



Customs and Immigration Union
Syndicat des Douanes et de l'Immigration

BOARD OF DIRECTORS REGULATIONS

Adopted by the CIU National Board of Directors
1975 to 2023

Last administrative update: January 1, 2024

PREAMBLE & NOTES

Regulation 4 establishes guidelines for National Executive action under By-Law 15, Section 1, and applies to all Union members regardless of position held in the Union.

Table of Contents

Regulation 1 – Terms & Conditions of Employment for the National President

1. Purpose
2. Tenure of Office
3. Entitlement to Pay
4. Continuous Employment
5. Designated Paid Holidays
6. Overtime
7. Compensatory Leave
8. General Leave
9. Special Leave
10. Other Leave
11. Sick Leave
12. Vacation Leave
13. Travel Expenses
14. Relocation
15. Other Benefits
16. Payout of Vacation Leave Credits
17. Documentation of Leave
18. Additional Benefits

Regulation 2 –

Regulation 3 – Committees of the CIU National Board of Directors

1. Authorities of the CIU NBOD
2. Types of Committees
3. Members on Committees
4. Chairs of Committees
5. Terms of Office
6. Vacancies on Committees
7. Election or Appointment to Committees
8. Committee Meetings
9. Finances
10. Committee Authorities
11. Mandates

Regulation 4 – Expenses Incurred on Union Business

1. Application
2. Transportation
3. Per Diem
4. Family Care

Regulation 5 – Internal Communications

1. Issuing Authority
2. Rights of Issuing Authority
3. Distribution

Regulation 6 – Delegation of Signing Authority for Grievances

1. Signing Authorities

Regulation 7 – Release from Duty

1. National Union Meetings
2. National Labour Management Meetings
3. Regional Labour Management Meetings – NVPs
4. Local or Regional Labour Management Meetings – Branch Officers

Regulation 8 – Life Membership

1. Qualification
2. Contribution
3. Life Membership Application
4. Processing of Application
5. Vote of the CIU NBOD
6. Limit
7. Award

Regulation 9 – Honourary Membership

1. Qualification
2. Outstanding Service
3. Nomination
4. Automatic Nomination
5. Honourary Membership Application
6. Processing of Application
7. Vote of the CIU NBOD
8. Awards

Regulation 10 – Merit Award or Recognition Award

1. Qualification
2. Outstanding Service
3. Nomination
4. Automatic Nomination
5. Merit Award or Recognition Award Application
6. Processing of Application
7. Vote of the CIU NBOD
8. Awards

Regulation 11 – Branch Trusteeship

1. Conditions for Placing Branch in Trusteeship
2. Duration of Trusteeship

Regulation 12 –

Regulation 13 – Branch Elections Kit

**Appendix A – Life Membership
Application**

**Appendix B – Honourary Membership
Application**

**Appendix C – Merit / Recognition Award
Application**

REGULATION 1

TERMS AND CONDITIONS OF EMPLOYMENT FOR THE NATIONAL PRESIDENT

1. Purpose

The purpose of the Regulation is to state the terms and conditions of employment for the elected and full-time paid position of the National President of CIU.

2. Tenure of Office

The tenure of office for the National President shall be in accordance with the CIU By-Laws.

3. Entitlement to Pay

- (1) The base salary of the National President shall be approved by the CIU National Convention when delegates vote to adopt the triennial budget.
- (2) (a) The base salary of the National President will be increased in accordance with the percentage increases negotiated in the FB Collective Agreement for the top step of the FB03 base salary.
(b) The increase to the base salary of the National President, and any retroactivity, shall be paid after the FB Collective Agreement is signed.
(c) Allowances or adjustments may be paid, subject to Section 3 below.
- (3) (a) Changes to the National President's base salary will be reported to the Finance Committee to check for accuracy and will make up part of the Committee's report to the subsequent meeting of the National Board of Directors.
(b) The Committee shall review each allowance and adjustment negotiated in the FB Collective Agreement for FB03s, and, for each, make a recommendation to the National Board of Directors, whether to pay the allowance or adjustment to the National President.
- (4) At any time, the Finance Committee will report what it learns to the National Board of Directors in regard to the base salary of the National President and any changes.

