



Constitution and Bylaws

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Chapter 1

GENERAL PROVISIONS

1.01 – Name

A union and professional Federation is established under the name of the Fédération des employées et employés de services publics inc. (CSN).

1.02 – Head office

The Federation's head office is located at 1601 avenue De Lorimier, Montreal, province of Quebec.

1.03 – Jurisdiction

The jurisdiction of the Federation covers unions of public, parapublic and peripublic employees that are in the service of a government, an agency, a corporation under the control of a government, a government body, a private company or Crown corporation. The determination of the abovementioned jurisdiction does not affect any jurisdiction granted to Federations by the CSN. In the event of a jurisdictional conflict, the case will be submitted to the Confédération des syndicats nationaux for a final decision.

For professional purposes, unions are grouped together into sectors, namely:

- a) employees of general and vocational colleges (CÉGEPs) in the CÉGEP SUPPORT SECTOR;
- b) employees of school boards in the SCHOOL SECTOR;
- c) employees of transport companies and all categories of truck drivers in the TRANSPORT SECTOR;
- d) employees of school transport companies in the SCHOOL TRANSPORTATION SECTOR;
- e) employees of corporations and municipal services in the MUNICIPAL SECTOR;
- f) employees of government agencies in the GOVERNMENT AGENCIES SECTOR;
- g) employees of service companies in the MULTISECTORAL SECTOR;
- h) employees working in security, public safety, including fire and emergency services, in the PUBLIC SAFETY SECTOR.

1.04 – Territorial jurisdiction

The Federation's territorial jurisdiction extends to all of Canada.

1.05 – Nature of the jurisdiction

The Federation is a labour union organization. It is national, democratic and free .

The Federation is affiliated with the Confédération des syndicats nationaux. The Federation adheres to the *Statement of Principles* of the Confédération des syndicats nationaux.

The general policies of the Federation are those determined by the Congress and Federal Council in accordance with their respective powers under this *Constitution and Bylaws*.

For its activities, the Federation shall comply with the provisions of the *Constitution and Bylaws* of the Confédération des syndicats nationaux.

1.06 – Purpose of the Federation

The purpose of the Federation is to promote the professional, economic, social and political interests of affiliated unions and their members, without any distinction, exclusion or preference as to race, colour, sex, pregnancy, sexual orientation, marital status or age.

1.07 – Means of achieving this goal

To achieve this goal, the Federation proposes in particular to:

- a) organize new unions;
- b) provide technical and professional services, including in the negotiation and application of collective agreements;
- c) promote union and professional training;
- d) maintain union and professional unity within the Federation and promote it throughout the Canadian public, parapublic and peripublic services;
- e) promote the establishment of just social and economic legislation and, in particular, the development and adoption of meaningful labour legislation;
- f) encourage and promote the recognition by all interested parties of the true status of the public, parapublic and peripublic services;
- g) gain recognition of the right to association as well as the right to collective bargaining for all persons who work;

- h) foster the development, in the general public, of truly positive and vigorous support toward employees in the administration and in the public, parapublic and peripublic services;
- i) view all forms of harassment and violence as a breach of union ethics.

1.08 – Political policy

The Federation shall not be affiliated, as a body, with any federal, provincial or municipal body, but may participate and undertake action for or against measures, doctrines, regulations and laws that would affect the union rights or the professional, economic and social interests of its members. However, the Federation may, in the interest of workers, undertake actions that are political in scope through means such as:

- a) encouraging the formation of political action committees within its affiliated unions;
- b) authorizing the President or, in their absence, one of the members of the Executive Committee, to make public statements of a political nature on behalf of the Federation in accordance with the decisions, orientations and policies of the Congress and Federal Council;
- c) demanding the resignation of any member of the Executive Committee and Federal Bureau if they wish to participate personally in active partisan politics; this resignation does not, however, entail the loss of the right to hold any other union office in an affiliated union.

Any affiliated union is still free to take political positions it believes are proper, provided they do not run counter to the general interests of the Federation .

1.09 – Federation governing bodies

In addition to the Congress, the Federation has the following governing bodies: the Executive Committee, the Federal Bureau and the Federal Council.

1.10 – Rules of order

The Federation complies with the CSN's *Code for Rules of Order* to govern all meetings of the Congress, Federal Council, Public Sector Council, Federal Bureau and Executive Committee, unless otherwise provided in this *Constitution and Bylaws*.

1.11 – Interpretation of bylaws

In the event of any inconsistency, the *Constitution and Bylaws* of the Federation shall prevail over those of the unions and sectors.

1.12 – Suspension, expulsion or replacement of a member of the Executive Committee, Federal Bureau, Oversight Committee or any other committee

Any member of the Executive Committee, Federal Bureau, Oversight Committee or any other committee of the Federation may be suspended or expelled or deemed to have resigned from office for one of the following reasons:

- a) causing serious harm to the Federation or one of its affiliated unions;
- b) being absent from three consecutive meetings of the Executive Committee, Federal Bureau, Oversight Committee or any other committee, if the reason for the absence is not authorized, is considered to be an automatic resignation;
- c) refusing to perform the duties and obligations of their office.

A member of the Executive Committee, Federal Bureau, Oversight Committee or any other committee subject to an automatic resignation must be notified by registered letter at least two weeks before the meeting at which their resignation is announced.

A member of the Executive Committee, Federal Bureau, Oversight Committee or any other committee subject to suspension must be notified by registered letter at least two weeks before the meeting of the Federal Council at which their suspension is proposed.

For other committees, a member subject to suspension must be notified by registered letter at least two weeks before the meeting of the body at which their suspension is proposed.

Suspension is pronounced by the Federal Council following a vote by secret ballot of at least two thirds of the members present and constituting the quorum, unless it is a committee established by another body of the Federation, in which case the same two-thirds rule applies, but to the body that reports to the committee.

A member subject to suspension or automatic resignation has the right to defend themselves before the appropriate body. However, if it involves a member of the Executive Committee on union leave, they may be suspended until the Congress definitively decides on their case. Removal of a Committee member must be pronounced by the Congress.

A suspended member may be replaced under Article 3.14 (Vacancy). The substitute member so designated shall have the same powers, duties and obligations as the replaced member.

1.13 – Exceptional procedure

The Federation may sign a collective agreement with the consent of the Executive Committee and interested parties when the circumstances warrant it.

1.14 – Distribution of documents

Any form of distribution of documents or other items on the premises where a Federation proceeding is held must receive prior authorization from the Secretary-General of the Federation.

1.15 – Reimbursement of expenses by the Federation

All expenses that are eligible for reimbursement by the Federation under these articles shall be in accordance with the applicable policies of the Federation.

Chapter 2

AFFILIATION, DISAFFILIATION OR EXPULSION

2.01 – Affiliation

Unions wishing to affiliate with the Federation must make a written application addressed to the Executive Committee of the Federation, and include the following documents :

- a) a certified copy of the resolution from the union's general meeting asking for affiliation with the Federation;
- b) a copy of the union's *Constitution and Bylaws*, which must not contain any provisions contrary to the Federation's *Constitution and Bylaws*;
- c) the names of members of the union's Executive Committee;
- d) a statement of total membership and, if applicable, detailed membership by organization;
- e) a statement acknowledging that the union has received the Federation's *Constitution and Bylaws* and pledges to act accordingly.
- f) Each affiliated union shall pay a \$5 initiation fee.

