general assembly must include the following information:</p> <ul style="list-style-type: none"> <li>- the date of the meeting</li> <li>- the time</li> <li>- the place</li> <li>- the agenda</li> </ul> <p><b>- a vote by secret ballot must be asked 7 days before the opening of the first General Assembly</b></p>
<p><b>Article 23 * Powers of the General Assembly</b></p> <p>c) receive, amend, adopt or reject motions from members of the executive committee and suggestions from members of the union council.</p> <p>e) create any committee that it deems useful for its work, e.g., status of women, union life, and information, including the negotiation committee that is comprised of at least one representative per category.</p>	<p><b>Article 23 * Powers of the General Assembly</b></p> <p>c) receive, amend, adopt or reject motions from members of the executive committee and suggestions from members of the union council <b>and members</b>.</p> <p>e) create any committee that it deems useful for its work, e.g., status of women, union life, and information, including the negotiation committee <b>for the local provisions</b> that is comprised of at least one representative per category.</p>
<p><b>Article 24 * Annual General Assembly</b></p> <p>24.01 The Annual General Assembly is held within 90 days of the end of the fiscal year, which ends on December 31.</p> <p>24.03 Notice of meeting for a general assembly must include the following information:</p> <ul style="list-style-type: none"> <li>- the date of the meeting</li> <li>- the time</li> <li>- the place</li> <li>- the agenda</li> </ul> <p>The presentation and adoption of the executive report, the financial report for the fiscal year just completed, the surveillance committee's report and the budget. The reports, shall be made available to the members, in writing at the meeting.</p>	<p><b>Article 24 * Annual General Assembly</b></p> <p>24.01 The Annual General Assembly is held within <b>90 120</b> days of the end of the fiscal year, which ends on December 31.</p> <p>24.03 Notice of meeting for a general assembly must include the following information:</p> <ul style="list-style-type: none"> <li>- the date of the meeting</li> <li>- the time</li> <li>- the place</li> <li>- the agenda</li> </ul> <p><b>- a vote by secret ballot must be asked 7 days before the opening of the first General Assembly.</b></p> <p>The presentation and adoption of the executive report, <b>each site's concern VP's report</b>, the financial report for the fiscal year just completed, the surveillance committee's report and the budget. The reports, <b>in French and English</b>, shall be made available to the members, in writing at the meeting <b>7 days in advance in each union office</b>.</p>

<p><b>Article 25 * General Assembly</b></p> <p>25.01 There must be at least two (2) General Assemblies per year, including the Annual General Assembly.</p> <p><b>Article 26 * Quorum and voting at the General Assembly</b></p> <p>26.05 Voting at General assembly is by show of hands, except in the cases listed in Article 26.06. However, at any time, a member may ask for, without discussion, a vote by secret ballot.</p> <p>26.07 During a secret ballot vote by referendum, on the above-mentioned subjects, the polling station must be open one day during the week from 7 AM to 7 PM and one day on the weekend from 11 AM to 5 PM.</p> <p><b>Article 27 * General Assembly Held in More than One Session</b></p> <p>27.03 All amendments and or new propositions must be transmitted to the secretary a minimum of three (3) days before the date of the General Assembly. All amendments and new propositions are required to be seconded at the first session of the General Assembly or at the submission to the secretary.</p> <p>27.04 When a vote by secret ballot is asked for during a meeting held in more than one session, the vote must continue by secret ballot on this question during the subsequent sessions of the meeting.</p> <p><b>Article 28 * Chairperson's Role</b></p> <p>28.02 The chairperson of the General Assembly directs, facilitates and clarifies debates. In a vote by show of hands, the president of the union does not vote unless there is a tie. In a vote by secret ballot, the president of the union exercises his/her right to vote and may cast a second ballot to break a tie</p> <p><b>Article 30 * Category Meeting</b></p> <p>c) create the committees that it deems useful for its work, with the consent of The Executive Committee.</p>	<p><b>Article 25 * General Assembly</b></p> <p>25.01 There must be at least <del>two (2)</del> <ins>three (3)</ins> General Assemblies per year, including the Annual General Assembly.</p> <p><b>Article 26 * Quorum and Voting at the General Assembly</b></p> <p>See separate document</p> <p>26.05 Voting at General assembly is by show of hands, except in the cases listed in Article 27.06. However, <del>at any time</del>, a member may ask <ins>the secretary at least seven (7) days before the opening of the General Assembly</ins> for <del>without discussion</del> a vote by secret ballot.</p> <p>26.07 During a secret ballot vote by referendum, on the above-mentioned subjects, the polling station must be open one day during the week from 7 AM to 7 PM and on a weekend <ins>on a Saturday</ins> from <del>11am to 5pm</del> <ins>7 AM to 7 PM</ins>.</p> <p><b>Article 27 * General Assembly Held in More than One Session</b></p> <p>27.03 All amendments and or new propositions must be transmitted to the secretary a minimum of <del>three (3)</del> <ins>five (5)</ins> days before the date of the General Assembly. All amendments and new propositions are required to be seconded at the first session of the General Assembly or at the submission to the secretary.</p> <p><del>27.04 When a vote by secret ballot is asked for during a meeting held in more than one session, the vote must continue by secret ballot on this question during the subsequent sessions of the meeting.</del> (see new proposition 27.05).</p> <p><b>Article 29 * Chairperson's Role</b></p> <p>29.02 The chairperson of the General Assembly directs, facilitates and clarifies debates. In a vote by show of hands, the <del>chairperson of the General Assembly</del> <ins>president of the union</ins> does not vote unless there is a tie. In a vote by secret ballot, the <del>chairperson of the General Assembly</del> <ins>president of the union</ins> exercises his/her right to vote and may cast a second ballot to break a tie.</p> <p><b>Article 30 * Category Meeting</b></p> <p>c) create the committees that it deems useful for its work, with the consent of The Executive Committee <ins>to insure their proper functioning.</ins></p>
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## CHAPTER 7 \* UNION COUNCIL

