

CONSTITUTION/BY-LAWS

OF THE

LONDON AND DISTRICT LABOUR

COUNCIL

(CLC)

(Chartered by the Canadian Labour Congress - [date])

Motion to amend passed - (date of meeting)
Approved by CLC Canadian Council - (date)

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ARTICLE 1 - NAME AND LOCATION

- 1.1** This Labour Council shall be known as the “London and District Labour Council,” and is chartered by the Canadian Labour Congress.
- 1.2** It shall consist of organizations affiliated to the Canadian Labour Congress which become affiliated to this Labour Council, and which are situated in the area known as Middlesex County.
- 1.3** These organizations shall conform to the By-Laws and the rules and regulations of this Labour Council as set forth herewith. This Labour Council shall not be dissolved while there are five (5) organizations remaining in affiliation.

ARTICLE 2 - PURPOSES

The purposes of this Labour Council are:

- 2.1** To support the principles and policies of the Canadian Labour Congress.
- 2.2** To promote the interests of its affiliates and generally to advance the economic and social welfare of workers and the broader community.
- 2.3** To assist affiliated organizations in extending the benefits of mutual assistance and collective bargaining to workers.
- 2.4** To assist in the organization of the unorganized into unions for their mutual aid, protection and advancement, giving recognition to the principle that both craft and industrial unions are appropriate, equal and necessary as methods of union organization.
- 2.4** To encourage all workers, without regard to race, creed, sex, sexual orientation, gender self-identity, disability, age, colour, or national origin, to share in the full benefits of union organization.
- 2.5** To secure legislation which will safeguard and promote the principle of free collective bargaining, the rights of workers, and the security and welfare of all people.

- 2.6** To protect and strengthen our democratic institutions, to secure full recognition and enjoyment of the rights and liberties to which we are justly entitled, and to preserve and perpetuate the cherished traditions of our democracy.
- 2.7** To promote the cause of peace and freedom in Canada and abroad, and to assist and cooperate with free and democratic labour movements in all areas and jurisdictions.
- 2.8** To aid and encourage the sale and use of union-made goods and union services through the use of the Union Label and other symbols.
- 2.9** To promote to the community, directly and via all media platforms, a broader understanding and appreciation of the benefits of the labour movement.
- 2.10** To protect the labour movement from any and all counter-progressive and anti-democratic forces.
- 2.11** To safeguard the democratic character of the labour movement, and to observe and respect the autonomy of each affiliated union.
- 2.12** While preserving the independence of the labour movement from political control, to encourage workers and other citizens
- to vote for political policies favourable to organized labour
 - to exercise their full rights and responsibilities of citizenship, and
 - to perform their rightful part in the political life of the municipal, provincial, and federal governments
- 2.13** Engage in ongoing political activism
- address local issues
 - work with progressive community group
 - lobby and advocate with municipal councils, school boards, MPPs and MPs
 - engage in political action and encourage participation in municipal, provincial and federal election campaigns and support any other political activism that furthers the goals of the labour movement and this council
- 2.14** Participate in campaigns of the CLC, federations of labour and affiliates by providing support and coordination.
- 2.15** Communicate information on important issues to affiliates, union members, other workers and the broader community.
- 2.16** Promote the identity of the labour movement by organizing events for designated special days. E.g., International Workers Day “May Day”, Labour Day, Day of Mourning, International Women’s Day, National Aboriginal Day, National

Day of Remembrance and Action on Violence Against Women “December 6th”, etc.

- 2.17** To promote health and safety for workers in all types of employment, and to initiate and support programs designed to prevent injuries and deaths in all industries and to promote overall worker health.

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ARTICLE 3 - MEMBERSHIP

- 3.1** The London and District Labour Council shall be composed of:
- (a)** Locals, units, branches, chartered locals and lodges of provincial, regional, national, and international unions affiliated to the Canadian Labour Congress.
 - (b)** Canadian Labour Congress Officers, Directors and Representatives shall be accorded all rights and privileges of delegates, except the right to vote, when they attend meetings of this Labour Council.
 - (c)** Canadian Labour Congress Officers, Directors and Representatives are eligible as delegates and where credentialed, will have the same rights as delegates, including the right to vote.
- 3.2** Any delegate representing a local union affiliated with this Labour Council may be suspended or expelled, for conduct unbecoming a delegate, from membership in the Council, by a majority roll call vote at a meeting. In such cases, the local union which the delegate represents will be notified and requested to replace said delegate. Any decision to expel may be appealed to the Executive Committee of the Canadian Labour Congress within two (2) months. The decision shall be in force and effect during appeal.
- 3.3** Any counter-progressive or anti-democratic organization shall not be permitted as affiliates or associate of this Labour Council.
- 3.4** It shall be the duty of each affiliated organization to furnish the Secretary of the Labour Council with the following:
- (a)** all official reports which deal with matters within the purview of this Labour Council
 - (b)** such other reports as will facilitate and make more effective the work of the Council
 - (c)** a statement of their membership in good standing
 - (d)** a statement of confirmed delegates, on an annual basis, with all contact information