If these conditions are met, the Executive Committee may immediately affiliate the union and issue a letter of affiliation accordingly.

Any union whose application for affiliation is rejected by the Executive Committee may appeal the decision to the Federal Bureau of the Federation. The Federal Bureau's decision is final.

Each affiliated union constitutes a distinct entity. As long as it remains affiliated, each union must abide by the Federation's *Constitution and Bylaws*.

2.02 – Disaffiliation

Any notice of motion to disaffiliate a union from the Federation must comply with the CSN's *Constitution and Bylaws*.

Any notice of motion to disaffiliate the Federation from the CSN must comply with the CSN's *Constitution and Bylaws*.

2.03 – Suspension or expulsion

Expulsion, either for non-payment of federal dues or for any other reason arising from failure to comply with this *Constitution and Bylaws*, is decided by the Federal Congress.

However, in the event of a serious offence, the Federal Council may suspend the union concerned until a decision is made by the Congress. Suspension has the same effect as expulsion.

A union must be advised by registered mail at least one month in advance of the date of the Federal Council meeting at which its suspension is to be proposed.

In an emergency situation, the Federal Bureau has the same powers as the Federal Council. However, the union retains the right to appeal at the next meeting of the Federal Council.

Amounts paid by unions that disaffiliate or are suspended or expelled, such as books and paperwork constituting their files with the Federation, shall remain the property of the Federation and said unions lose all rights to the Federation's assets, subject to any contracts between the parties.

Whenever a union disaffiliates from the Federation or is suspended or expelled, it must pay the Federation the per capita owing for the three months immediately following the disaffiliation, suspension or expulsion.

To be reinstated by a resolution of the Federal Council (passed by a simple majority), any union that is suspended under this article must first pay up whatever it owes, including the per capita for the three months following the suspension, or have signed a repayment agreement to this effect. No union affiliated with the Federation that has been suspended may, during this suspension, have the right to be represented at Federation proceedings and to receive the professional services from the Federation.

Chapter 3

FEDERAL CONGRESS

3.01 – Regular Federal Congress

The Federation holds a regular Congress every three years. The Congress is a meeting of delegates of the unions affiliated with the Federation and members of the Federal Bureau. The Congress takes place between April 1 and June 15.

However, the Federal Bureau has the authority, when the circumstances so require it in the interest of the unions, to delay or more forward the regular Congress.

3.02 – Special Federal Congress

The Federal Bureau may, on at least 15 days' notice, convene a special Congress that has the same authority as the regular Congress to discuss and dispose of any urgent matter of general interest that it sees fit to put on the agenda. It sets the opening and closing dates of the special Congress and where it will be held. The convocation for a special Congress must state the matters that will be on the agenda.

3.03 – Powers and duties

The Federal Congress is the highest authority of the Federation. It has the broadest powers and may make any decision and issue any directive for the proper operation of the Federation. In addition to those powers vested in the Federal Council, its powers include the following:

- a) it defines the Federation's ideological direction and the broad outlines of its general policies;
- b) it amends the Federation's *Constitution and Bylaws*;
- c) for information purposes, it receives reports of work carried out by the Executive Committee and Federal Bureau since the previous Congress;
- d) it rules on suspensions and makes the final decision on expulsions;
- e) it elects members of the Executive Committee and Committee Chairs and members;
- f) it ratifies the election of Presidents in sectors that are members of the Federal Bureau;
- g) it sets the per capita to be remitted to the Federation;

- h) it approves the financial statements for the fiscal year ended and it approves the triennial budget.

3.04 – Composition

The Federation Congress is composed of official delegates duly accredited by each union affiliated with the Federation. The number of official delegates from each union is based on the number of members in the union, according to the following table :

1 to 99 members:	1 delegate
100 to 299 members:	2 delegates
300 to 499 members:	3 delegates
500 to 699 members:	4 delegates
700 to 899 members:	5 delegates
900 to 1099 members:	6 delegates
1100 to 1299 members:	7 delegates
1300 to 1499 members:	8 delegates
1500 to 1699 members:	9 delegates
1700 to 1899 members:	10 delegates
1900 to 2099 members:	11 delegates, etc.

Members of the Executive Committee and Federal Bureau are entitled to attend the Congress with all the privileges of official delegates. They perform their respective duties and are again eligible for a position on the Executive Committee and Federal Bureau providing that they remain members of a union in good standing with the Federation. They are entitled to reimbursement by the Federation of expenses incurred to participate in the Congress.

An employee of the Federation must, if elected, cease to hold a position as an employee of the movement for the duration of their mandate.

3.05 – Calculation of the number of delegates per union

The Secretary-General of the Federation determines, in collaboration with the Treasurer, the number of delegates to which each union is entitled. This number is based on the number of members in good standing in the union. The number of official delegates to which a union is entitled is calculated by averaging membership over the last 12 months preceding the reference date.

The reference date for this calculation is the third month preceding the month in which the Congress is held.

In the event that a union has collected dues for a period of less than 12 months, the average of dues-paying members during the number of months in which the union collected dues shall be calculated.

In the event that a union has been on strike or lockout for part or all of the 12-month period, the calculation will be based on dues paid during the three-month period closest to the date of reference for the calculation of delegations.

For purposes of representation at the Congress, the number of members in a union includes both members and employees who, though not members, pay a contribution equal to regular union dues under a union security system. However, no such employees are eligible to be delegates to the Congress.

3.06 – Accreditation: requirements and formalities

Any official delegate must come from a local union, i.e., be a dues-paying member of a union in good standing with CSN bodies and have an employment relationship with the employer covered by the union's certification.

Members of the Executive Committee and Federal Bureau of the Federation are *ex officio* delegates, in accordance with the second paragraph of Article 3.04.

To be eligible to send a delegate to the Federation Congress, a new union must apply to the Secretary-General of the Federation for affiliation one month before the Congress in order to be affiliated before the Congress.

To be entitled to be represented by an official delegation at a regular or special Congress, affiliated unions must have paid their dues and per capita to CSN bodies (and the sector, if applicable) in the second month preceding the month when the Congress is held, unless a dues and per capita payment agreement has been reached.

The Secretary-General issues credentials accordingly.

Conditional credentials are issued to affiliated unions that on this date have outstanding dues or per capita owing to CSN bodies but are only valid if they are accepted by the Credentials Committee and the Congress.

Congress registration fees are set by the Federal Bureau and serve to offset a portion of the expenses and salaries of official delegates from unions with 70 or fewer dues-paying members, as well as unions from Îles-de-la-Madeleine affiliated with the Federation and attending the Congress. To be eligible, they must meet the conditions set out in the requirements. However, unions on strike, lockout or closed during the Congress, as well as unions with 70 or fewer dues-paying members that receive assistance to small unions, will not pay any registration fee.