<p><b>Article 32 * Composition</b></p> <p>32.01 The Union Council is composed of the following members:</p> <ul style="list-style-type: none"><li>- executive committee members</li><li>- union delegates, distributed as follows:</li></ul> <p>For each site:</p> <p>1 Settlement of Disputes or Grievances Delegates 1 Health and Safety Delegates Delegates per Category (refer to Art. 37.02)</p> <p>32.02 Specific duties</p> <p>a) Settlement of Disputes or Grievances Delegate</p> <ul style="list-style-type: none"><li>- create, maintain and update a file;</li><li>- make a activity report and submit it to the Vice-President Responsible for Settling Grievances and Disputes</li></ul> <p>b) Health and Safety Delegate:</p> <ul style="list-style-type: none"><li>- make activity report and submit it to the Vice-president for Health and Safety.</li></ul> <p>c) Category Delegate</p> <ul style="list-style-type: none"><li>- receive individual and collective complaints from members and investigate each of them.</li></ul>	<p><b>Article 31 * Definition</b> <b>New paragraph</b></p> <p><u>Each delegate commits to participate and respect the hours of the committee and the task assigned by the executive and all meetings which they are invited.</u></p> <p><b>Article 32 * Composition</b></p> <p>32.01 The Union Council is composed of the following members:</p> <ul style="list-style-type: none"><li>- executive committee members</li><li>- union delegates, <del>distributed as follows:</del></li></ul> <p>For each site:</p> <p><del>1 Settlement of Disputes or Grievances Delegates 1 Health and Safety Delegates</del> Delegates per Category (refer to Art. 37.02)</p> <p><b><u>Evenings/Nights Delegates</u></b></p> <p>32.02 Specific duties</p> <p>a) Settlement of Disputes or Grievances Delegate</p> <p><b><u>As a representative providing frontline service in the union office function are:</u></b></p> <ul style="list-style-type: none"><li>- create, maintain and update a file <b><u>for all disputes and grievance cases;</u></b></li><li>- <b><u>prepare the files brought to arbitration and assist the union technical advisor;</u></b></li><li>- make a <b><u>written follow-up</u></b> of their activity <del>report</del> and submit it to the Vice-President Responsible for Settling Grievances and Disputes</li></ul> <p>b) Health and Safety Delegate:</p> <p><b><u>As a representative providing frontline service in the union office function are:</u></b></p> <ul style="list-style-type: none"><li>- <b><u>prepare the files brought to arbitration and assist the union technical advisor.</u></b></li><li>- make <b><u>written follow-up</u></b> of their activity <del>report</del> and submit it to the Vice-president for Health and Safety.</li></ul> <p>c) Category Delegate</p> <ul style="list-style-type: none"><li>- receive individual and collective complaints from members and investigate each of them <b><u>and send written follow-up reports to his site VP and delegate concerned.</u></b></li></ul> <p><b><u>d) Evening/Night Delegate</u></b></p> <ul style="list-style-type: none"><li>- <b><u>study The Collective Agreement and informs members of their rights.</u></b></li><li>- <b><u>receive individual and collective complaints from members and investigate each of them and make reports to his site VP and delegate concerned.</u></b></li><li>- <b><u>attend all department meetings, as required.</u></b></li><li>- <b><u>take notes for all meetings that he/she attends and provides a copy to the site vice-president -</u></b></li></ul>
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**The first Union Council meeting following his election shall fulfill members are responsible for the following responsibilities at each site:**

- information and mobilization.**
- status of women**
- environment**
- LGBT**
- youth**

e) Information-Mobilization Delegate:

- ensure that the mobilization plan, adopted by The Executive Committee, or the General Assembly, is organized and carried out on his/her respective site.
- ensure that each new employee is met and signs his/her union card and is given information about how the union works, union structures and a copy of the current Collective Agreement.
- make activity report and submit it to the Vice-president of Information/Mobilization executive member responsible.

e) Information-Mobilization Delegate:

- ensure that the mobilization plan, adopted by The Executive Committee, **the Union Council** or the General Assembly, is organized and carried out on his/her respective site.
- **assist the Vice-president of Information/Mobilization to** ensure that each new employee is met and signs his/her union card and is given information about how the union works, union structures and a copy of the current Collective Agreement.
- make **a written follow-up** of their activity **report** and submit it to the Vice-president of Information/Mobilization executive member responsible.

