



Research Council Employees' Association

**CONSTITUTION AND BY-LAWS
OF THE
RESEARCH COUNCIL
EMPLOYEES' ASSOCIATION**

JANUARY 2009

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ARTICLE I – TITLE

The Organization shall be known as the “Research Council Employee’s Association” hereafter and within this Constitution, referred to as the “Association”.

The National Research Council Canada, hereafter and within this Constitution, shall be referred to as NRCC.

ARTICLE II - AIMS AND OBJECTS

- (a) To foster continuing improvements in working conditions within the NRCC. To also secure maximum opportunities for the development and advancement of persons employed by NRCC.
- (b) To represent and negotiate for employees of the NRCC within the terms of any legislation providing for consultation and/or negotiation and shall have the power to conclude and execute agreements under such procedures on behalf of employees so represented subject to the restrictions imposed by Article XI.

ARTICLE III – MEMBERSHIP

- (a) The Association shall be composed of employees of NRCC who have paid such membership dues as are laid down in Article IV.
- (b) Upon applying for full membership or by continuing full membership in the Association, every individual is deemed to nominate, constitute and appoint the Association as his agent to consult, negotiate, and enter into agreements with NRCC on his behalf concerning matters within the jurisdiction of the Association.
- (c) The Association will grant Associate membership to:
 - i) members of the Association who are retired from NRCC because of age or illness;
 - ii) employees of the Association;
 - iii) an employee of NRCC at the discretion of the Executive Committee.

Associate members may participate in insurance programs only. They shall not hold Executive office nor participate in any manner in the choice of Association Executive.

- (d) Upon recommendation of the Executive Committee, the Association may award an Honorary Membership to any person whose service to the Association is considered to merit such honour (see Appendix A). He shall be accorded the same rights and privileges as a paid-up member. Honorary members on changing status of employment, such as termination of employment, managerial or confidential exclusion and retirement, shall become Associate Honorary members.

ARTICLE IV – MEMBERSHIP DUES

- (a)
 - i) Commencing in 1991, the Association will take the average of each increase received in each of the categories represented by it and then apply that average across the board so that all members will get the same percentage increase applied to their dues.
 - ii) Should the Treasurer and President decide, in any given year, that dues increases are not required due to the amount of monies in reserve then, upon approval of the Executive Committee, the Association may waive the increase in membership dues for that year.
 - iii) If at any time the Executive Committee deems it necessary to increase dues by more than that in a) i, the proposed increase must be brought before the membership.
- (b) Associate membership dues shall be \$1.50 monthly for retired members and current Association employees; and \$5.00 monthly for all other Associate members.

- (c) A special dues rate of \$1.00 may be made available, at the discretion of the Executive Committee, to establish holding membership in categories where the Association is not certified. The acceptance of members into this holding group shall be regarded as temporary and shall be undertaken only when there is a definite indication that it will be possible to apply for and obtain dues checkoff for the group in the very near future.

The continuance of a holding group shall be at the discretion of the Executive Committee, but in any case the amount of dues paid shall not be less than \$1.00 for a six-month period.

- (d) Honorary members and Associate Honorary members shall be excused from paying membership dues.