The accreditation of official delegates ends by 6:00 pm on the second day prior to the day the Congress closes.

Any official delegate to the Congress who cannot attend one or more sessions of the Congress may be replaced by a substitute holding credentials who has been designated in advance by the union they represent. These credentials are only valid for the duration of this meeting.

3.07 – CONGRESS COMMITTEES

The Federal Bureau designates the members of the following committees at least one month before the opening date of the Congress:

- a) Credentials Committee
- b) Resolutions Committee
- c) Constitution and Bylaws Committee
- d) Assistance to Small Unions Committee
- e) Workshop Summary Report Committee
- f) Questions of Privilege Committee

These committees are composed of at least three members. They meet, if necessary, before the opening date of the Federation Congress.

Furthermore, the Federal Bureau appoints the chairs and secretaries of congress workshops.

The Congress may strike as many committees as it deems appropriate.

3.08 – Documents sent out in advance

The Federal Bureau organizes pre-Congress regional meetings, where appropriate, to inform the unions of the main issues to be discussed at the Congress.

The Federation sends all affiliated unions a pre-Congress document summarizing the main topics that will be debated at the Congress.

3.09 – Resolutions submitted by affiliated organizations

All resolutions submitted by affiliated organizations are referred to the Resolutions Committee. These resolutions must be sent to the Secretary-General of the Federation at least six weeks before the opening date of the Congress.

A resolution that has not been sent to the Resolutions Committee in time cannot be submitted directly to the Congress. If the Congress considers that the situation is urgent, it may decide by a two-thirds majority to refer a late resolution to the Resolutions Committee. The Committee meets immediately and reports back to the Congress with its recommendations.

3.10 – Delegate credentials

At the beginning of the first regular session of the Congress, the Credentials Committee submits the report in two parts:

- a) the names of delegates whose credentials are free of irregularities, with the names of the unions that they represent;
- b) the names of unions and delegates whose credentials seem to have irregularities.

The Congress disposes of the first part of the Credential Committee's report and returns the second part to the Committee for further study and consultations with the interested parties.

At the beginning of every regular session of the Congress, the Credentials Committee presents a new report on the cases that have been resolved, and so on until its final report.

The final report on the accreditation of official delegates shall be presented to the Congress at the opening of the session following the completion of the official accreditation.

All official delegates must be a dues-paying member of the union they represent.

Delegates whose credentials have not yet been approved by the Congress may attend the sessions as fraternal delegates. They may also express their opinion, after having obtained prior authorization from the chair. Fraternal delegates have no voting rights.

3.11 – Quorum

The quorum required for the Congress is formed by a majority of official delegates registered to the Congress and representing at least 25 per cent of affiliated unions.

3.12 – Vote

Each official delegate is entitled to one vote.

3.13 – Elections

a) Executive Committee

An official statement of candidacy is established for official delegates and employees of the Federation who wish to run for a position on the Executive Committee of the Federation.

A candidate must fill out and sign a form prepared for this purpose by the Federation and have it countersigned by five duly accredited delegates. This form must be submitted to the Election Secretary no later than the adjournment of the second day preceding the closing day of the Congress.

A candidate must explicitly state for which of the following positions they are running: President, Vice-President, Vice-President-Treasurer, 2nd Vice-President¹ or Secretary-General.

Candidacies for these positions are mutually exclusive, meaning that a person cannot run for more than one Executive Committee position.

The Election Secretary gives the Election President the forms that have been received in accordance with the prescribed conditions and deadline. Only candidates who have duly completed the candidacy form may be nominated for election. The list of candidates for elected office in the Federation is distributed to the delegates the day after the end of the period for submitting nomination forms, along with brief information about the candidate's union background (union CV).

Voting is by secret ballot and all official delegates, without exception, have the right to vote.

Candidates are elected by an absolute majority of votes. If no candidate receives an absolute majority, the candidate who received the fewest votes is dropped from the ballot for the next round of voting.

b) **Federal Bureau**

1- COMMITTEES

The chairpersons of the Training and Union Life Committee, Status of Women Committee and Health-Safety-Environment Committee are elected by all official delegates in attendance at the Congress.

Any official delegate is eligible to serve as Chairperson of the Training Committee and Health-Safety-Environment Committee. Only activist official delegates are eligible to serve as Chairperson of the Status of Women Committee. However, in all cases, these candidates must not hold a position on the Executive Committee or as sector President.

An official statement of candidacy is provided for official delegates who wish to run to be chairperson of a committee. A candidate running to chair a committee must fill out and sign a form prepared for this purpose by the Federation and have it countersigned by five duly accredited delegates. This form must be separate from nomination forms for positions on the Executive Committee and sector Presidents. The election procedure for the Executive Committee applies for committee Chairs.

¹ Effective as of the 2022 Federal Council.

2- SECTORS

Sector Presidents are elected by the official delegates of each sector at the Federation Congress.

Each sector elects one person to represent it at the Federal Bureau. Nominations are made by the delegates of the sector concerned. Any official delegate from the sector concerned is eligible to be President of the sector, except if they are elected to a position on the Executive Committee or as a committee Chair.

The elections of sector Presidents must be ratified by the Congress. In the event of non-ratification by the Congress, the Federal Council following the Congress shall proceed to an election of non-ratified positions. However, the Federal Bureau may endorse the election of one of its members if it is in accordance with the procedure outlined in Article 3.14.

An official statement of candidacy is provided for official delegates who wish to run to be President of a sector. A candidate must be from a union in the sector for which they are running for President. A candidate running to be President of a sector must fill out and sign a form prepared for this purpose by the Federation. The form must be countersigned by five duly accredited delegates from the sector concerned. This form must be separate from nomination forms for positions on the Executive Committee and committee Chairs. The election procedure for the Executive Committee applies for sector Presidents.

In the event of an election, members of the Federal Bureau are only entitled to vote in the sector in which they are running or which they represent.

c) Elections

A member of the Executive Committee or Federal Bureau who, for reasons beyond their control, no longer meets the conditions outlined in Article 3.06 of this *Constitution and Bylaws*, may complete their term, on an exceptional basis, on the recommendation of the Executive Committee and Federal Bureau. The Federal Bureau's decision is ratified at the next Federal Council.

3.14 – Vacancy

- a) Any vacancy on the Executive Committee or a Federation committee shall be filled by the Federal Council at a meeting following the vacancy. Elections are held in accordance with the procedure for the Congress, except that nominations and the accreditation of official delegates shall end at the noon adjournment of the day preceding the closing day of the Council.

- b) Any vacancy in a sector President position may be filled by the Federal Council at a meeting following the vacancy or according to the following procedure:
1. Unions in the sector concerned must be duly convened.
 2. The presence of 15 per cent of unions is required.
 3. A compliant nomination form must be submitted.
 4. The presence of a member of the Federation Executive Committee is required.
 5. The Federal Bureau endorses the election and the Federal Council ratifies it.

An elected person completes the mandate of the officer they replace.