ARTICLE 4 - MEETINGS

- 4.1** The regular meetings of this Labour Council shall be the governing body of the Council. Except as provided in Article 19, its decisions shall be by majority vote.
- 4.2** The regular meetings of the Labour Council shall commence at 7:00 p.m. on the second Wednesday of each month except for July and August. During July and August, the Executive Board shall be empowered to act on current matters, committee reports, etc., and call special meetings if required
- 4.3**
- (a)** Special meetings of the Labour Council may be called by direction of the Executive Board, or on request of affiliated organizations representing a majority of the total membership of the Council as evidenced by the records of the Treasurer.
 - (b)** In the event a majority as provided in subsection(a) requests a special meeting, the Executive Board shall schedule such a meeting within five (5) calendar days and shall give all organizations five (5) calendar days' notice of the time and place for holding the special meeting, together with a statement of the business to be considered at such meeting.
 - (c)** Representation to special meetings shall be on the same basis as regular meetings.
 - (d)** Except as provided in subsection (b), a special meeting shall exercise the same authority as regular meetings.
- 4.4** Representation at meetings shall be on the following basis:
- (a)** From affiliated unions, locals, branches, components, units and lodges:

1 to 300 members.....	2 delegates
301 to 600 members.....	3 delegates
601 to 900 members.....	4 delegates
901 to 1200 members.....	5 delegates
1201 to 1,500 members.....	6 delegates
1501 to 1800 members.....	7 delegates
1801 to 2100 members.....	8 delegates
2101to 2400 members.....	9 delegates
2401 +.....	10 delegates

No affiliate can have more than 10 delegates.
 - (b)** Affiliated local unions shall be entitled to credential alternate delegates as per Article 4.5 to attend Labour Council meetings for the purpose of substituting for regular delegates when such regular delegates are unable to attend. Such changes to credentials must be communicated to the Secretary

in written format prior to the meeting.

4.5 The Secretary and/or Sergeant-at-Arms shall furnish each affiliate with credential forms which must be attested as required on the forms and provided at a regular Labour Council meeting before new delegates are sworn in as delegates in the Labour Council. The Secretary shall update the official delegate records upon approval of delegate credentials.

4.6 The number of members of each organization, for the purpose of selecting delegates to the Labour Council, shall be the overall per capita paid for the previous twelve (12) months.

4.7 Obligation for Delegates

All delegates to this Labour Council, before being recognized as a delegate, shall come forward and clearly and audibly repeat the following obligation:

(the delegate repeats after the installing officer)

“I, _____ pledge my word to this Labour Council that I will faithfully and truly represent the organization which has sent me here as a delegate, and that I will at all times advance and maintain the principles of unionism as defined by the Canadian Labour Congress and abide by the Constitution and By-Laws of this Labour Council.”

4.8 Any organization suspended or expelled by the Canadian Labour Congress shall not while under such penalty be allowed representation in the Labour Council. Any organization which is in arrears to the Council for per capita tax three (3) months or more may not be entitled to recognition or representation in the Council.

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

4.10 Any delegate being absent from three (3) consecutive meetings of this Labour Council (as per the record kept by the Sergeant-at-Arms) without written or verbal excuse having been previously presented to the Secretary from the delegate or their organization, certifying good and sufficient reason, said delegate may forfeit their credential. The Secretary shall send a notice to the affiliate requesting a new credential for the vacant seat. The Secretary shall also revise the official attendance book, for accurate use by the Sergeant-at-Arms.

4.11 The President, in consultation with the Executive Board, shall appoint such committees as are necessary to conduct the affairs of the Labour Council. The Executive Board may request any such committee to meet for the purpose of

considering matters placed before it, and such committee shall prepare reports of its activities for presentation to Labour Council meetings.

4.12 Twenty (20) of the registered delegates representing at least five (5) of the affiliated unions shall constitute a quorum for the transaction of business.

4.13 The Rules and Order of Business governing meetings shall be:

- a) The President, or in their absence the First Vice-President, or in their absence the Second Vice-President shall take the Chair at the time specified, at all regular and special meetings.
- b) The meeting's focus will always be on the legitimate issues and concerns under the purview of the Labour Council.
- c) When a delegate wishes to speak, they shall be recognized by the Chairperson and shall give their name and the organization they represent and shall confine all remarks to the question at issue.
- d) A delegate shall not speak more than once upon a subject until all who wish to speak have an opportunity to do so.
- e) A delegate shall not interrupt another except to call to a Point of Order and/or Point of Privilege.
- f) A delegate who has been called to order shall, at the request of the Chair, be seated until the question of order has been decided.
- g) Should a delegate persist in unparliamentary conduct, the Chairperson will be compelled to name them, and submit their conduct to the judgement of the meeting. In such cases, the delegate whose conduct is in question shall explain their conduct and then withdraw, while the meeting determines what course to pursue in the matter.
- h) Notwithstanding that all financial motions should normally be submitted to the Executive Board in advance of the general meeting, all financial motions from the floor exceeding \$300 must be previously vetted by the Executive Board.
- i) In all matters not regulated by these rules of order, Robert's Rules of Order shall govern.