f) Status of Women Delegate:

- present a work plan to the Vice-President Information /Mobilization**
- be informed of activities of The CSN, FSSS and Central Council Status of Women Committees**
- promote gender equality in the work place and an environment without violence.**
- make a written follow-up of their activity report and submit it to the executive member responsible.**

g) Environment Delegate:

- promotes sensibility and information about the environment;**
- makes a written follow-up of their activity and submit it to the executive member responsible.**

**h) Youth (no older than 35 until the end of the mandat (35) Delegate:**

- promotes sensibility and information about the youth;**
- makes a written follow-up of their activity and submit it to the executive member responsible.**

i) LGBT Delegate:

- promotes sensibility and information about LGBT;**
- makes a written follow-up of their activity and submit it to the executive member responsible.**

**The first Union Council meeting following his election shall fulfill the responsibility for each category:**

**Delegate of postings**

j) Delegate of posting:

- update the job posting register, nomination and abolition;**
- creation of position and applicant list;**
- investigate and analyse the context of the postings in collaboration with the 1st Vice-President;**
- assure that the Collective Agreement is respected;**
- produce and transmit a monthly report to each site vice-president.**

## **Article 33 \* Eligibility**

## **Article 33 \* Eligibility**

**33.02 The union delegates are elected by the members of their site, satellite and/or by category. Satellite includes everything that is not covered by the GLEN, MGH and Lachine. Therefore, the Satellite is considered as one site.**

**33.03 The composition of the health & safety / settlement & grievances delegates for the following sites are:**

**Glen: 2 health & safety / 2 settlement & grievance**

**MGH: 1 health & safety / 1 settlement & grievance /**

**1 merged h&s/s&g**

**Lachine: 1 merged h&s/s&g**

**Satellite: 1 merged h&s/s&g**

**The delegates are elected by their specific site / satellite.**

33.04 The Category Delegates (Category 2 and Category 3) are elected by site, **satellite point of service (Guy)** and by category. **The allotted numbers of delegates are: RHV six (6) per category, MGH six (6) per category, Children's three (3) per category, Chest two (2) per category, Neuro two (2) per category, CHL/CHSLDCL two (2) per category, and point of service (Guy) two (2) delegates. On each site and satellite there will be a minimum of 2 delegates per category to which is added a delegate for every 150 members\*** in each category.

**\* To determine the distribution of occasional part-time on the sites and satellite, they will be prorated to the numbers of members holding a position in each site / satellite.**

**Evening / Night site delegates are elected by site/satellite and should be working the most of their shifts during the evening and/or night.**

## **Article 34 \* Duties of the Union Council**

34.01 The Union Council is the authority between general meetings. The duties of the Union Council are to:

c) acquaint itself with the reports of the Executive Committee, the permanent committees, the ad hoc committees;

l) receive the treasurer's report and acquaint itself with the financial reports at each regular union council meeting.

## **Article 34\* Duties of the Union council**

34.01 The Union Council is the authority between general meetings. The duties of the Union Council are to:

c) acquaint itself with the **adopted** reports of the Executive Committee, the permanent committees, the ad hoc committees **and the adopted minutes of the Labour Relation Committee.**

l) receive the treasurer's report and acquaint itself with the financial reports **and all changes of designated signing officers to all bank papers** at each regular union council meeting.

	<p><b><u>34.04 In the event that a delegate elected on a specific site is required to work on another site due to the application of the collective agreement, he pursues his mandate on the site where he was elected.</u></b></p> <p><b>Article 35 * Meetings and quorum</b></p> <p>35.01 The regular union council meets as needed but meets at least four (4) times a year <b><u>and must revise and adopt the minutes of the previous meeting. (Suggested as: March, June, September and December)</u></b></p> <p><b>Article 37* End of Term of Office</b></p> <p>At the end of their term of office or upon resignation, all union <del>property including such items as keys, pagers, phones, notes,</del> useful information and/or pertinent documents must be returned to their successor or another elected representative of the union.</p> <p><b><u>As much as possible, the executive decides on a reasonable transition period (up to 10 days), with the person who succeeds is allowed to the outgoing delegate.</u></b></p> <p><b>See Article 33 and 55</b></p>
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## CHAPTER 8 \* EXECUTIVE COMMITTEE