3.15 – Presence of the CSN Executive Committee

Members of the Executive Committee of the Confédération des syndicats nationaux or their authorized representative may attend meetings of the Congress and express their opinion on issues relevant to their area of competence. However, they have no voting rights.

3.16 – Minutes

The Secretary-General or Meeting Secretary of the Federation records the minutes of the Congress. They send a copy of the minutes to unions affiliated with the Federation within a reasonable period of time.

Chapter 4

EXECUTIVE COMMITTEE

4.01 – Composition

The Executive Committee of the Federation is composed of a President, Vice-President, Vice-President-Treasurer, 2nd Vice-President¹ and Secretary-General.

4.02 – Quorum

The quorum for the Executive Committee shall consist of a majority of its members.

4.03 – Meetings

The Executive Committee meets as needed at the invitation of the President at least twice a month, except in the months of July and August.

4.04 – Vacancy on the Executive Committee

If there is a vacancy on the Executive Committee, the President may, until the position has been filled, propose or second resolutions during deliberations of the Executive Committee.

4.05 – Powers and duties

The Executive Committee has the following responsibilities:

- a) implementing decisions of the Congress, the Federal Council and the Federal Bureau;
- b) affiliating organizations;
- c) conducting the current business of the Federation within the limits of the budget approved by the Congress;
- d) preparing the triennial budget;
- e) managing the human resources of the Federation;
- f) developing the human resources management policy;

¹ Effective as of the 2022 Federal Council.

- g) negotiating the employees' collective agreement on behalf of the Federation, the agreement which must be ratified by the Federal Council or Congress;
- h) making recommendations and suggestions that it deems useful to the Federal Bureau and Federal Council;
- i) supervising and coordinating the activities of members of Federation committees;
- j) deciding whether the Federation supports an affiliated union that asks for its assistance in a dispute; the decision may be appealed to the Federal Bureau or Federal Council or both;
- k) reporting on its activities to the Federal Bureau, Federal Council and Congress;
- l) representing the Federation;
- m) identifying the Executive Committee officer who will be responsible for public sector negotiations.

4.06 – Minutes and reports

The Secretary-General of the Federation records the minutes of Executive Committee meetings. They forward the minutes to the Federal Bureau. Members of the Federal Council and affiliated unions may examine them.

4.07 – Expenses

Expenses and salaries, if any, of Executive Committee members are reimbursed by the Federation in accordance with the rates and conditions determined by regulation.

4.08 – Term of office

The term of office of members of the Executive Committee of the Federation ends on the 8th day following the Congress at which their successors are chosen. However, in the event where an officer was released full-time, their release shall continue for a maximum of one month following the end of the Congress.

4.09 – Responsibilities of the President of the Federation

The role of the President includes the responsibilities described in this article and those appearing in other provisions of the *Constitution and Bylaws* of the Federation.

The duties of the President are as follows:

- a) convening and presiding over meetings of the Executive Committee, Federal Bureau, Federal Council and Congress;
- b) sending, if necessary, notices of convocation;

- c) ensuring the proper functioning of the Federation;
- d) representing the Federation officially in accordance with decisions made by the Executive Committee and mandates from other decision-making bodies of the Federation;
- e) entrusting, where necessary, other members of the Executive Committee with part of their responsibilities, giving the appropriate guidance;
- f) seeing that each member of the Executive Committee and Federal Bureau fulfil their duties conscientiously;
- g) being one of the signatories of official documents and cheques of the Federation ;
- h) voting in the event of a tie;
- i) being a member of all committees ex officio;
- j) sending to a successor all Federation property in their custody at the end of their term;
- k) being responsible for media relations.

4.10 – Responsibilities of the Vice-President of the Federation

The role of the Vice-President includes the responsibilities described in this article and those appearing in other provisions of the *Constitution and Bylaws* of the Federation.

The duties of the Vice-President are as follows:

- a) exercising all the powers and prerogatives of the President in the event of their absence or inability to act. In the absence of both, the Executive Committee appoints a replacement;
- b) accepting all other responsibilities entrusted to them by the Congress, Federal Council, Federal Bureau, Executive Committee and President of the Federation ;
- c) jointly signing cheques with the President or Vice-President-Treasurer in the absence of either of them;
- d) sending to a successor all Federation property in their custody at the end of their term.

4.11 – Responsibilities of the 2nd Vice-President of the Federation¹

The role of the 2nd Vice-President includes the responsibilities described in this article and those appearing in other provisions of the *Constitution and Bylaws* of the Federation.

The duties of the 2nd Vice-President are as follows:

- a) assuming all other responsibilities assigned to them by the Congress, Federation Council, Federal Bureau, Executive Committee and President of the Federation ;
- b) sending to a successor all Federation property in their custody at the end of their term.

4.12 – Responsibilities of the Vice-President-Treasurer of the Federation

The role of the Vice-President-Treasurer includes the responsibilities described in this article and those appearing in other provisions of the *Constitution and Bylaws* of the Federation.

The duties of the Vice-President-Treasurer are as follows:

- a) being responsible for the finances of the Federation; in that respect, the staff of this department fall under the Treasurer's authority in the performance of their duties;
- b) being responsible for the Accounting and Administration Departments of the Federation;
- c) being responsible for collecting the per capita, contributions and other sums owing to the Federation;
- d) ensuring the payment of authorized expenses, keeping the ledger for per capita and contributions and the cash book;
- e) addressing the Congress regarding the financial administration and management of the Federation's assets;
- f) presenting a financial report, semi-annually to the Federal Bureau, annually to the Federal Council and triennially to the Congress. This triennial financial report must be audited by one or more auditors belonging to a recognized association of accountants, chosen by the Executive Committee and ratified by the Federal Bureau;
- g) initiating preparation of the triennial budget;

¹ Effective as of the 2022 Federal Council.

- h) signing cheques jointly with the President;
- i) providing access to the books at each meeting of the Congress, Federal Council, Federal Bureau or Executive Committee;
- j) they are bonded and premiums are paid by the Federation;
- k) being responsible for the Federation's fiscal year beginning on January 1 of any year and ending on the last day of December three years thereafter;
- l) sending to a successor all Federation property in their custody at the end of their term.

4.13 – Responsibilities of the Secretary-General of the Federation

The role of the Secretary-General includes the responsibilities described in this article and those appearing in other provisions of the *Constitution and Bylaws* of the Federation.

The duties of the Secretary-General are as follows:

- a) being responsible for the Secretariat of the Federation and in particular the minutes of the Congress, Federal Council, Federal Bureau and Executive Committee ;
- b) sending correspondence for which they are responsible ;
- c) sending notices of convocation for the Congress, Federal Council, Federal Bureau and Executive Committee;
- d) being responsible for the Federation's policies and information tools;
- e) signing the minutes with the President;
- f) reading all documents that will be released at meetings of the Congress, Federal Council, Federal Bureau or Executive Committee;
- g) providing access to the minutes book to any delegate at a meeting who wishes to read it;
- h) sending to a successor all Federation property in their custody at the end of their term.