ARTICLE V – ELECTION OF INSTITUTE REPRESENTATIVES

- (a) Election of Institute and Branch representatives shall be conducted in the month of November. All members of the Association in the respective Institute or Branch will be sent a nomination form. A member wishing to be an Institute or Branch representative must get members in that Institute or Branch to nominate and second them to be eligible to run. The completed nomination form must be returned to the RCEA office by the closing deadline. Voting shall be done by mail-in ballot. The ballots, listing the names of the candidates, will be sent to all members in that Institute or Branch for marking and must be returned to the RCEA office by the closing date. Results will be posted on the bulletin board in the respective Institute or Branch.
- (b) Institutes shall be entitled to representation according to the following table using the membership records for the month preceding the election:
 - 1 representative from each Institute with 1 to 50 members;
 - 2 representatives from each Institute with 51 to 100 members;
 - 3 representatives from each Institute with 101 or more members.
- (c) Institute representatives shall be elected for a term of two years. Their term of office shall run from January 1st to December 31st. Institutes having two representatives may elect half of their representatives each year. Institutes having three representatives may elect one in odd numbered years and two in even numbered years.
- (d) In addition to the elections specified above, an election shall be held at any time in order to fill a vacancy. Such elections shall be arranged by the Executive Committee and held within two months of the occurrence of any vacancy. The representative newly elected shall hold office for the balance of the term.
- (e) If any Institute is dissatisfied with its representatives, it may petition the Executive Committee for authority to hold a new election. This petition must be signed by at least 51% of the members of the Institute concerned. The Executive Committee shall initiate the electoral process within three weeks of the receipt of such a petition.
- (f) The President may, at any time, appoint an Institute representative for such a period of time as shall be designated by the President and approved by the Executive Committee. The appointed Institute representatives will have the same status, duties and responsibilities as the elected Institute representatives.

ARTICLE VI – GROUP COMMITTEES

- (a) Where the Association is the certified bargaining agent for employees belonging to a Bargaining Unit composed of one or more occupational groups, there shall be established a Group Committee.

The bargaining units are:

Purchasing and Supply (PG)
Technical (TO)
Administrative Services (AS)
Administrative Support (AD)

Operational (OP)
Computer Systems Administration (CSA)

- (b)
 - (i) A Group Committee and its members shall act in accordance with the Constitution and By-Laws of the Association.
 - (ii) Behaviour by any Group Committee member that is deemed to be inappropriate may result in removal of that person from the Committee in accordance with Article XII (e).
- (c)
 - (i) Members of a Group Committee shall be Association members in good standing who belong to the particular Bargaining Unit which that Committee represents.
 - (ii) Members may join their Group Committee on a volunteer basis by responding to a posted call for new members by the Association.
 - (iii) The Group Committee shall elect a Chairperson.
- (d)
 - (i) The facilities of the Association are available to all Group Committees.
 - (ii) All expenses incurred by Group Committees must have the approval of the Executive Committee.
- (e)
 - (i) A Group Committee Chairperson shall attend all regular meetings of the Executive Committee, in an ex-officio non-voting role, to provide a report. When necessary, the Chairperson may designate another member of the Group Committee to attend on their behalf.
 - (ii) A Group Committee shall meet at least twice in each calendar year.
 - (iii) A Group Committee shall keep minutes of meetings and make them available to the Executive Committee. The minutes shall also be made available to any Association member in good standing from that group upon request.
- (f)
 - (i) The Group Committee shall act as an information conduit between members in that Group Committee's Bargaining Unit and the Executive Committee.
 - (ii) The Group Committee is to provide assistance wherever possible to enable the Executive Committee to discharge its duties in respect of the Bargaining Unit members.
 - (iii) The Group Committee shall act as an information conduit between Bargaining Unit members and the bargaining team for the purpose of establishing bargaining demands and making bargaining decisions.
- (g) Bargaining Team
 - (i) For purposes of negotiating a collective agreement for a particular Bargaining Unit, a Bargaining Team shall be formed.
 - (ii) The Bargaining Team shall consist of the staff Negotiator, the Chairperson of the Group Committee representing the Bargaining Unit, and other members elected from the Group Committee. The Executive Committee shall be represented as per Article IX.
 - (iii) The Bargaining Team mandate is complete upon the implementation of a new collective agreement.

ARTICLE VII – EXECUTIVE COMMITTEE

- (a) The Executive Committee shall be composed of all representatives elected as per Article V. The Executive Committee shall be responsible, consistent with this Constitution, for the administration and Implementation of policy of the RCEA between Annual General Meetings.
- (b) The Executive Committee, when contemplating action involving negotiation or agreement on terms of employment specifically affecting members within an occupational group, for which a Group Committee is in existence, shall not proceed without conducting prior discussions with the Group Committee.
- (c) When meetings with the employer or his representatives are held with reference to Article VII (b), at least one member of the Group Committee must be in attendance.
- (d) The Executive Committee may delegate negotiation responsibilities to other members or to Group Committees of the RCEA, but must retain responsibility for the actions of those delegates.
- (e)
 - i) Executive Officers
 - 1) The members shall elect:
 - (a) The President for a three-year term;
 - (b) The 1st Vice-President for a two-year term.
 - 2) The Executive Committee shall elect the 2nd Vice-President for a one-year term.
 - 3) A Treasurer shall be appointed by the Executive Committee for a term of one year.