<p><b>Article 40 * Composition of the Executive Committee</b></p> <p>a) President;      b) Secretary;      c) Treasurer;      c) Vice-President for Settling Grievances and Disputes;      d) Vice-President for Health and Safety;      e) Vice-President by category;      f) Vice-President for the Site, specifically of one (1) for each of these sites: GLEN RVH, MGH, Children's, Chest, Neuro, CH Lachine/CHSLD Camille Lefebvre.</p>	<p><b>Article 39 * Composition of the Executive Committee</b></p> <p>a) President;      b) <u>Secretary / Treasurer</u>;      c) <u>Treasurer</u>;      c) Vice-President for Settling Grievances and Disputes;      d) Vice-President for Health and Safety;      e) <u>1st Vice-President by category</u>;      f) <b>Vice-President Information / Mobilisation</b>      g) Vice-President for the Site, specifically of one (1) for each of these sites: GLEN <u>RVH</u>, MGH, <u>Children's, Chest, Neuro</u>, CH Lachine/CHSLD Camille Lefebvre <u>and Satelitte</u>.</p>
<p><b>Article 41* Eligibility</b></p> <p>41.02 The President, Secretary, Treasurer, Vice-President for Settling Grievances and Disputes, Vice-President for Health and Safety are elected by the General Assembly. The Vice-Presidents for the Sites are elected by the members in their respective sites, in accordance with these Statutes and By-Laws. The Vice-Presidents of Category are nominated and elected by the members in their respective category, in accordance with these Statutes and By-Laws.</p>	<p><b>Article 40* Eligibility</b></p> <p>40.02 The President, <u>1st Vice-President, Secretary / Treasurer</u>, <u>Treasurer</u>, Vice-President for Settling Grievances and Disputes, <u>The Vice-President of Information /Mobilisation</u> and the Vice-President for Health and Safety are elected by the General Assembly. The Vice-Presidents for the Sites <u>and Satellite</u> are elected by the members in their respective sites/<u>satelite</u>, in accordance with these Statutes and By-Laws. <u>The Vice Presidents of Category are nominated and elected by the members in their respective category, in accordance with these Statutes and By Laws.</u></p>
<p><b>Article 42 *Duties of the Executive Committee</b></p> <p>42.01 The duties of the Executive Committee are to:</p> <p>f) create and maintain a register about for union liberations and a report register of MUHC postings.      h) create any committee that is needed to examine, discuss, promote or attain the union's objectives.      q) appoint replacement members for executive committee positions in the event of an absence of more than three 3 months and less than one (1) year.      r) redistribute the task among them; for an absence of three (3) months or less.      u) support union life.</p>	<p><b>Article 41 *Duties of the Executive Committee</b></p> <p>41.01 The duties of the Executive Committee are to:</p> <p>f) <u>receive a report</u> <u>create and maintain a register</u> about <u>for</u> union liberations and a <u>report register</u> of MUHC postings.      h) create any committee that is needed to examine, discuss, promote or attain the union's objectives <u>and at that time, name a chairperson responsible for the committee</u>.      n) abide by the <u>union council</u> and the general assembly decisions, which constitute a mandate to be carried out on behalf of all union members      q) appoint replacement members for executive committee positions in the event of an absence of <u>more than three 3 months</u> <u>six (6) weeks and more</u> and less than one (1) year <u>after checking with the suggested candidate</u>.      r) redistribute the task <u>among them</u>; for an absence of <u>less than six (6) weeks</u> <u>three (3) months or less</u>.      u) <u>promote and</u> support union life.      x) <u>use at all time the computer program (sgs) set up for the purpose of union life to fulfill all the functions mentioned above</u>.      y) <u>ensures that members who hold union positions receive training and proper tools to perform the duties related to their position</u>.      z) <u>ensures that union life is supported through activities and political education for members</u>.</p>

<p>42.03 In a situation of a force majeure and when a general meeting cannot be held, The Executive Committee may take all measures that it deems useful to ensure the union's normal operations. It reports to the General Assembly, on the measures taken in such circumstances</p>	<p><b>41.02 In the event that a Vice-President site / satellite elected on a specific site/satellite is required to work on another site/satellite due to the application of the collective agreement, they pursues their mandate on the site/satellite where they were elected.</b></p> <p>41.03 In a situation of a force majeure and when a general meeting cannot be held, The Executive Committee may take all measures that it deems useful to ensure the union's normal operations. It reports to <b>the Union Council</b> and the General Assembly, <b>within a reasonable delay</b>, on the measures taken in such circumstances</p> <p><b>41.05 The Executive Committee must ensure that all elected members perform the mandates entrusted to them and take the necessary steps to make sure that those tasks are done.</b></p>
<h3>Article 43 *Meetings</h3>	<h3>Article 42 * Meetings</h3>
<p>The Executive Committee meets monthly, at least ten (10) times a year, in accordance with the procedures that it decides.</p>	<p>The Executive Committee meets <b>at least once a month except for the summer period</b> <del>monthly</del>, at least ten (10) times a year, in accordance with the procedures that it decides.</p>
<h2>CHAPTER 9 * OFFICERS' DUTIES AND POWERS</h2>	
<h3>Article 45 * President</h3> <p>The president's duties are to:</p> <ul style="list-style-type: none"> <li>b) chair the union's general meeting when possible, union council and executive committee, direct the debates; provide the necessary information and explanations regarding the questions and motions being debated. The president must give up the chair temporarily to the 1st vice-president if he/she wishes to take part in the debate</li> <li>c) see that the union's Statutes and By-Laws are enforced and ensure that union officers fulfill the duties of their office</li>   <li>e) sign all official documents and the union's minutes.</li> <li>f) co-sign all cheques with the treasurer, or another officer of the executive committee designated by the executive committee</li> <li>p) make a annual report of their activities and present it verbally to all union bodies.</li> </ul>	<h3>Article 44 * President</h3> <p>The president's duties are to:</p> <ul style="list-style-type: none"> <li>b) chair the union's general meeting when possible, union council and executive committee, direct the debates; provide the necessary information and explanations regarding the questions and motions being debated. The president must give up the chair temporarily to the <b>1st</b> vice-president if he/she wishes to take part in the debate</li> <li>c) see that the union's Statutes and By-Laws are enforced and ensure that union officers fulfill the duties of their office. <b>For this purpose, if a situation is brought to his attention regarding a union delegate, he meets with him/her to inform them of the necessary corrections, if need be, and makes a report to the Executive Committee.</b></li> <li><b>Depending on the severity of the case or the situation, the President may convoke an emergency executive meeting.</b></li> <li>e) sign all official documents and the union's minutes <b>of the executive, the union council and the general assembly</b>.</li> <li>f) co-sign <b>all</b> cheques with the <b>secretary/treasurer</b>, or another officer of the executive committee designated by the executive committee <b>except for 41.01w</b>.</li> <li><b>h) must at any time, a number of members of the executive committee corresponding to the quorum, may have a special executive meeting called by giving the president a signed written notice by them to that effect, indicating the subject or subjects of such a meeting.</b></li> <li><b>n) be responsible for the proper progress of any specific area of work entrusted to him/her by the Executive Committee</b></li> <li><b>o) abide by the executive's orientations</b></li> <li><b>p) make a written <del>an</del> annual report of his activities <b>and</b> present it verbally to all union bodies.</b></li> </ul>