Chapter 5

FEDERAL BUREAU

5.01 – Composition

The Federal Bureau is composed of:

- a) four members of the Executive Committee;
- b) the President of each of the eight sectors: Municipal, Transport, School Transportation, CÉGEP Support, Government Agencies, Multisectoral and Public Safety;
- c) the Chairperson of each of these three committees: Training and Union Life, Status of Women and Health-Safety-Environment.

5.02 – Vacancy

In the absence of a sector President or committee Chair, the Executive Committee may authorize an officer of the sector or committee to serve on the Federal Bureau, without voting rights and without being part of the count to establish the quorum.

Any sector or committee with a vacant Chair position may ask the executive of the Federation to appoint to the Federal Bureau a replacement coming from the executive of the sector or committee until the position is filled. The Federal Bureau ratifies the recommendation from the executive and in this case the person so appointed sits as an official delegate representing the sector or committee concerned.

5.03 – Quorum

The quorum of the Federal Bureau is nine of its members. The quorum will be reduced to eight members if there are at least two vacancies in sector Presidents or committee Chairs.

5.04 – Meetings

The Federal Bureau meets at least five times per year on dates set by the Executive Committee. It may, however, meet as often as required by the interests of the Federation, either convened by the President or upon written request by five of its members to the President or Secretary-General of the Federation.

Exceptionally, when circumstances so require, the Federal Bureau may proceed through a telephone conference or a virtual platform and official minutes will follow.

5.05 – Powers and duties

The Federal Bureau has the following responsibilities:

- a) overseeing and helping prepare Federation briefs in accordance with the Federation's orientation and general policies;
- b) carrying out mandates entrusted to it by the Congress or Federal Council;
- c) examining any matters submitted to it by the Executive Committee or Federal Council and make its recommendations;
- d) receiving reports on the activities of the Executive Committee and any information on the Federation's situation;
- e) making recommendations to the Executive Committee and Federal Council;
- f) issuing guidelines for the conduct of current business if it deems this necessary;
- g) examining and discussing reports on services and making all the necessary recommendations to the Federal Council;
- h) receiving the annual financial statements of the Federation, approving the semi-annual financial statements of the Federation and receiving the report of the Oversight Committee;
- i) ratifying the financial statements of sectors concerned and receiving the report of the Oversight Committee;
- j) addressing the Congress regarding the application of the budget;
- k) reporting to the Congress on its activities;
- l) ensuring the presence of the Federation within the unions;
- m) making sure that unions affiliated with the Federation receive the required technical and professional services; these services may be provided, depending on the case, either directly by the Federation or by service agreement with another organization affiliated with the CSN;
- n) ratifying the collective agreement for employees of the Federation;
- o) helping, as needed, the unions in searching for and applying the most appropriate solutions to issues that arise at the local level and that require union action at this level;
- p) appointing the delegation to the Confederal Council and to the CSN Convention and appointing delegates of the Federation to sit on any other committee;
- q) creating or abolishing positions within budget guidelines in order to ensure the proper functioning of the Federation;
- r) meeting the Federation working group as needed;

- s) discussing and making decisions on disputes submitted by the working group;
- t) exercising any other power specifically conferred on it by the *Constitution and Bylaws* of the Federation;
- u) ratifying the nomination of the service coordinators chosen by the working group;
- v) assigning the unions by sector of activity; however, a union may appeal the Bureau's decision, either to the Federal Council or Congress;
- w) appointing people to serve on committees and sectoral associations;
- x) acting as a Pre-Congress Committee in preparation for the Congress;
- y) on the recommendation of the Executive Committee, authorizing a member of the Executive Committee or Federal Bureau to complete their term, on an exceptional basis, even if they no longer meet the conditions outlined in Article 3.06 of this *Constitution and Bylaws*.

5.06 – Minutes and reports

The Secretary General records the minutes of meetings of the Federal Bureau. They send the Federal Council regular reports on the Federal Bureau's main decisions.

Members of the Federal Council and unions affiliated with the Federation who so request may examine the minutes of the Federal Bureau.

5.07 – Expenses of delegates to the Federal Bureau

Expenses and salaries, if any, of delegates to meetings of the Federal Bureau are reimbursed by the Federation in accordance with the rates and conditions determined by regulation.

Chapter 6

FEDERAL COUNCIL

6.01 – Federal Council

The Federal Council meets annually between congresses on a date set by the Federal Bureau. Special meetings may be convened by the Executive Committee or the Federal Bureau or by 25 delegates representing at least 25 unions. A special meeting so requested shall be held within a month of receipt of such a request. This request is addressed to the Secretary-General of the Federation and must indicate the reasons for the convocation.

6.02 – Powers and duties

The Federal Council is the highest authority of the Federation between congresses. It has the following responsibilities:

- a) contributing to the development of the Federation's social outlook and general policies in keeping with Congress decisions;
- b) assuming the general leadership of the Federation between congresses as circumstances require and also defending the general interests of workers;
- c) carrying out mandates entrusted to it by the Congress and acting in accordance with the latter's decisions;
- d) disposing of the report of the Executive Committee and requiring information from them on the situation of the Federation;
- e) making sure the Executive Committee and the Federal Bureau carry out the mandates entrusted to them and that Congress decisions are applied. It may make any decision that is necessary for this purpose;
- f) creating commissions or committees that it deems useful, defining their mandates, disposing of their reports;
- g) ratifying the recommendation from the Federal Bureau on the collective agreement for employees of the Federation;
- h) approving the annual financial statements of the Federation;
- i) authorizing any changes needed in the budget approved by the Congress. Such an authorization requires the vote of two thirds of delegates;
- j) authorizing any necessary amendment or transfer of funds to the budget approved by the Congress;
- k) exercising any power explicitly provided for in the Federation's *Constitution and Bylaws*;

- l) imposing and lifting suspensions;
- m) borrowing on behalf of the Federation to meet the obligations of budgeted items;
- n) electing a member of the Executive Committee, a committee or sector President if a vacancy occurs between congresses in accordance with Article 3.14 of the *Constitution and Bylaws*;
- z) ratifying the decision of the Federal Bureau to authorize a member of the Executive Committee or Federal Bureau to complete their term, on an exceptional basis, even if they no longer meet the conditions outlined in Article 3.06 of this *Constitution and Bylaws*.

6.03 – Composition

The Federal Council is composed of:

- a) members of the Federal Bureau;
- b) official delegates duly accredited by each union affiliated with the Federation.

The number of official delegates from each union is based on the number of members in the union, according to the following table:

1 to 99 members:	1 delegate
100 to 299 members:	2 delegates
300 to 499 members:	3 delegates
500 to 699 members:	4 delegates
700 to 899 members:	5 delegates
900 to 1099 members:	6 delegates
1100 to 1299 members:	7 delegates
1300 to 1499 members:	8 delegates
1500 to 1699 members:	9 delegates
1700 to 1899 members:	10 delegates
1900 to 2099 members:	11 delegates, etc.

6.04 – Calculation of the number of delegates per union

The number of official delegates to which a union is entitled is calculated by averaging membership over the last 12 months preceding the reference date.

The reference date for this calculation is the third month preceding the month in which the Council is held.