All candidates must be employees of NRCC and members in good standing of the RCEA.

ii) Eligibility Requirements

- 1) **President:** Must have served two or more years, within the last five years, on the Executive Committee. The presidential candidate must currently be serving on the Executive Committee at the time of his/her nomination.
- 2) **1st Vice-President:** Must have served as a member of the present Executive Committee for a period of more than one year.
- 3) **2nd Vice-President:** Must have served on the present Executive Committee for a period of one year.

iii) Candidate Requirements

- 1) **President:** Must be nominated and seconded, in writing, by ten members of the RCEA.
- 2) **1st Vice-President:** Must be nominated and seconded, in writing, by ten members of the RCEA.
- 3) **2nd Vice-President:** Must be nominated and seconded. The election for this position will be held in December at the Incoming/Outgoing Executive Meeting.

iv) Number of Candidates

- 1) **President:** There shall be a maximum of three candidates on the final ballot. In the event there are more than three candidates running for President, there will be a ballot sent to all members with the names of all candidates on it. Members will vote for the candidate of their choice and return ballots to the Election Committee. The three candidates with the most number of valid votes shall then be considered the three finalists for President.
- 2) **1st Vice-President:** There shall be a maximum of three candidates for 1st Vice-President on the final ballot. In the event there are more than three candidates running for this position, the same method will be used as in determining the three finalists in the Presidential election.

v) Candidates

Candidates can only elect to run for one of the following positions: President or 1st Vice-President.

vi) Election Committee

The Election Committee shall be appointed by the President to supervise the election of the President and 1st Vice-President. The Committee will be comprised of duly elected members of the Executive Committee. In the event only one candidate is nominated prior to the close of nominations, that person shall be declared elected by the Election Committee.

vii) Elections

- 1) **President:** The President shall be declared elected by receiving the most number of valid votes in the final balloting.
- 2) **1st Vice-President:** The 1st Vice-President shall be declared elected by receiving the most number of valid votes in the final balloting.
- 3) **2nd Vice-President:** The election shall be held under the direction and supervision of the Immediate Past President or the President. There shall be open nominations and elections shall be by secret written ballot. Balloting shall continue until one candidate receives an absolute majority of the votes, upon which he shall be declared elected. Each Institute and Group Committee representative or his alternate sitting on the Executive Committee shall be entitled to one vote if present at the December Incoming/Outgoing Executive Meeting.

viii) Dates

- 1) Closing Date: The closing date for nominations for President and 1st Vice-President will be at close of business on the first working day after the 14th of September.
- 2) Election Date: The election for the President and/or 1st Vice-President shall be held the third week of October.

ix) The President shall be considered a representative at large.

x) The salary for a full-time President of the RCEA shall be \$60,000 per annum, minimum.

xi) The President shall perform his duties in accordance with the provisions of the Constitution and he shall be bound by all of its provisions. For those matters not specifically addressed within the Constitution, the President may, upon approval of the Executive Committee, rely on past practice and precedent.

xii) The President shall be subject to recall if 50 or more RCEA members petition the Executive Committee in writing for a recall. Upon receipt of such a petition, the Executive Committee shall hold a Special Recall Meeting. The presence of 200 members or 10% of the total membership will be required to establish a quorum for that Special Recall Meeting. A two-thirds majority of votes cast at the meeting will be required in order for the motion for recall to succeed.

xiii) If the Executive Committee determines that a President or 1st Vice-President should be recalled or discharged, the Executive Committee must call a Special Recall Meeting of the RCEA membership to examine the recommendation of the Executive Committee and to hear rebuttal from the President/1st Vice-President if he so desires. The presence of 200 members or 10% of the total membership, whichever is higher, will be required to establish a quorum for that Special Recall Meeting. A two-thirds majority of votes cast at the meeting will be required in order for the motion for recall/discharge to succeed.

xiv) The decision of a Special Recall Meeting called to hear the recommendations of the Executive Committee re the Presidential and/or Vice-Presidential appointment shall be binding upon the Executive Committee for the six-month period immediately following the meeting.