ARTICLE 5 – STRATEGIC PLAN, GOALS AND OBJECTIVES

5.1 The Labour Council’s strategic plan will identify goals and objectives for the Labour Council to implement over the following Year. This plan could include, but not be limited to:

- a) Raising the community profile of the labour movement by organizing around name days such as Labour Day, Day of Mourning, International Women’s Day, and other days as identified by the local union leadership.
- b) Identifying issues for advocacy work with municipal councils and school boards including participation on committees such as community infrastructure, transportation and other citizens’ committees.
- c) Developing strategies for participation in local, provincial, national or affiliate programs.
- d) Recommending committees for affiliates’ participation to organize events, coordinate strike and bargaining support, liaise with community organizations, and coordinate campaigns.
- e) Developing and executing a media and public relations plan to raise the profile of the labour movement.
- f) Developing relationships with progressive community organizations and allies.

ARTICLE 6 – ELECTION OF OFFICERS

- 6.1** The Officers of the Labour Council Executive Board shall consist of a President, Treasurer, Secretary, 1st and 2nd Vice-Presidents, the Sergeant-at-Arms, one Young Workers Officer (who will be under 30 years old), one Social Media and Communications Officer, and 3 Members-at-Large.
- 6.2** Each officer shall be a member in good standing of an affiliated organization.
- 6.3** The officers, executive board, trustees and committees of the Labour Council shall be elected at the regular meeting of the Labour Council held on the second Wednesday of October.
- 6.4** Elections of officers will be by secret ballot. A majority of votes cast shall be required before and candidate can be declared elected; second and subsequent shall be taken if necessary to obtain such a majority. On the second and any subsequent ballots the candidate receiving the fewest votes in the previous ballot shall be dropped. In the case of a final tie, votes shall be recast. The Executive Board will have a maximum of four (4) delegates from any one of the affiliated unions.
- 6.5** If an incumbent member of the executive board aspires to a vacant position of the executive, they shall resign their current office before the election. Both vacancies shall then be filled in the normal constitutional manner.
- 6.6** The election of each office shall be completed before nominations may be accepted for any subsequent office.
- 6.7** To ensure that its executive is broadly representative of our community, The London and District Labour Council shall actively seek nominations from:
- women
 - Indigenous members,
 - Black and other racialized members,
 - LGBTQ members,
 - self-identified members of all other equity-seeking groups.
- 6.8** The London and District Labour Council shall endeavour to have strong representation from a variety of affiliated unions, especially from both public and private sector unions on the executive, and on all other LDLC bodies.

- 6.9** Each officer, before assuming their duties, shall be required to take the following obligation:

In accepting office, I make oath and say that that I will faithfully support the Constitution, principles, and policies of this Labour Council, and the Canadian Labour Congress.

I further promise that I will be faithful to the duties devolving upon me as an officer of the Labour Council. I will attend, to the best of my ability, all meetings of this Labour Council, and at the end of my term of office will deliver up to the Labour Council, or to my regularly elected successor, all books, papers and funds, or any property in my possession belonging to the Labour Council.

- 6.10** In the event of a vacancy in the office of the President, the 1st or the 2nd Vice-President shall perform the duties of the president until a successor is elected. If neither Vice-President is unable to act in this manner, the Secretary shall perform their duty. In the event of a vacancy in the office of either Vice-President or the Secretary or the Treasurer, the President shall perform the duties of the vacant office until a successor is elected.

- 6.11** The term of the officers of the Labour Council shall commence upon the completion of the elections for a term of two (2) years, unless otherwise stipulated.

- 6.12** In the event of a vacancy in any office of the Executive Board at least 30 days notice will be given to delegates to elect a replacement at the next scheduled meeting after the said 30 days. Should any officer or Executive Board member fail to answer the roll call for three (3) successive meetings (regular, special, executive) without furnishing a sufficient reason for their absence to the Secretary before the meeting, their office shall be declared vacant and shall be filled in accordance with these bylaws. Any delegate serving in an executive position who has been removed because of non-attendance shall not be eligible for re-election in the same year.

- 6.13** The officers of the Labour Council shall hold title to any **assets** of the Labour Council as trustees of the Labour Council. They shall have no right to sell, convey or encumber any **assets** without first submitting the proposition to a meeting of the London and District Labour Council and receiving approval for such proposition.