In the event that a union has collected dues for a period of less than 12 months, the average of dues-paying members during the number of months in which the union collected dues shall be calculated.

In the event that a union has been on strike or lockout for part or all of the 12-month period, the calculation will be based on dues paid during the three-month period closest to the date of reference for the calculation of delegations.

For purposes of representation on the Federal Council, the number of members in a union includes both members and employees who, though not members, pay a contribution equal to regular union dues under a union security system. However, no such employees are eligible to be delegates to the Federal Council.

6.05 – Accreditation: requirements and formalities

Any official delegate must be a dues-paying member of a union in good standing with CSN bodies and have or have had an employment relationship with the employer covered by the union's certification.

Members of the Executive Committee and Federal Bureau of the Federation are *ex officio* delegates, in accordance with the second paragraph of Article 3.04.

To be eligible to send a delegate to the Federal Council, a new union must apply to the Secretary-General of the Federation for affiliation one month before the Council meeting in order to be affiliated before the council meeting.

To be entitled to be represented at the Council, affiliated unions must have paid their dues and per capita to CSN bodies (and the sector, if applicable) in the second month preceding the month when the Congress is held, unless a dues and per capita payment agreement has been reached between the parties.

The Secretary-General issues credentials accordingly.

Conditional credentials are issued to affiliated unions that on this date have outstanding dues or per capita owing to CSN bodies.

The registration of official delegates ends no later than the noon adjournment of the day preceding the closing day the Federal Council.

Any official delegate to the Federal Council who cannot attend one or more sessions of the Council may be replaced by a substitute holding credentials who has been designated in advance by the union they represent. These credentials are only valid for the duration of this meeting.

6.06 – Quorum

The quorum of the Federal Council is a majority of registered members representing at least 25 unions.

6.07 – Minutes and reports

The Secretary-General or the meeting Secretary records the minutes of the meetings and sends a copy to members of the Federal Council. A summary report of the Council's main decisions is also sent to all affiliated unions and Federation employees as well as CSN members who request it.

6.08 – Expenses and salaries of delegates

Expenses and salaries, if any, of members of the Executive Committee and the Federal Bureau are reimbursed by the Federation in accordance with the rates and conditions determined by regulation.

Chapter 7

SECTORS

7.01 – Purpose of sectors

A sector is a coordinating and negotiating body. The powers granted to it are those that appear in the *Constitution and Bylaws*. In this sense, it allows for:

- a) a greater, more consistent and regular presence of Federation officers in local unions;
- b) a better understanding of the needs of the unions in terms of services, union life, mobilization and also sector-specific issues;
- c) better entrenchment of the Federation's policies in the unions and greater participation by them in the Federation's bodies.

7.02 – Goals of a sector

The sectors pursue the following goals:

- a) to develop, in collaboration with the Federation and in accordance with its general policies, the goals and specific policies regarding the collective labour agreement of the sector concerned;
- b) to monitor and stimulate the union life of each of the unions in the sector;
- c) to send the needs and recommendations of the unions to the Federal Bureau;
- d) to convey the recommendations of the Federation in the sector;
- e) to build support for the struggles of unions in the Federation.

7.03 – Composition of a sector

The calculation of the delegation of the unions to sector meetings, if applicable, is identical to that provided for the Federal Council. The sector may determine any other form of representation.

To participate in the activities of the sector as an official delegate, a union must be in good standing with the movement's organizations.

Sectors are under the authority of the Federal Office.

7.04 – Executive Committee of a sector

The sector may elect other officers, in addition to the President.

7.05 – Role and tasks of a Sector President

The roles and tasks of a Sector President are as follows:

- a) convening meetings of the Executive Committee and the sector;
- b) overseeing the application of sectoral policies;
- c) intervening, when necessary, in the unions in cases of consolidation;
- d) ensuring that the unions in their sector have appropriate technical and professional services;
- e) reporting to the Federal Bureau on the activities of the sector they chair;
- f) participating occasionally in the general meetings of unions;
- g) signing, jointly with the sector's Secretary, the minutes of sector meetings;
- h) submitting in writing, to each Congress of the Federation, a report detailing the activities of the sector they chair.

7.06 – Meetings

The sector and the Executive Committee meet as needed. The *Rules of Order* used are those generally recognized and applied by the Federation.

7.07 – Disbursements from a sector

Except in cases where disbursements have been previously authorized by the Federation's Executive Committee, other disbursements incurred or made by the sector and its Executive Committee are the responsibility of the respective unions concerned.

7.08 – Intersectoral collaboration

Where the situation or issue so requires, meetings between two or more sectors may be organized by the Federation, with the agreement of the sectors concerned, to allow for joint decision-making and action plans. A single set of minutes is then recorded and any proposal approved serves as the recommendation to the unions by the sectors thus assembled.

Accreditation conditions of delegates to these intersectoral meetings are the same as those provided for at the Federation Congress.

The number of delegates to which a union is entitled is the same as that provided for the Federation Congress, unless the sector has different provisions in its *Constitution and Bylaws*.

The policy of assisting unions with 70 or fewer dues-paying members shall apply at these meetings.

Chapter 8

COMMITTEES

8.01 – Composition and mandates of committees

The committees are responsible for developing tools on topics relevant to their respective responsibilities.

In order to encourage the development and circulation of the movement's policies and demands, the following permanent committees were formed and are represented at the Federal Bureau:

a) **Training and Union Life Committee**

It is composed of a committee Chair and two activists. It is responsible for developing the training programs that are part of general training sessions, ensuring their implementation and evaluation, making recommendations to the Executive Committee regarding use of the Federation training budget and establishing mechanisms to ensure the participation of unions in various training sessions.

In addition, the Committee is responsible for providing unions with support in their union life by developing various tools and organizing, at least once per term, a union life-themed federative activity.

b) **Status of Women Committee**

It is composed of a committee Chair and two activists. It is responsible for promoting demands put forward by the movement on women-specific issues, taking all the necessary steps to ensure unions in the Federation reflect on them and implement them, and participating on the National Status of Women Committee and Coordination de la condition féminine.

c) **Health-Safety-Environment Committee**

It is composed of a committee Chair and two activists. It is responsible for preparing and recommending to the Congress and Federal Council actions related to health and safety, mental health, informing workers at the sectoral level about health and safety and environmental issues; making recommendations to the Executive Committee regarding use of the CNESST subsidy.

Each of these committees also includes a policy person appointed by and coming from the Executive Committee.

Members of these committees are elected by the Congress or Federal Council. In addition, one substitute per committee shall also be elected to fill a vacancy or replace a Committee member for a prolonged absence, except the Chair (whose vacancy shall be filled in accordance with Article 3.14 a).

8.02 – Roles and tasks of a Committee Chairperson

The roles and tasks of a Committee Chairperson are as follows:

- a) convening meetings of Committee members, as needed;
- b) ensuring the application of Committee policies;
- c) ensuring the unions have the broadest possible support for orientations identified by the Committee;
- d) signing the minutes of Committee meetings;
- e) reporting to the Federal Bureau on the activities of the Committee they represent;
- f) submit in writing, to each Federation Congress, a detailed report on the activities of the Committee they represent.