- xv) Should the President's appointment be terminated in accordance with Article VII (e) xii or Article VII (e) xiii as a result of a recall, then the Association shall rescind the appointment of the President and he shall receive termination pay in a lump sum equivalent to 90 days' salary and benefits in lieu of notice of termination.
- xvi) In the event the President is unable to complete his term for any reason, the 1st Vice-President shall assume the position of interim President and the 2nd Vice-President shall assume the position of interim 1st Vice-President. A special meeting of the Executive Committee shall be called and an interim 2nd Vice-President shall be elected from within the Executive Committee.
- xvii) The Executive Committee must call an election within ninety (90) days. The election shall occur as per Article VII (e) excepting e) viii). Upon election of a new President, the interim officers will return to their previous positions.
- xviii) If the 2nd Vice-President cannot complete his term for any reason, a new 2nd Vice-President will be elected per e) vii), at the discretion of the Executive Committee.

ARTICLE VIII – MANAGEMENT COMMITTEE

- (a) A Management Committee, composed of the President, 1st Vice-President, 2nd Vice-President, Treasurer, and such other members of the Executive Committee, as the President shall choose, shall constitute the Management Committee.
- (b) The Management Committee shall be responsible for the day-to-day operation of the RCEA, subject to approval of its actions and decisions by the Executive Committee.

ARTICLE IX – DUTIES OF THE OFFICERS

- (a) Duties of the Officers of the Executive Committee:

1) President

- i) He shall preside at all meetings of the Executive Committee and of the Association. He shall act as Chairman of the Management Committee. He may delegate any or all of these duties to the 1st or 2nd Vice-Presidents. He shall not vote on any matters regarding wages, performance bonuses, or merit increases for all paid RCEA staff except to break a tie.
- ii) He shall interpret the provisions of this Constitution and By-laws.
- iii) He and one of the Vice-Presidents or their designated representatives, who must be either a member of the Association or an employee of the Association, shall represent the Executive Committee and ultimately the members of the Association in any and all relations with NRCC as an employer, and are required to sit on any such sub-committee as shall be created from time to time by the Executive Committee to deal with employer-employee relations.
- iv) He or his delegate shall sit as a member of any standing committee of the Association, and unless otherwise specified shall be an ex-officio member of all committees struck under Article XII of this Constitution.
- v) He shall report at each meeting of the Association on all activities undertaken on behalf of the Association.

2) 1st and 2nd Vice-Presidents

The 1st and 2nd Vice-Presidents shall assist the President in the discharge of his duties.

3) **Treasurer**

The Treasurer shall be responsible for the administration of all financial affairs of the Association and shall report to the Executive Committee as this body may require.

(b) Honoraria:

The Executive Committee may authorize the payment of suitable honoraria to be shared amongst the officers of the Association up to a limit of \$2500 total per annum, payable at the December Executive Meeting.

ARTICLE X - FINANCES

- (a) The Executive Committee shall be responsible for all financial matters of the Association.
- (b) All monies shall be deposited, as soon as practicable after receipt, with such financial institution or bank as has been approved by the President and Treasurer.
- (c) A Committee of the Treasurer and either the President or 1st Vice-President may authorize transfers of monies from the Association accounts at a bank to a trust company or any other financial institution that is insured by the federal or a provincial government of Canada. Monies may be transferred to accounts held by the Association, but at no time shall any monies at any one institution and (the institution holding) the current business account, exceed the maximum government insured amount.
- (d) The Treasurer and either the President or 1st Vice-President shall sign all cheques.