## **Article 46 \* Secretary**

The secretary's duties are to:

- b) call general meetings, executive committee and union council meetings;
- c) make the minute book available to any member who wishes to examine it during a General Assembly.
- n) make an annual report of their activities.

## **Article 47 \* Treasurer**

The treasurer's duties are to:

- a) administer the union's finances and manage its property in accordance with the decisions of the General Assembly, and the Executive Committee.
- j) prepare the annual financial report and present it to the Executive Committee, Union Council and General Assembly.
- k) make available at all times, all the account books and necessary vouchers and supporting documents to a duly authorized representative of the CSN Executive Committee and to the Union's Surveillance Committee. The CSN audits the account books at least once every three (3) years.
- n) make an annual report of their activities.

## **Article 45 \* Secretary/Treasurer**

The secretary/treasurer's duties are to:

- b) call general meetings, executive committee and union council meetings **at the request of the president and redistribute the information to members of the union council concerned;**
- c) make the minute book available to any member who wishes to examine it during a **union council** and/or a General Assembly.
- f) co-sign **all** cheques with the president, or another officer of the executive committee designated by the executive committee **except for 41.01w.**
- i) administer the union's finances and manage its property in accordance with the decisions of the General Assembly, **the Union Council** and the Executive Committee.
- n) make refund to the person claiming expenses within 5 days following the presentation of an activity report;**
- r) prepare the **final** annual financial report, liberation and present it to the Executive Committee, Union Council and General Assembly **as soon as possible.**
- s) make available at all times, all the account books and necessary vouchers and supporting documents to a duly authorized representative of the CSN Executive Committee and to the Union's Surveillance Committee. **The CSN audits the account books at least once every three (3) years.**
- w) **be responsible for the proper progress of any specific area of work entrusted to him/her by the Executive Committee**
- x) **abide by the executive's orientations**
- y) make a **written** ~~an~~ annual report of their activities **and present it verbally to all union bodies.**

## **Article 48 \* Vice-President for the Site**

The duties of a Vice-President for the Site are to:

- b) work with the Vice-President responsible for settling grievances and disputes in investigating grievances or disputes concerning site.
- d) ensure that information is passed on to all members of his/her site.
- e) see to consultations and votes for his/her site.
- g) receive complaints from the members.
- k) make an annual report of their activities .

## **Article 46 \* Vice-President for the Site/Satellite**

The duties of a Vice-President for the Site/Satellite are to:

- b) work with the Vice-President **and/or delegate** responsible for settling grievances and disputes in investigating grievances or disputes concerning **their his/her** site.
- d) **collaborate with the Vice-President and/or delegate of Information/Mobilisation to** ensure that information is passed on to all members of **their his/her** site.
- e) see to consultations and votes for **their his/her** site.
- g) receive complaints from the members **and do follow-up.**
- i) **be responsible for the proper progress of any specific area of work entrusted to him/her by the executive;**
- l) make a **written** ~~an~~ annual department report of their activities **and present it verbally to all union bodies.**

## **Article 49 \* Vice-President Responsible for Settling Grievances and Disputes**

The duties of the Vice-President responsible for Settling Grievances and Disputes are to:

- a) create a committee with the grievance delegates and VP Sites and chair the committee meetings.
- d) attend preparatory meetings for arbitration.
- e) study the collective agreement and inform members about their rights under it.
- g) provide delegates with the advice and assistance

## **Article 47 \* Vice-President ~~responsible~~ for Settling Grievances and Disputes**

The duties of the Vice-President ~~responsible~~ for Settling Grievances and Disputes are to:

- a) create a committee with the grievance **delegates for settling disputes** and chair the committee meetings.
- d) attend preparatory meetings for arbitration **if needed.**
- e) ~~study the collective agreement and inform members about their rights under it.~~
- g) provide **the settling of grievance and dispute** delegates with the advice and assistance needed to defend the

<p>needed to defend the members' rights.</p> <p>h) assist a member who wishes to file a grievance; if the vice-president considers that the grievance is unfounded, he/she must advise the member that the latter has the right to insist that the grievance be filed anyway.</p> <p>k) make an annual report of their activities.</p>	<p>members' rights.</p> <p>h) assist the delegate for settling grievances and disputes who wishes to file a <u><b>grievance and make sure that an investigation is done by the settling of grievance and dispute delegate;</b></u> <del>if the vice-president considers that the grievance is unfounded, he/she must advise the member that the latter has the right to insist that the grievance be filed anyway.</del></p> <p>i) <u><b>be responsible for the proper progress of any specific area of work entrusted to him/her by the Executive Committee</b></u></p> <p>j) <u><b>abide by the executive's orientations</b></u></p> <p>k) make a written <del>an</del> annual report of their activities <u><b>and present it verbally to all union bodies.</b></u></p>
<h3>Article 50 * Vice-President for Health and Safety</h3> <p>The duties of the Vice-President for Health and Safety are the following:</p> <p>f) attend preparatory meetings for hearings.</p> <p>m) make an annual report of their activities.</p>	<h3>Article 48 * Vice-President for Health and Safety</h3> <p>The duties of the Vice-President for Health and Safety are the following:</p> <p>a) create a committee with the health and safety delegates and chairs the committee meetings;</p> <p>f) attend preparatory meetings for hearings <u><b>if needed.</b></u></p> <p>g) <u><b>keep up to date a register of all active files and ensure the confidentiality of these files.</b></u></p> <p>k) <u><b>be responsible for the proper progress of any specific area of work entrusted to him/her by the Executive Committee</b></u></p> <p>l) <u><b>abide by the executive's orientations</b></u></p> <p>m) make a written <del>an</del> annual report of their activities <u><b>and present it verbally to all union bodies.</b></u></p>
<h3>Article 51* Vice-president for the Category</h3> <p>The duties of the Vice-President for the Category are the following:</p> <p>b) is responsible for the professional occupational issues for their respective category.</p> <p>c) chair the General Assembly of their respective category.</p> <p>d) study the organisation of work and submit a plan for improvement to the Executive.</p> <p>e) collaborate with Vice-President Site for category issues.</p> <p>f) study the collective agreement and inform members of their rights.</p> <p>i) make an annual report of their activities.</p>	<h3>Article 49 * <del>1st Vice-president for the Category</del></h3> <p>The duties of the <del>1st</del> Vice-President <del>for the Category</del> are the following:</p> <p>a) <u><b>replaces the President in case of all absences</b></u></p> <p>b) is responsible for all category <del>the professional occupational</del> issues <del>for their respective category.</del></p> <p>c) chair the <u><b>Categories General Assemblies of their respective category.</b></u></p> <p>d) study the organisation of work in <del>their</del> <u><b>the categories in collaboration with the delegate of job posting</b></u> and submit a plan for improvement to the Executive.</p> <p>e) collaborate <u><b>with the members of the Executive Vice-President Site</b></u> for category issues.</p> <p>f) <del>study the collective agreement and inform members of their rights.</del></p> <p>g) <u><b>be responsible for the proper progress of any specific area of work entrusted to him/her by the Executive Committee</b></u></p> <p>h) <u><b>abide by the executive's orientations</b></u></p> <p>i) make a written <del>an</del> annual report of their activities <u><b>and present it verbally to all union bodies.</b></u></p>

## **Article 50 \* Vice-President Information and Mobilization**

**The duties of the vice-president information and mobilization are:**

- a) create a committee with the delegate of information/mobilization and chairs the committee meeting.**
- b) oversee his/her work in collaboration with the Executive Committee.**
- c) Attend all general assemblies of the CCMM when possible; if unable to attend, nominated a replacement;**
- d) ensure that the action, mobilization and information plans of the Union, the CSN, the FSSS, and the CCMM are carried out with the decision of the executive.**
- e) coordinate the action plan put forward by the Executive Committee, the Union Council and/or the General Assembly.**
- f) ensure all new employee be met (Welcome Day) and that at this time, the information concerning the operation of the union, union structures and the collective agreement are provided on the appropriate device.**
- g) ensure that union life is sustained by activities and by training members.**
- h) publicise the General Assembly.**
- i) implement the specific action mandates voted on by the various decision-making bodies with the approval of the executive**
- j) this officer is responsible for the local union Newsletter and all other means of union media communication;**
- k) present to the Executive an information/mobilization plan, which includes an information and mobilization structure**
- l) see to the distribution, to the members, of the bilingual publications of the CSN, FSSS and CCMM and make available the other publication of the CSN, FSSS and CCMM;**
- m) transmit to the members Communiqués, Bulletins and Reports regarding decisions taken by the union's structures;**
- n) collaborate with the president regarding external communiqués by the union to the media**
- o) chair the following committee: status of women, environment, LGBT and youth and present to the Executive Committee a work plan.**

## **Article 52 \* Specific Responsibilities of the Union Council Executive Committee Members**

**The Union Council Executive committee members share the following responsibilities amongst themselves:**

- status of women (human rights);**
- environment**
- youth**
- LGBT**
- information and mobilisation.**

## **Article 52 \* Specific Responsibilities of the Union Council Executive Committee Members**

The Union Council Executive committee members share the following responsibilities amongst themselves:

- status of women (human rights);
- environment
- youth
- LGBT
- information and mobilisation.