- 6.14** The Executive Board may call meetings of regional affiliates and progressive community groups, as warranted or required to

coordinate campaigns, provide orientation on campaigns and sponsor education sessions, and prepare for appropriate joint activities.

- 6.15** The Executive Board may appoint or nominate Labour Council representatives to sit on municipal, regional or district boards, commissions and agencies.
- 6.16** A quorum of the Executive Board will be 50% of the Executive Board members.
- 6.17** The Executive Board is authorized to reimburse members for approved expenses necessary in performing their duties for the Labour Council. This can take the form of a yearly honorarium, on approval of the Executive Board, and up to the maximum delineated under Articles 7 - 11.

ARTICLE 7 – DUTIES OF THE PRESIDENT

- 7.1** The President shall function as the chief executive officer of the Labour Council, and shall exercise supervision over the affairs of the Council, sign all official documents, preside at regular and special meetings, and shall be an ex-officio member of all committees.
- 7.2** Subject to appeal to the Canadian Labour Congress, the President shall have authority to interpret these By-Laws, and such interpretation shall be conclusive and in full force and effect unless reversed or changed by the Executive Board or a meeting of the Canadian Labour Congress.
- 7.3** The President shall appoint, in consultation with the Executive Board, a convener for all special committees, and shall ensure that the convener calls a meeting of the committee within three (3) weeks from their appointment.
- 7.4** The President shall be reimbursed for all reasonable expenses necessary for performing their duties.
- 7.5** The president shall receive an honorarium of \$500 per year, payable quarterly.
- 7.6** The Labour Council President, or their nominee, shall be an automatic delegate to the Executive Council of the Ontario Federation of Labour where required.

ARTICLE 8- DUTIES OF THE VICE-PRESIDENTS

- 8.1** The 1st Vice-President shall aid the president in their duties as chief executive officer of the Labour Council and shall act on the president's behalf when requested to do so. They will also act as chairperson of the Executive Board

meetings.

- 8.2** The 2nd Vice-president shall aid the President and the 1st Vice-President in their duties, and act on their behalf when requested to do so. They will also act as chair of the Finance Committee.
- 8.3** The 1st and 2nd Vice-Presidents shall be reimbursed for all reasonable expenses necessary for performing their duties.
- 8.4** The 1st Vice-president shall receive an honorarium of \$160 per year, paid quarterly.
- 8.5.** The 2nd Vice-President shall receive an honorarium of \$120 per year paid quarterly.

ARTICLE 9 – DUTIES OF THE SECRETARY

- 9.1** The Secretary shall record the minutes of all meetings of the Labour Council.
- 9.2** The Secretary is empowered to require affiliated organizations to provide available statistical data relating to the membership of their organization. Affiliates are also required to provide the Secretary with contact information of the designated contact person.
- 9.3** The Secretary shall keep a complete record of the proceedings of the Labour Council; make an enrolment of the name and contact information of each delegate and the names and contact information of the secretary of each organization represented; attend to and carry on all correspondence connected with the business of the Labour Council; summon all special meetings of the Labour Council when so directed by the President; sign all vouchers for money expended on behalf of the Labour Council; shall check up on the attendance of the delegates recorded in the roll call book, and send notice to affiliated unions whose delegates have failed to attend meetings (Article IV, section 10), declaring such seats vacant, and requesting credentials for designated replacements. The Secretary shall inform the Canadian Labour Congress Regional Officer of all changes of Officers of the Labour Council and of time and place of meetings. The Secretary shall perform such other duties pertaining to this office, especially as requested by the President or the Executive Board.
- 9.4** The Secretary shall forward to the Canadian Labour Congress and the Ontario Federation of Labour copies of the minutes of each meeting.
- 9.5** The Secretary shall be reimbursed for all reasonable expenses necessary for performing their duties.

- 9.6** The secretary shall receive an honorarium of \$400 per year, paid quarterly.
- 9.6** The Secretary shall direct to Labour Council committees copies of communications received by the Labour Council which fall under the purview of said committee. However, all communications directed to the Labour Council shall be brought to the attention of the next Executive Board meeting. The secretary will follow the direction given by the Executive Board as to the disposition of such communications (e.g. refer to a committee; report to next general membership meeting; file; etc.).