8.03 – Expenses of Committee members

Expenses and salaries of Committee members, in the context of work related to their mandates, are reimbursed by the Federation in accordance with the rates and conditions determined by regulation.

8.04 – Coordination meeting

- a) At least once a year, a meeting of Committee Chairs is convened by the Federation to coordinate the work and mandates of each Committee.
- b) At least one Federation representative must participate.
- c) Expenses and salaries, if any, are the responsibility of the Federation.

Chapter 9

TRAINING TEAM

9.01 – Training team

The appointment of training team members is approved by the Federal Bureau on the recommendation of the Executive Committee.

The Executive Committee is responsible for maintaining a team of trainers and determining the selection process.

This team is provided the pedagogical support needed to perform its duties.

The training team shall meet annually to coordinate its activities.

Chapter 10

PUBLIC SECTOR COUNCIL

10.01 – Public Sector Council

The Public Sector Council shall meet as required during public and parapublic sector negotiations but must meet at least threetimes during provincial negotiations. The Council is convened and chaired by the person(s) in charge of provincial negotiations on the Executive Committee of the Federation.

10.02 – Special Public Sector Council

A special Public Sector Council with the same authority as a regular Council may be convened to discuss any matter deemed urgent. The convocation for a special Council must include the agenda items; only those items can be discussed and dealt with during this meeting.

10.03 - Powers and duties

The powers and duties of the Public Sector Council are limited to matters relating to public or parapublic sector negotiations (central or common table) and the coordination of provincial sectoral negotiations:

- a) managing recommendations from the Bargaining Coordinating Committee for negotiations established among public sector organizations of the CSN and then sending recommendations from the Public Sector Council to the unions;
- b) managing recommendations from the FEESP caucus sitting on the Bargaining Coordinating Committee for negotiations established among public sector organizations of the CSN and recommendations from the Federative Action-Information Committee and then sending these recommendations to the unions;
- c) making any recommendation to the unions within the limits of its powers and duties;
- d) having at its disposal, in certain exceptional circumstances requiring an immediate decision, a recommendation from the Bargaining Coordinating Committee for negotiations established among public sector organizations of the CSN.

10.04 – Composition

The Public Sector Council is composed of:

- a) members of the delegation forming the FEESP caucus on the Bargaining Coordinating Committee for negotiations established among public sector organizations of the CSN;
- b) delegates from unions in the School Sector and CÉGEP Support Sector, and relevant unions in the Government Agencies Sector;
- c) members of the negotiation committees of sectoral tables, members of the Executive Committee of the Federation, members of Bargaining Coordinating team from public sector organizations of the CSN who act as resource persons and, upon special invitation, members of the Federal Bureau with speaking rights as an official delegate, but without voting rights, except for those who are members of the delegation of the Bargaining Coordinating Committee for negotiations established among public sector organizations of the CSN;
- d) unions whose members are subject to the RREGOP are eligible to participate with speaking rights on this matter during meetings in which the RREGOP is on the agenda;
- e) observers (as defined in the Protocol of the Bargaining Coordinating Committee for negotiations established among public sector organizations of the CSN) with speaking rights, just like a fraternal delegate with no voting rights.

The number of official delegates from each union is based on the number of members in the union, according to the following table:

1 to 99 members:	2 delegates
100 to 299 members:	3 delegates
300 to 699 members:	4 delegates
700 to 1099 members:	5 delegates
1100 to 1499 members:	6 delegates
1500 to 1899 members:	7 delegates, etc.

10.05 – Calculation of the number of delegates per union

The number of delegates is revised at the start of the preparation process for each provincial negotiation and is valid for the duration of the negotiations and the newly negotiated collective agreement.

The Federation determines the number of delegates to which each union is entitled. This number is based on the number of members in good standing in the union.

The reference date for this calculation is the third month preceding the month in which the first Public Sector Council is held to initiate the preparation process for each provincial negotiation.

In the event that a union has collected dues for a period of less than 12 months, the average of dues-paying members during the number of months in which the union collected dues shall be calculated.

A delegate to the Public Sector Council must have a letter of credentials duly signed by two officers of the union they represent. These credentials are valid for the duration of this round of negotiations and cannot be substituted during a meeting of the Public Sector Council.

10.06 – Accreditation: requirements and formalities

To be eligible to send a delegate to the Public Sector Council, a new union must apply to the Secretary-General of the Federation for affiliation one month before the meeting of the council and become affiliated before the meeting of the Public Sector Council.

To be entitled to be represented officially on the Public Sector Council, affiliated unions must have paid their dues and per capita to the Federation and the sector, if applicable, in the second month preceding the month when the Public Sector Council is held, unless a dues and per capita payment agreement has been reached.

However, a union or group of unions that voluntarily withdraws from the Bargaining Coordinating Committee for negotiations established among public sector organizations of the CSN cannot be officially represented.

10.07 – Quorum

The quorum for the Public Sector Council shall consist of a majority of registered members representing at least 25 unions.

10.08 – Minutes and reports

The Federation's caucus to the Bargaining Coordinating Committee for negotiations established among public sector organizations of the CSN appoints the Secretary of Public Sector Council meetings from among its members. The appointed Secretary writes the meeting minutes and sends a copy to members of the Public Sector Council at the next convocation of the public sector for adoption. A summary of the main decisions is also sent to all affiliated unions and Federation employees as well as CSN members who request it.

10.09 – Expenses and salaries of official delegates

- a) Expenses and salaries of official delegates from unions attending the Public Sector Council are the responsibility of the unions.
- b) The Federation will reimburse the salaries, if any, and expenses of the Chair of each sectoral table or bargaining group.
- c) The same applies for a person sitting at the table of English school boards.
- d) The Federation reimburses the salary and expenses of the Secretary appointed by the caucus for Public Sector Council meetings and CSN meetings, if any.
- e) Furthermore, the Federation will reimburse salaries, if any, and expenses of resource persons at a general meeting when required and designated by the Federation.

These claims must be approved by the person(s) in charge of the file on the Executive Committee of the Federation.

10.10 – Mandate and watchword

In the context of exercising pressure tactics or during decisive negotiating moments at the central or common table (accepting or rejecting offers, adopting Common Front protocol, seeking a mandate to implement all means of action necessary, including strike action, etc.), a mandate from the Federation requires the vote by a number of unions representing more than 50 per cent of members concerned in the Federation and more than 50 per cent of unions within each sector or coalition involved in provincial negotiations.

When a majority is reached, a rallying vote is automatically held in unions that did not authorize the action mandate or rejected the recommendation. However, a sector or a coalition may apply sectoral mandates in accordance with its own *Constitution and Bylaws*.

Chapter 11

FEESP PUBLIC SECTOR CAUCUS

11.01 – FEESP public sector caucus

The FEESP caucus is composed of:

- the Executive Committee officer(s) in charge of the file;
- three representatives of the CÉGEP Support Sector;
- a maximum of five representatives of the School Sector (French-speaking table);
- a representative of the School Sector (English-speaking table);
- a maximum of two representatives per union grouping of government agencies involved in public sector negotiations;
- any other person authorized by the caucus (with speaking rights, no voting rights).