<p><b>Article 53 * Status of Women</b></p> <p>The executive committee officer responsible for the status of women oversees this work:</p> <ul style="list-style-type: none"> <li>a) present a work plan to the Executive Committee.</li> <li>b) may participate in investigations of violence or harassment at work.</li> <li>c) coordinates the status of women committee when the union creates such a committee.</li> <li>d) promote gender equality in the work place and an environment without violence.</li> <li>e) be informed of activities of The CSN, FSSS and Central Council Status of Women Committees.</li> </ul> <p><b>Article 55 * Training and Union Life</b></p> <p>55.01 The Executive Committee ensures that members who hold union positions receive training to perform the duties related to their position.</p> <p>55.02 The Executive Committee ensures that union life is supported through activities and education for members.</p> <p><b>Article 54 * End of Term of Office</b></p> <p>At the end of their term of office or upon resignation, all union property including such items as keys, pagers, phones, notes, useful information and/or pertinent documents must be returned to their successor or another elected representative of the union.</p> <p><b>Article 55 * Election Procedures</b></p> <p>55.02 At the last general meeting before its term of office ends, the Executive Committee sets the date on which the election is to be held. Elections may not, however, be held between June 20 and September 10. During a strike or for any other major reason, the General Assembly may postpone the election.</p> <p>55.03 Members of the Executive and the Union Council are elected by an absolute majority, namely fifty percent (50%) plus one (1), of the union members in good standing who cast ballots except for the Category Delegates (Article 38.02 and 38.03h) and the Surveillance Committee (Article 60).</p> <p>55.07 The nomination form must be handed in to the election president in person, or by fax.</p> <p>55.08 The deadline for filing nominations is 5 PM on the fifteenth (15th) day before Election Day. The election president and secretary must inform members of the candidates no later than thirteen (13) days before Election Day. An election must be announced at least thirty (30) days before it is held.</p>	<p><b>Article 53 * Status of Women</b></p> <p><del>The executive committee officer responsible for the status of women oversees this work:</del></p> <p><del>a) present a work plan to the Executive Committee.</del></p> <p><del>b) may participate in investigations of violence or harassment at work.</del></p> <p><del>c) coordinates the status of women committee when the union creates such a committee.</del></p> <p><del>d) promote gender equality in the work place and an environment without violence.</del></p> <p><del>e) be informed of activities of The CSN, FSSS and Central Council Status of Women Committees.</del></p> <p><b>Article 55 * Training and Union Life</b></p> <p><del>55.01 The Executive Committee ensures that members who hold union positions receive training to perform the duties related to their position. These articles were redirected to the Union Council (see article 32)</del></p> <p><b>Article 53 * End of Term of Office</b></p> <p>At the end of their term of office or upon resignation, all union property <del>including such items as keys, pagers, phones, notes</del>, useful information and/or pertinent documents must be returned to their successor or another elected representative of the union.</p> <p><b>As much as possible, a reasonable transition period determine by the executive (up to 10 days), with the person who succeeds is allowed to the outgoing members of executive.</b></p> <p><b>See Chapter 10</b></p>
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55.09 The election president and secretary must inform all members of the date of the election, the positions to be filled, candidates' names, the deadline for nominations, the polling stations and the hours when the polling stations are open for voting.

55.15 All members in good standing of the union have the right to vote in the referendum. The place and time for voting shall be posted at least seven (7) days in advance. The advance poll shall be held the weekend preceding the said referendum from 11:00 AM to 5:00 PM. The referendum shall be from 7:00 AM to 7:00 PM, held at a date chosen by the Union Council. A vote will take place the same week during the lunch period from 11:30 AM to 13:30 PM at 2155 Guy Street and other all points of service.

#### **Article 59 \* Removal from Office of a Member of the Executive Committee or of the union Council.**

59.01 Any motion for a member on the Executive Committee or of the Union Council to be removed from office must be submitted to the Union Council stating valid reasons.

#### **Article 54 \* Removal from Office of a Member of the Executive Committee or of the union Council**

54.01 Any motion for a member on the Executive Committee or of the Union Council to be removed from office must be submitted in writing to the Executive Committee and the Union Council stating valid reasons.

### **CHAPTER 10 \* ELECTION**

#### **Article 55 \* Election**

##### **55.01 The elections of the executive committee and the union council will be held simultaneously.**

55.02 At the last general meeting before its term of office ends, the Executive Committee sets the date on which the election is to be held between September 15 and September 30. ~~Elections may not, however, be held between June 20 and September 10.~~ During a strike or for any other major reason, the General Assembly may postpone the election.\*\*

55.03 Members of the Executive and the Union Council Officers are elected by an absolute majority, namely fifty percent (50%) plus one (1), of the union members in good standing who cast ballots except for the Category Delegates and the Surveillance Committee, whom were elected with the most vote.