ARTICLE 10 – DUTIES OF THE TREASURER

- 10.1** The Treasurer shall be the chief financial officer of the Labour Council.
- 10.2** The Treasurer shall be in charge of all financial books, documents, files and effects of the Labour Council, which shall at all times be subject to the inspection of the President and the Executive Board.
- 10.3** The Treasurer shall give a financial statement monthly to the Labour Council
- 10.4** The Treasurer will undertake all relevant training provided by the CLC.
- 10.5** The Treasurer will use all reporting protocols and methods, including on-line reporting via spreadsheet, developed by the CLC to aid Labour Councils.
- 10.6** The Treasurer shall work with Finance Committee and the Executive to ensure that the Trustees receive all necessary information. Working with the Finance Committee the Treasurer will ensure that the Executive Board is kept apprized, in whatever detail the Executive Board requires, of all financial matters pertaining to the Labour Council, including the status of affiliates with respect to dues owing and paid.
- 10.7** The Treasurer shall, subject to the approval of the Executive Board, invest surplus funds of the Labour Council in securities or deposit them in an appropriate financial institution.
- 10.8** The Treasurer's signature shall appear on all cheques, bank drafts and other appropriate financial documents.
- 10.9** The Treasurer shall be bonded in such amount as may be determined by the Executive Board.
- 10.10** The Treasurer shall be reimbursed for all reasonable expenses necessary for performing their duties.

- 10.10** The Treasurer shall receive an honorarium of up to \$300 per year, paid quarterly.
- 10.11** The Treasurer will be a member of the Finance Committee and will assist the committee and its chairperson in carrying out its mandate and duties.

ARTICLE 11 - DUTIES OF THE SERGEANT-AT-ARMS

- 11.1** It shall be the duty of the Sergeant-at-Arms to receive and record in the roll-call book the name and union affiliation of each delegate, alternate and guest entering the meeting room,
- 11.2** The Sergeant-at-Arms will ensure that any necessary meeting materials are available to attendees. Only registered delegates will get financial statements.
- 11.3** The Sergeant-at-Arms will ensure that a written agenda is provided to all attendees for each general membership meeting. The agenda should be as up-to-date as possible with respect to guests and special topics. The Aboriginal Land Acknowledgement and the Harassment Statement should be included on the agenda for each meeting.
- 11.4** The Sergeant-at-Arms shall be reimbursed for all reasonable expenses necessary for performing their duties.
- 11.5** The Sergeant -at-Arms shall receive an honorarium of up to \$120 per year, paid quarterly

ARTICLE 12 - DUTIES OF THE SOCIAL MEDIA and COMMUNICATION OFFICER

- 12.1** The Social Media and Communication Officer is responsible for the regular updating and maintenance of the LDLC website
- 12.2** The Social Media and Communication Officer is responsible for maintain a strong, current LDLC presence on all relevant social media.
- 12.3** The Social Media and Communication Officer will maintain an active, updated contact list of all local print, broadcast and social media.
- 12.4** The Social Media and Communication Officer shall, at the direction of the President or delegate, promptly send out to the media contact list all approved LDLC media releases and announcements.
- 12.5** The Social Media and Communication Officer shall be reimbursed for all reasonable expenses necessary for performing their duties.
- 12.6** The Social Media and Communication Officer shall receive an honorarium of \$400 per year, paid quarterly.

ARTICLE 13 – DUTIES OF THE YOUNG WORKERS’ REPRESENTATIVE

- 13.1** The Young Workers’ Representative shall endeavour to ensure that the issues, concerns and perspectives special to young workers are brought to the attention of Labour Council.
- 13.2** The Young Workers’ Representative will recommend to the Executive Board initiatives that will respond to the issues, concerns and perspectives of young workers.
- 13.3** The Young Workers’ Representative will be the leading candidate for any youth credential given to Labour Council for such things as CLC and OFL conventions.

ARTICLE 14 – DUTIES OF THE EXECUTIVE BOARD

- 14.1** The Labour Council Executive Board shall be elected by the local delegates to the Labour Council.
- 14.2** The Executive Board shall consist of the President, two Vice-Presidents, Secretary, Treasurer, Sergeant-at-Arms, Social Media and Communication Officer, Young Workers’ Representative and three (3) Members-at-Large.
- 14.3** The Executive Board shall be the governing body of this Labour Council between meetings. It shall take such action and render such decisions and instructions as may be necessary to carry out fully the decisions and instructions of the Labour Council meetings, and to enforce the provisions contained in these by-Laws.
- 14.4** The Executive Board shall meet on the first Wednesday of the month or on the call of the President or President’s designate. It shall also be necessary for the President or President’s designate to call a meeting within 14 days upon the request of five (5) other Executive Board members.
- 14.5** A majority of the members of the Executive Board shall constitute a quorum for the transaction of the business of the Executive Board.
- 14.6** The Executive Board is authorized to reimburse members of the Labour Council for necessary expenses in performing their duties for the Council.
- 14.7** The Executive Board shall investigate any situation in which there is reason to believe that any affiliated organization may be dominated, controlled or substantially influenced in the conduct of its affairs by any corrupt or counter-progressive influence, or that its policies or activities are contrary to the principles or policies of the Labour Council.

Upon completion of such an investigation, including a hearing if requested, the Executive Board shall have the authority to make recommendations to the organization involved, and the Canadian Labour Congress. It shall have the further authority upon a two-thirds (2/3) vote of the Executive Board to suspend any organization. Any action of the Executive Board under this section may be appealed to the next meeting of the Labour Council.