ARTICLE XI – RATIFICATION OF AGREEMENTS

- (a) Any agreement negotiated between the Association and NRCC relating to terms and conditions of employment will be ratified by a simple majority of members voting by mail-in ballot. Only members directly affected by the proposed agreement have the right to cast a ratification vote.

ARTICLE XII - COMMITTEES

(a) Types of committees:

- i) Special Committees may be appointed at any time by the President or the Executive Committee to deal with specific issues. The life of a Special Committee shall terminate with the acceptance by the Executive Committee of its final report, or at the time of the annual Election Meeting of the Executive Committee, if no final report has been made
- ii) Standing Committees may be appointed by the President or the Executive Committee. A Standing Committee shall remain in existence until dissolved by the action of the Executive Committee.

- (b) Terms of Reference of all Committees shall be approved by the Executive Committee.

(c) Reports of Committees:

All Committees shall present to the Executive Committee a report of activities and a financial statement for consideration at an Executive Committee meeting prior to the Annual General Meeting.

(d) Duties of Committee Chairmen:

- i) Chairmen of Committees shall have the right to add to the number of their Committees, subject to the final approval of the Executive Committee.

- ii) They shall be responsible for organizing or supervising the activities of their particular field, subject to Executive Committee approval
 - iii) They shall present complete reports of each and every activity of their Committees to the Executive Committee.
 - iv) They shall not authorize financial accounts without the prior approval of such expenditures by the Executive Committee.
 - v) They shall be responsible for their specific activity, and all inquiries, requisitions, complaints and correspondence pertaining to that activity shall be directed to them for action.
- (e) Removal of Committee members:
- (i) A Committee member may be removed for actions or behaviour that are deemed to be inappropriate or damaging to the Association and/or it's members.
 - (ii) One of the following procedures must be followed for a Committee member to be removed:
 - (1) Upon receipt of a petition from at least 51% of the members of a committee, the President may remove a committee member.
 - (2) The President may bring a motion for removal of a committee member to the Association Executive Committee. After a vote of at least 51% in favour of removal the President may remove a committee member.

ARTICLE XIII - MEETINGS

- (a) Meetings of the Executive Committee shall be of two types:
- i) **Regular Meetings**
Regular meetings of the Executive Committee shall be held monthly (*excluding July and August*) at a time and place to be determined by the President. A joint meeting of the Outgoing and Incoming Executive Committee shall be held after the Annual General Meeting and before the January meeting of the Executive Committee.
 - ii) **Special or Emergency Meetings**
Special or Emergency meetings of the Executive Committee shall be held at such times and places as may be designated by the President, or as may be requested by any three other members of the Executive Committee.
- (b) Minutes of Meetings
- i) Minutes of all formal meetings of the Executive Committee shall be recorded. Such minutes shall include a report of all business brought before the Executive Committee and a summary of all pertinent decisions.
 - ii) Each representative shall receive one copy of the minutes; to be retained and available at all times to members in good standing.
- (c) Thirty-three and one-third percent plus one of those eligible to vote shall constitute a quorum at all Executive Committee meetings.

(d) Annual General Meetings

The Annual General Meeting of the Association shall be held in the month of October, at a time and place to be determined by the Executive Committee. The purpose of the Annual General Meeting shall be to receive reports from the Executive Committee, Treasurer and Group Committees on the performance of the Association since the last Annual General Meeting. The Annual General Meeting will be a forum to discuss matters of the Association. Minutes shall be kept of the Annual General Meeting and their adoption shall be the first order of business at the next Annual General Meeting. Notices of such meetings shall be posted on notice boards throughout NRCC at least ten working days before the meeting. This notice shall state in general terms the agenda of the meeting.