55.04 Nominations shall be made using the form set out in the Annex (Annex I for the Executive Committee and Annex II for the Union Council and the Supervisory Committee). This nomination must be supported by the signature of 5 members in good standing for the Executive Committee and 3 members in good standing for the Union Council and the Supervisory Committee. The Chairperson and Returning Officer can not support an application.

55.05 The nomination form must be handed in to the election president in person, by email or by fax at the number indicated.

	<p>55.08 The deadline for filing nominations is 5 PM on the fifteenth (15th) day before Election Day. The election president and secretary must inform members of the candidates no later than thirteen (13) the eleventh (11) days before Election Day. An election must be announced at least thirty (30) days before it is held.</p> <p>55.09 The election president and secretary in collaboration with all Site VPs must assure that the postings are done within the delays and use all appropriate methods to inform all members of the date of the election, the positions to be filled, candidates' names, the deadline for nominations, the polling stations and the hours when the polling stations are open for voting by using all appropriate methods.</p> <p>55.10 No election publicity should be distributed or posted by a candidate or a member whom is liberated by the union. The union offices should remain neutral in consequence, no poster should be posted on the door or the wall.</p> <p>55.15 All members in good standing of the union have the right to vote in the referendum. The place and time for voting shall be posted at least seven (7) days in advance. The advance poll shall be held the weekend preceding the said referendum from 11:00 AM to 5:00 PM. The referendum shall be from 7:00 AM to 7:00 PM, held at a date chosen by the Union Council. A vote will take place the same week during the lunch period from 11:30 AM to 13:30 PM at 2155 Guy Street and other all points of service.</p> <p>55.23 a) When a vacancy occurs and more than 12 months remain before the end of the term, an election may be held during the term of office.</p> <p>b) Where there is no candidate for a post of delegate, the Executive Committee shall proceed to the nomination of a delegate.</p> <p>c) In a by-election, the executive committee shall assume the responsibilities of the general meeting under this section.</p>
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## CHAPTER 11 \* SURVEILLANCE COMMITTEE AND AUDITING

<p><b>Article 60 * Election of Surveillance Committee Members (Trustees)</b></p> <p>Three (3) members are elected to the Surveillance Committee as well as two (2) substitutes, using the same procedures as for the executive committee members. After the ballot, the three 930 0 candidates with the most votes are elected and the following two (2) are elected as substitutes.</p> <p><b>Article 61 * Meetings and Quorum</b></p> <p>The Surveillance Committee meets at least once every six (6) months.</p>	<p><b>Article 60 * Election of Surveillance Committee Members (Trustees)</b></p> <p>Three (3) members are elected to the Surveillance Committee as well as two (2) substitutes, using the same procedures <u>and at the same time</u> as for the executive committee members <u>and as needed to keep a minimum of three (3) members</u>. After the ballot, the three 930 0 candidates with the most votes are elected and the following two (2) are elected as substitutes.</p> <p><b>Article 61 * Meetings and Quorum</b></p> <p>The Surveillance Committee meets at least once every <del>six</del> <del>(6)</del> <u>three (3)</u> months <u>and present their report to the Executive Committee</u>.</p>
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<b>Article 62 * Duties of the Surveillance Committee Members (Trustees)</b>	<b>Article 62 * Duties of the Surveillance Committee Members (Trustees)</b>
e) if decided unanimously, order the secretary to call a special general assembly.	d) <u>alert immediately the Executive Committee of all abnormality that was found.</u>  e) if decided unanimously, order the secretary to call a special general assembly, <u>if not unanimously the Surveillance Committee can present themselves to the following executive meeting.</u>

## **CHAPTER 12 \* AMENDMENTS TO THE STATUTES**

<b>Article 80 * Amendments</b>	<b>Article 80 * Amendments</b>
80.01 A motion to amend these Statutes and By-Law cannot be discussed unless notice of motion has been given at the preceding general assembly and fifteen (15) days before the next general assembly is held, specifying which article is to be amended and the exact content of the proposed amendment.	<del>80.01 A motion to amend these Statutes and By Law cannot be voted discussed unless notice of motion has been given at the preceding general assembly and fifteen (15) days before the next general assembly is held, specifying which article is to be amended and the exact content of the proposed amendment. This General Assembly will be held between the 60<sup>th</sup> day and the 90<sup>th</sup> day following the deposit of the motion.</del>
80.02 The notice of motion and the proposed amendment must be discussed at a convened General Assembly.	<del>80.02 The notice of motion and the proposed amendment must be discussed at a convened General Assembly where they have been deposited as well as the General Assembly where the proposed amendment will be voted.</del>  New paragraph  <u>Any proposal to alter these statutes, in whole or in part or to change the name of the union, must be submitted in writing to the union council before being read at the meeting.</u>  <u>Any changes to the statutes is not effective until approved by two-thirds (2/3) of members expressing their rights to vote.</u>

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