- 14.8** The Executive Board may authorize expenditures under \$300. All expenditures over \$300 must receive approval of a regular or special meeting of the Labour Council. This shall not apply to routine expenditures incurred in the normal functioning of the Labour Council.
- 14.9** The President, Treasurer and Secretary of the Labour Council shall be the signing officers. Two (2) signatures are needed on all cheques for disbursements of the Labour Council. All financial officers of the Council shall be bonded in an amount to be determined by the Canadian Labour Congress, but in no case shall the amount be less than the annual income of the Council.
- 14.10** On approval of the Executive Board, others may attend Executive Board meetings as non-voting members. This can include The United Way Labour representative, and chairpersons or designates of Labour Council committees. The intent is to enhance constructive interactive communication to assist the Executive Board in carrying out its duties. Note that it may be necessary for such non-voting members to be excused if an Executive Board meeting goes in camera.

ARTICLE 15 – COMMITTEES

15.1 There shall be eight (8) Labour Council standing committees as follows:

1. Political Action
2. Women
3. Finance
4. Occupational Health and Safety
5. Environment

6. Equity and Social Justice

7. Education, Union Label and Labour Events

8. Strike support

15.2 It is the responsibility of each Labour Council Committee to:

- Seek out and share with Labour Council information pertinent to the focus of the committee.
- Make recommendations to the Labour Council for actions that will publicize within the Labour Council and to the broader community labour's concerns and interests on matters within the committee's focus. Engagement with the community via public events and through social and mainline media is vitally important.
- Make recommendations to the Labour Council for pursuing workable solutions to particular issues within the focus of the committee.

15.3 All standing and special committees shall present regular written reports to meetings of the Labour Council unless otherwise ordered by the Executive Board and shall report all absentees from meetings of the committee. If any matter is referred or otherwise directed to the committee, the committee shall act and report to the Executive Board and/or general membership by the following month with a progress report or final resolution of the matter, if possible.

15.4 No member shall be appointed to a Labour Council committee unless they are present at the time of appointment or consent thereto in writing.

15.5 The Executive Board member appointed as committee contact will convene the first meeting of the committee. The secretary shall furnish the committee contact with the names and contact information of members or community partners who are members of the committee, or who have expressed interest in joining it. The Secretary will forward any pertinent information in their possession to the committee contact.

- 15.6** At its first meeting the committee shall elect a chairperson. The chairperson is responsible in assuring that all duties and responsibilities of the committee are carried out: the scheduling of regular committee meetings each month (except July and August); reporting to the Executive Board and general membership; attending Executive Board meetings as committee liaison or ensuring a designate does so.
- 15.7** No expenditure shall be incurred by any committee unless it has been approved by the Executive Board and/or general membership. In an emergency the Executive Board is authorized to approve committee expenditures; such expenditures shall be justified to and approved by the Labour Council at its next meeting.
- 15.8** Committees will present regular reports, ideally in written form, to meetings of the Executive Board. Pertinent committee information and recommendations will be reported to Labour Council meetings.
- 15.9** Committees may invite progressive community allies to join the committee as guests, with approval by the Executive Board. Such additional committee members will have voting rights within the committee, but not at Labour Council meetings, and can be selected (with Executive Board approval) as committee chairperson and/or liaison to Executive Board meetings.

15.10 DUTIES OF COMMITTEES

15.10.1 Political Action

It shall be the function of this committee to encourage the interest of trade unionists in political affairs and to promote the New Democratic Party. Through this committee the Labour Council shall take an interest in the municipal, provincial and federal governments and will carry out the political program of the Canadian Labour Congress. The chairperson of this committee will be the Labour Council's liaison to the NDP.

15.10.2 Women

It shall be the duty of this committee to keep the Labour Council informed of CLC's and OFL's programs, policies and issues affecting women and those who identify as women. The Women's Committee shall, whenever possible, also guide Labour Council's participation in the activities of International Women's Day and similarly pertinent events. It shall promote awareness of gender equity issues affecting women and those who identify as women.

15.10.3 Occupational Health and Safety

It shall be the duty of this committee to keep the Labour Council informed of matters related to the health and safety of workers and to promote the CLC's and OFL's programs and policies in this area, and also the training programs of such organizations as the Workers Health and Safety Centre. It shall monitor and keep Labour Council aware of matters relating to the Worker's Compensation Act and other pertinent legislation or programs. This committee shall take the lead role in organizing Labour Council's Day of Mourning activities. The Committee shall endeavor to reach out to Labour Council Affiliates and appropriate community partners to encourage health and safety committee engagement.