(e) Special Meetings

- i) Special Meetings of the Association shall be held at such times and places as may be designated by the Executive Committee. Upon receipt of a written request signed by 50 members of the Association a Special Meeting shall be called. A quorum for these Special Meetings shall be established by the presence of 10% of the membership, exclusive of those members of the Executive Committee who are present. Any motions presented at the Special Meeting will require a two-third majority of votes cast in order to be carried. If any such motions are approved by a two-third majority vote, the Executive Committee will be responsible for taking whatever action is required to implement decisions reached at these Special Meetings.
- ii) Special Meetings will be called by a Group Committee on its own initiative, or after receiving a written request signed by 20 members or 50% of its group (whichever is smaller).

(f) Rules of Procedure at Meetings

The Rules of Procedure at all meetings of the Association except as specially provided for by this Constitution and By-laws, shall be according to Robert's Rules of Order.

ARTICLE XIV – RCEA STAFF

- (a) The Executive Committee shall engage such staff as it deems necessary to fulfil the obligations of the Association. The creation of additional permanent positions must be approved at the Annual General Meeting.

ARTICLE XV – AMENDMENTS TO THE CONSTITUTION

- (a) Any member in good standing of the RCEA may submit a proposed amendment to the Constitution to the Association office.
- (b) Submitted proposals will be forwarded to the Constitution Committee (a Standing Committee) who will present it to the Executive Committee for a vote of whether it shall be submitted to the general membership for approval or rejection.
- (c) Amendments shall be submitted to the general membership for voting by mail, by secret ballot within 60 days after the Annual General Meeting.
- (d) Amendments shall be considered approved with a simple majority of 50% +1 of the members voting.
- (e) This Constitution, upon the recommendation of either the Executive Committee or a minimum of 50 members, can also be amended by a referendum vote of at least 75% of the members and supported by a two-thirds majority of those voting. Copies of the proposed amendments shall be made available to the membership at least 20 working days before voting.

- (f) Proposed amendments to the Constitution adopted as proposed in Article XV (b) or as amended in Article XV (d) at an Annual General Meeting, shall be submitted to the general membership, as per Article XV (a) for approval or rejection.

ARTICLE XVI – RESOLUTIONS

- (a) Resolutions, other than amendments to this Constitution, shall be submitted to the Association office for submitting to the general membership for voting by mail, by secret ballot.
- (b) Resolutions shall be considered approved with a simple majority of 50% +1 of the members voting.

ARTICLE XVII – BY-LAWS

- (a) The Executive Committee may propose such By-Laws as are consistent with this Constitution and shall be submitted to the general membership for voting by mail, by secret ballot.
- (b) By-Laws shall be considered approved with a simple majority of 50% +1 of the members voting.
- (c) By-Laws may be amended or deleted by the Executive Committee subject to provisions as in sections (a) and (b) above.

ARTICLE XVIII – FISCAL YEAR

The fiscal year of the Association shall be 1 July to 30 June.

ARTICLE XIX – HEADQUARTERS AND NATIONAL OFFICE

The Headquarters and National Office of the Association shall be in the greater Ottawa area.

ARTICLE XX – “HE OR SHE”

Wherever “he” is used in this Constitution it may be interpreted as “she” if it is warranted.

ARTICLE XXI – EFFECTIVE DATE OF THE CONSTITUTION AND AMENDMENTS

This Constitution and any amendments thereto, shall come into effect immediately at the time of adoption immediately after the ballots, as per Article XV (a), have been counted, unless another operative date is specified in the amendment, and all previous constitutions shall be void.

ARTICLE XXII – EMERGENCY PROVISION FOR THE SELECTION OF AN EXECUTIVE COMMITTEE

In the event that an Executive Committee is not in existence to call and supervise elections to the Executive Committee, it shall become the responsibility of the RCEA Office Manager to have nomination forms posted in each area of NRCC entitled to representation on the Executive Committee, and when nominations close, to arrange for elections where necessary; after the elections to call the first meeting of the newly elected Executive Committee, at which meeting an acting chairman, an acting vice-chairman and an acting assistant chairman shall be elected to assume the duties and obligations outlined in the Constitution for the President, 1st Vice-President and 2nd Vice-President of the RCEA until the term of office of the Acting Senior Officers is constitutionally correct to allow the election of a President, a 1st Vice-President and a 2nd Vice-President.