Furthermore, the spokespersons for these bargaining tables are part of the caucus with speaking rights and no voting rights.

11.02 – Duties and responsibilities

The duties and responsibilities of those in the FEESP caucus are as follows:

- a) meeting as needed at the request of one of the Executive Committee officers in charge to establish the position of the Federation on the Bargaining Coordinating Committee for negotiations established among public sector organizations of the CSN;
- b) directing, as needed, the work and recommendations to be brought to the Public Sector Council;
- c) discussing action plans to be recommended to the Public Sector Council;
- d) establishing the operating rules at the start of each negotiation for approval by the Public Sector Council.

11.03 – Expenses and salaries of FEESP Caucus members

The Federation will reimburse the salaries, if any, and expenses of the chair of each sectoral bargaining committee or bargaining coalition as well as the person on the Bargaining Coordinating Committee for negotiations established among public sector organizations of the CSN and during CSN joint bodies, if applicable.

11.04 – Formation of Public Sector Bargaining Committee

People on the bargaining committee receive negotiation training before the start of negotiations.

The salaries and expenses are assumed by the Federation in accordance with the applicable policies of the Federation.

Chapter 12

COORDINATION OF SERVICES

12.01 – Duties and responsibilities

The duties and responsibilities of coordinators are as follows:

- a) coordinating, planning and supervising the implementation of policies to negotiate collective labour agreements as established by the Congress, Federal Council or Federal Bureau;
- b) working closely with and advising employees and elected officials of the Federation in the negotiation as well as the application of collective agreements and the various laws and regulations relating thereto;
- c) in the performance of their duties, reporting to the Federal Bureau;
- d) directing, coordinating and planning the work of employees of the Federation;
- e) ability to ask unions about their draft collective agreements and issuing suggestions and comments on the content;
- f) receiving collective agreements that unions must send to the Federation;
- g) presenting a report to the Federal Bureau on their activities and those of employees of the Federation;
- h) directly intervening in collective bargaining when circumstances warrant it and after they have deemed it proper to do so after consultations with interested parties;
- i) preparing a written report for each Congress;
- j) attending meetings of Federation bodies with a voice but without voting rights.

12.02 – Working group

Federation employees and at least one member of the Federation's Executive Committee meet as a working group approximately every two months to review service issues and make decisions within their jurisdiction.

Chapter 13 FINANCES

13.01 – Dues and contributions

- a) All affiliated unions, for any dues collected from a member in the month and for any equivalent contribution paid by an employee under a specific union security plan, must pay directly to the Federation the monthly per capita set by the Congress.
- b) The amount of regular monthly per capita is 0.47% per member, per month, of regular gross salary:
 - excluding overtime hours and premiums;
 - including cost-of-living adjustments, lump-sum payments, vacation pay and retroactive pay.
- c) The per capita on dues collected must be remitted within a maximum of 45 days.
 - unions shall promptly provide the Treasurer of the Federation with the following information and documents:
 - a certified copy of the union dues resolution from the union's general meeting as well as an explanation regarding the calculation of the union dues;
 - a copy of a cheque or proof of electronic funds transfer for the remittance of union dues deducted at source.

13.02 – Amendments to per capita rates

Should it be necessary to introduce an increase to the per capita paid to the Federation, the following steps must be respected:

1. Assemble unions on the basis of central council territories, at least one month before the start of the Congress;
2. A delegation from the Federal Bureau submits the budget proposal;
3. A report on this regional tour shall be submitted to the Congress.

13.03 – Inspection and audit of union dues paid

At the request of authorized representatives of the Federation, organizations affiliated with the CSN must allow their account books to be audited by such representatives at any time and provide the latter with all supplementary information they may need .

A union that fails or refuses to comply will have its case referred to the Federal Bureau.

A person authorized by the Federation who discovers irregularities warranting the calling of a general meeting of the decision-making body of the organization has the right to have a general meeting or meeting of the decision-making body concerned called by the Federation.

Following an audit, any union that has per capita arrears to pay, as indicated in the auditor's report, must pay the amounts owing within 30 days of when the report is submitted, unless the parties agree on another reimbursement period.

13.04 – Oversight Committee

A three-member Oversight Committee is elected by the Triennial Congress. In addition, a substitute is elected to fill a vacancy or replace a Committee member for a prolonged absence. Members of the Federal Bureau, sector Executives or Committee members are not eligible to sit on this committee. Its duties are to:

- a) oversee the finances and the application of bylaws of the Federation;
- b) examine any special expense not provided for in the budget;
- c) examine the Treasurer's semi-annual reports on the general administration of the Federation and on the administration of sectors;
- d) make recommendations it deems useful to the Executive Committee, Federal Bureau, Federal Council and Congress;
- e) inform the Federal Council of transfers of funds recommended by the Executive Committee and Federal Bureau;
- f) report once a year to meetings of the School Sector and CÉGEP Support Sector.

13.05 – Report of the Oversight Committee

Members of the Oversight Committee are called upon to produce reports for various Federation bodies as well as the School Sector and CÉGEP Support Sector as follows:

a) **Federal Bureau**

Presentation of a written report by one of its members at each meeting of the Federal Bureau where a report must be submitted.

b) **School and CÉGEP Support Sectors**

Presentation of a written report by one of its members once a year at the sectoral meeting provided for this purpose.

c) **Congress and Federal Council**

Presentation of a written report by all committee members at a Congress and Federal Council.

13.06 – Access to financial documents

The President of the Federation and the Oversight Committee have free access to all financial books and documents.

Chapter 14

AMENDMENTS TO THE CONSTITUTION AND BYLAWS

14.01 – Constitution and Bylaws of affiliated unions

Affiliated unions must inform the Federation of any amendments made to their *Constitution and Bylaws*. At the end of each year, they must report their total membership.

In accordance with Article 2.01 b), if the constitution of an affiliated union contains provisions contrary to the *Constitution and Bylaws* of the Federation, such provisions are deemed to be nul and void with respect to the Federation.

14.02 – Constitution and Bylaws of the Federation

The *Constitution and Bylaws* may only be amended by a majority vote of the Congress.

The wording of any proposed amendment must be sent to the Secretariat-General of the Federation at least six weeks before the opening date of the Congress. The Secretary-General must send a copy of the proposed amendments, regardless of origin, to all affiliated unions at least 30 days before the opening date of the Congress.

Any proposed amendment to the *Constitution and Bylaws* sent by affiliated unions or by members of the Federal Bureau is referred to the Constitution and Bylaws Committee, which informs the Federal Bureau of its orientations and reports to the Congress with its recommendations.

However, if in the interests of the Federation it is urgent to amend the *Constitution and Bylaws* without it being possible to comply with the abovementioned procedure, the Congress may make amendments by a two-thirds vote.

14.03 – Dissolution

The Federation may not be dissolved as long as three affiliated unions want to maintain it. In the event of dissolution, all assets of the Federation shall be used in accordance with the provisions found in Quebec's *Professional Syndicates Act*.