15.10.4 Environment

The Environment Committee shall keep the Labour Council informed of CLC's and OFL's programs and policies related to environmental issues. It shall monitor and keep Labour Council informed of such issues in London and area and will actively liaise with progressive organizations in London area pursuing local solutions.

15.10.5 Equity and Social Justice

It shall be the function of this committee to keep the Labour Council informed of CLC's and OFL's programs and policies in relation to peace, human rights and equity. The committee will work with progressive organizations in the community for the advancement of peace, human rights, equity and social justice. This committee shall also monitor the state and need for welfare in the community and serve as an information agency for community services of all kinds. It is recommended that the committee closely liaise with the United Way, including inviting the United Way's Labour Representative to join the committee.

15.10.6 Education, Union Label and Labour Events

- i. It shall be the function of this committee to keep the Labour Council informed on all matters pertaining to labour-focussed education, to stimulate and promote programs of membership education and to expand the membership of this Labour Council.

- ii. It shall also be the responsibility of this committee to promote union made goods and consumer organizations and consumer protection legislation. The committee shall endeavor to develop an annual list of union-made goods and services.

- iii The committee shall take the lead roles in making arrangements for the annual Labour Day functions and shall arrange labour-focussed social functions through the year. It will take the lead role in organizing such activities as the Tolpuddle Award.

15.10.7 Strike Support

The Strike Support Committee consists of the entire Executive Board and shall meet on the call of the president or designate for the purpose of responding to a request for strike support.

15.10.8 Finance Committee

The Finance Committee will work with the Treasurer to monitor and control all aspects of Labour Council's finances. The Committee will ensure that sound financial planning takes place while maintaining transparency and accountability. The members of the Finance Committee shall be: the 2nd Vice-President (committee chair), the Treasurer and one other member of the Executive Board. Specifically, the Finance Committee shall:

- i. Meet regularly, at least 3 times per year.

- ii. Work with the Treasurer to ensure that the Executive Board, and the Labour Council delegates, are fully informed about all matters related to Labour Council finances.

- iii. Provide in January a draft budget to the Executive Board for Labour Council's annual spending. Note that this budget can be altered as circumstances dictate, but care must be taken to stay within prudent overall Labour Council expenditures.

- iv. Monitor and report to the Executive Board on Labour Council financial transactions and spending. Special attention will be given to affiliates to Council being up-to-date and accurate with their payment of dues. Any issues concerning affiliates' dues matters will be reported promptly to the Executive Board.

- v. Work with the Treasurer to ensure that all required financial oversight and reporting is properly carried out within the oversight and reporting requirements of Labour Council and the CLC.
- vi. Provide any necessary assistance to the Treasurer in providing all necessary information to the Trustees.

15.11 Special (Ad-Hoc) Committees

In addition to standing committees, the Labour Council may establish ad-hoc committees from time to time. These committees shall carry out special assignments determine by the Labour Council.

Special committees shall function and be directed by the general requirements of standing committees.

ARTICLE 16 - REVENUE

16.1 Per capita dues shall be paid based on the Full Time Equivalent (FTE) membership of each affiliated organization within the jurisdiction of the Labour Council.

16.2 Unless prior payment arrangements have been made with the Treasurer, each affiliated local union, shall pay their FTE dues on the first of each month per the following chart:

Year	Dues payable
2022	\$.25 per member per month
2023	\$.26 per member per month
2024	\$.27 per member per month
2025	\$.28 per member per month
2026	\$.29 per member per month
2027	\$.30 per member per month

- 16.3** Any affiliate which does not pay its per-capita dues on or before the time specified shall be notified of that fact by the Treasurer of Labour Council. Notice shall be made to the delegate(s) and the designated contact person of the affiliate. Any affiliate three (3) months in arrears in payment of their per capita dues may be suspended from membership in the Labour Council and can be reinstated only after arrears are paid in full up to a maximum of 24 months, or after arrangements suitable to Labour Council and the affiliate have been made.
- 16.4** The Executive Board shall be permitted to waive, reduce, or suspend per capita tax for exceptional hardship cases, provided the membership of the Labour Council approve such a measure. Such measures shall be for a time-limited duration.

ARTICLE 17 – DELEGATE EXPENSES.

- 17.1** Any Labour Council member elected from London District Labour Council as a delegate to represent Labour Council at any convention, conference or other such event shall have their registration paid.
- 17.2** The Executive Board may consider recommending to Labour Council payment of further such delegate expenses if there is sufficient reason, and if the Labour Council budget can accommodate them.

ARTICLE 18 – THE ORDER OF BUSINESS

- 18.1** Labour Council meetings should follow an efficient order of business designed to inform and engage attendees, and to stimulate and support effective action on important labour priorities and challenges.
- 18.2** While welcoming the active participation of all in attendance, the meeting chairperson will endeavour to limit excessive speechmaking and to keep reports and comments made by any delegate or other attendee on topic.
- 18.3** Lengthy and detailed reports should be submitted to the Sergeant-at-Arms at least one day before the meeting so they can be provided in written rather than in oral form to delegates and guests, with the author of the report answering any questions.
- 18.3** The Sergeant-at-Arms shall prepare for each Labour Council meeting an agenda

based on the standard order of business, but also adjusted to specify any special guests or topics.