BY-LAWS

BY-LAW 1 – EXECUTIVE AND MANAGEMENT COMMITTEE MEETING DATES

- (a) The Executive Committee shall normally meet the fourth Tuesday of each month (excluding July and August).
- (b) The Management Committee shall meet at least once each month, before the Executive Committee meeting, at such time and place as may be designated by the President.

BY-LAW 2 – AGENDA OF MEETINGS

- (a) Annual General Meeting – Business may be introduced providing notice of motion has been given in writing before the beginning of the meeting. It shall then be the duty of the President as the first item of business to read the agenda to the meeting. If any items of business remain unfinished, the items so left shall be dealt with at a Special General Meeting or by the Executive Committee if authorized by the Annual General Meeting.
- (b) Special General Meeting – No business may be introduced at a Special General Meeting other than that for which the meeting was called.

BY-LAW 3 – PRESENTATION OF BUSINESS TO THE EXECUTIVE COMMITTEE

- (a) Except as provided for in (b) of this By-Law, any items of business which a member wishes the Association to take up shall first be presented to a representative of the Institute concerned. The representative must then present the matter to the next meeting of the Executive Committee.
- (b) If a representative of the Institute should not be available for presentation of a given item of business, the member of the Institute presenting the problem may deliver it to another member of the Executive Committee. Before accepting the item, however, the Executive Committee member shall satisfy himself that every reasonable effort has been made to get in touch with a representative of the Institute concerned.

BY-LAW 4 – ATTENDANCE AT EXECUTIVE COMMITTEE MEETINGS

- (a) At the discretion of the President, anyone may be invited to attend meetings of the Executive Committee, to discuss specific matters, as an observer or to serve on a sub-committee.
- (b) Should an Institute representative be unable to attend any meeting of the Executive Committee, another member from the Institute shall be appointed by the representative to attend in his place.
- (c) Should an Institute representative be absent from three consecutive meetings, the Executive Committee may declare his position vacant.
- (d) Notwithstanding By-Law 4 (b), the representative(s) from the Institutes that are not located in the National Capital Region are represented by the 2nd Vice-President at all of the Executive Committee meetings.

BY-LAW 5 – PAYMENT OF MONIES

- (a) All payments on behalf of the Association shall be made by the Treasurer following authorization of the Executive Committee, and an accounting of these payments duly audited shall be presented at the Annual General Meeting of the Association.
- (b) A committee of the President and either the 1st Vice-President or the Treasurer may authorize expenditures not to exceed \$1000. No further expenditures may be authorized in this way until the Executive Committee accepts a report on the transactions. Following this acceptance the procedure shall again be in force.

- (c) Petty Cash Account – The Executive Committee may allot a sum of not more than \$100 at one time, to be used to pay out-of-pocket expenses and small items owed by the Association. All monies spent from this petty cash account shall be approved by the Executive Committee.
- (d) Members of the Executive Committee shall be reimbursed on a per diem basis for loss of salary or statutory leave, while engaged in activities on behalf of the Association.
- (e) Payments by the Association to members of the Executive Committee or other delegates for personal expenses incurred while representing the Association, shall not exceed those scheduled by Treasury Board for employees of the NRCC when representing NRCC.
- (f) Subject to prior authorization by the President, persons representing the Association in meetings with the employer, the Staff Relations Board or the National Joint Council may claim reimbursement of the cost of meals which are necessary because such meetings are interrupted by the meal period and continue thereafter. The maximum claim allowable per person per meal under this provision shall not exceed the limit approved by the Executive which must not exceed Treasury Board guidelines.
- (g) Subject to prior authorization by the President, persons representing the Association on duties which require travel, may submit claims against the cost of transportation. The claim shall be based on conditions and rates of the Treasury Board Travel Directives.

Such authorization shall not include attendance by members residing in the National Capital Region at:

- i) any General Meeting, Annual or Special, of the Association;
- ii) any General Meeting called by a group committee or its members whether Ratification or Special.

The liability of the Association or the President shall not extend beyond payment of the claim.

- (h) Members of the Executive Committee, Category and Group Committees may submit claims against cost as a result of attendance at committee meetings. Such claims will be considered for reimbursement up to a maximum of \$20 for each meeting; and shall be submitted by the Treasurer to the Executive Committee for recommendation. All such claims must then be authorized by the Executive Committee before payment. The \$20 maximum may be exceeded in extenuating circumstances. Meeting costs may include those arising from: hiring of a babysitter, transportation costs, meals, etc. Meal expenses for meetings called after 7:00 p.m. require prior authorization.

BY-LAW 6 – GIFTS, ETC.

Gifts – The voting of the Association's funds for the purpose of flowers, memorial wreaths, personal gifts and any other form of donations to individuals or groups is permitted on the approval of the Executive Committee with the following provisions:

- (a) It shall be permissible for the RCEA Executive Committee to approve for a retiring or resigning RCEA employee, a cash gratuity of no more than two week's current salary for the first year of service, plus one week's current salary for each succeeding year of service or portion thereof.
- (b) The Executive Committee may approve costs incurred as a result of the RCEA's direct affiliation with associations and committees such as the National Joint Council, the NRCC Joint Council and any sub-committees thereof. Such costs incurred shall follow the accepted practice within these organizations.
- (c) Monies may be contributed to a union operating in a jurisdiction similar to the Association, with Executive approval, when need has been established.
- (d) Any donation or gift, other than the above, in excess of \$5000 must be approved by the Association membership.

- (e) No funds may be given, for any reason, to any political party or person running for public office or to any charitable or religious organization.

BY-LAW 7 – RESERVED

BY-LAW 8 – DUTIES OF INSTITUTE REPRESENTATIVES

The Institute representative shall represent the Association and thereby the members of the Association working within that geographical area for which he is responsible. He may be called upon to render assistance in the settlement of disputes, the resolution of complaints and interpretation of contract provisions.

He shall be made aware of all grievances arising in his area but need not necessarily be involved in their processing.

Notwithstanding anything aforementioned, any decisions, statements or commitments whatsoever, made by the representative, are at all times subject to final authorization by the Executive Committee which is the controlling body of the Association.

BY-LAW 9 – TEMPORARY PROVISIONS IN THE EVENT OF CHANGE IN NRCC ORGANIZATION

In the event that restructuring or reorganization of NRCC Institutes results in a situation where strict adherence to the “Institute” unit in Article V (b) would create difficulties in providing continued effective representation of all members then the Executive Committee shall be empowered to rule that the system or representation that prevailed before the reorganization shall continue for such a period as shall be deemed necessary to provide the members with proper representation which is the intent of Article V.

Appendix A:

ASSOCIATE HONORARY MEMBERS OF THE RCEA

(effective date as indicated)

| | | |
|------------------|-------------|------|
| C.E. Reaume | 1 July | 1968 |
| H.C. Aubrey | 8 January | 1970 |
| Dr. J.B. Taylor | 8 January | 1970 |
| S.K. Giles | 15 June | 1972 |
| A.P. Labelle | 15 June | 1972 |
| R.A. Tennant | 18 January | 1973 |
| R. Pearson | 8 January | 1974 |
| J.R. Wallace | 15 March | 1975 |
| C.C. Eamer | 10 January | 1978 |
| J.W. Kirkpatrick | 10 January | 1978 |
| A. Westwell | 28 February | 1978 |
| J. Hazell | 10 November | 1979 |
| S.A. Gardiner | 6 December | 1979 |
| G. McCully | 1 May | 1985 |
| J. Wale | 1 July | 1986 |
| J. Margerum | 1 July | 1986 |
| F. Anthony | 1 July | 1986 |
| K. Voller | 1 January | 1990 |
| E.C. Luctkar | 1 April | 1992 |
| P.E. Black | 1 April | 1992 |
| A.C.G. Edwards | 1 January | 1993 |
| G. Dubuc | 1 June | 2001 |
| W.J. Findlay | 1 January | 2005 |