18.4 Standard order of business

- 1)** Call to order.
- 2)** Indigenous Land Acknowledgement and Reference to Labour Council Harassment Policy.
- 3)** Acceptance of the agenda.
- 4)** Guest speakers (if any).
- 5)** Minutes of the previous meeting.
- 6)** Initiation of new delegates or officers (if necessary).
- 7)** Nominations and Elections for Office (if any).
- 8)** Union reports; reports of delegates.
- 9)** Treasurer's report.
- 10)** Executive Board report from the secretary, with any Executive recommendations.
- 11)** Communication & Social Media report.
- 12)** Committee reports.
(Political Action, Equity & Social Justice, Finance, Women, Occupational Health & Safety, Environment, Education, Strike Support, ad-hoc committees)
- 13)** Community reports.
- 14)** President's report.
- 15)** Unfinished business.
- 16)** New Business.
- 17)** Good and welfare of the Labour Council.
- 18)** Adjournment.

ARTICLE 19 – HARASSMENT POLICY STATEMENT

- 19.01**
- a) The CLC takes seriously its responsibility to ensure that all union functions are free of harassment. Discrimination and harassment are against the law and are in violation of the Constitution of the CLC.
- b) Harassment includes but is not limited to:
- i. Unwelcome remarks, jokes, innuendos or taunts about a person’s body, clothing, race, ancestry, colour, ethnic origin, citizenship, sex (including pregnancy), sexual orientation or sexual self identification, handicap/disability, age, marital status, family status, political or religious affiliation, place of national origin or record of offences
 - ii. Insulting gestures and practical jokes, for example of a sexist, racist or homophobic nature
 - iii. Displaying of pornographic or racist pictures, graffiti or other material
 - iv. Leering
 - v. Refusing to talk to, or work with, a person because of their race, ancestry, colour, ethnic origin, citizenship, sex (including pregnancy), sexual orientation or sexual self identification, handicap/disability, age, marital status, family status, political or religious affiliation, place of national origin or record of offences
 - vi. Unwanted physical contact, such as patting, touching, pinching
 - vii. Sexual overtures
 - viii. Sexual assault
 - ix. Physical assault.
- c) Complaints of harassment at all Labour Council functions will be taken seriously and will be investigated immediately by CLC Representative and a member of the Executive Board.

ARTICLE 20 – AMENDMENTS

- 20.1**
- The By-Laws of The London and District Labour Council may be changed by a two-thirds (2/3) majority vote of the delegates present at a duly called meeting of the Labour Council, if notice of amendment has been presented in writing at the immediately preceding meeting and provided it does not conflict with the Constitution of the CLC. Any amendment shall only become effective after approval by the Executive of the CLC.

ARTICLE 21 – TRUSTEES

- 21.1** There shall be three (3) trustees who shall serve for terms of three (3) years each.
- 21.2** To be eligible for nomination as a trustee a delegate must be a member in good standing of an affiliated organization.
- 21.3** A delegate standing for the position of Trustee must, in addition to the other requirements of these by-Laws, be present at the meeting to accept the nomination in-person, or must have forwarded acceptance in writing for presentation at the nomination meeting. The trustees shall not be members of the Executive Board.
- 21.4** The trustees shall conduct an audit of the books and accounts of the Labour Council semi-annually as of June 30th and December 31st, based on actual verification of the Treasurer's records as outlined on the appropriate Canadian Labour Congress Audit Report procedures, and report the results of each audit to a regular Labour Council meeting. They shall see that all audit reports are available for the information of all delegates, and that copies are forwarded to the Canadian Labour Congress.
- 21.5** Where Labour Council Officers are not bonded through the Canadian Labour Congress, the Trustees shall certify to the Congress that all financial officers of the Council are bonded in accordance with the provisions of these By-Laws

BY-LAW REVISIONS

December 11, 1963	October 8, 1975	November 14, 1984
July 4, 1965	November 10, 1976	January 9, 1985
March 9, 1966	April 13, 1977	April 10, 1985
May 10, 1967	September 14, 1977	October 9, 1985
December 13, 1967	December 14, 1977	January 8, 1986
August 13, 1969	February 14, 1979	December 10, 1986
January 13, 1971	February 13, 1980	September 14, 1988
May 10, 1972	March 13, 1980	October, 1990
April 11, 1973	June 11, 1980	June 21, 1991
March 13, 1974	September 9, 1981	February 20, 1997
October 9, 1974	January 12, 1983	May 10, 2006
March 12, 1975	October 12, 1983	October 20, 2020