4. Continuous Employment

For the purposes of annual leave, continuous employment for the National President shall comprise the total period of continuous employment from the date of commencement of service in the Public Service to the date of termination of employment with CIU.

5. Designated Paid Holiday

The National President shall be entitled to designated paid holidays on the same basis as employees covered by the FB Collective Agreement.

6. Overtime

Overtime means the requirement for the National President to be on official CIU business on a day of rest or on a designated paid holiday. Compensation for such time shall be at straight-time and in compliance with By-Law 15.

7. Compensatory Leave

The National President shall be entitled to compensatory leave with pay, in lieu of salary that would otherwise have been earned as outlined under By-Law 15.

8. General Leave

When the National President, who has been granted more vacation, sick or special leave with pay than was earned, dies or ceases to be an elected officer because he or she is not re-elected for another term of office, the National President shall be considered to have earned the amount of leave with pay granted to them.

9. Special Leave

The National President shall be entitled to special leave with pay on the same basis and under the same conditions that apply to all employees of the PSAC Centre pursuant to Regulation 17 (14) of the PSAC Constitution and Regulations.

10. Other Leave

- (1) The National President shall be entitled to parental leave benefits on the same basis and under the same conditions outlined in the FB Collective Agreement.
- (2) The National President shall be entitled to other types of leave with or without pay on the same basis and under the same conditions that normally apply to employees covered by the FB Collective Agreement.

11. Sick Leave

- (1) The National President shall earn sick leave credits on the same basis as employees covered by the FB Collective Agreement.
- (2) The National President shall be granted sick leave with pay when unable to perform duties assigned because of illness or injury provided that the National President has the necessary sick leave credits.
- (3) If the National President has insufficient credits to cover the granting of sick leave with pay under the provisions of this section, sick leave with pay may, at the discretion of the National Executive, be granted up to the number of days as outlined in the FB Collective Agreement.
- (4) Subject to Regulation 1, Section 11 (5) below, when the National President is unable to perform assigned duties because of illness or injury and such illness or injury prevents the National President from attending the Convention and seeking re-election, that person shall be entitled to be granted sick leave to the limitation of earned sick leave credits or for the duration of the illness whichever is less provided the National Executive is satisfied that the National President is unable to work due to illness or injury.
- (5) In a case referred to in Regulation 1, Section 11 (4) above, if the National President is eligible to receive benefits from Disability Insurance, an application must be made for such benefits and CIU must be paid any amount received from Disability Insurance for the period between the date of the termination of office and the date of the termination of sick leave with pay.
- (6) (a) Upon completion of the National President's term, unused sick leave credits will not be paid out.
(b) In the event the outgoing National President returns to work in the Federal Public Service, they will retain their banked sick hours with CIU. If they become sick and deplete their balance of sick leave credits from the Federal Public Service, they may be paid sick leave from their CIU bank at the group and level they occupy at the time, on a weekly basis until they can access long-term disability. Documentation affirming sick leave, the exhaustion of sick leave credits and that they are not receiving any other benefits (EI - employment insurance) may be required.

12. Vacation Leave

The National President shall be entitled to Vacation Leave as follows:

- (1) The National President's vacation leave will be consistent with the FB Collective Agreement.
- (2) The National President may carry over any vacation leave credits as per the FB Collective Agreement.
- (3) Vacation leave credits with pay exceeding entitlement not used on July 31st each year will be paid in cash at the rate of pay received by the National President on July 31st.
- (4) If the National President dies or otherwise ceases to be employed, their estate or the

National President shall be paid for the balance in available vacation leave in accordance with the FB Agreement.

13. Travel Expenses

The National President is entitled to be reimbursed travel expenses in accordance with CIU By-Law 15 and Board of Directors Regulation 4 while on CIU business.

14. Relocation

- (1) A member elected as National President, shall be entitled to be reimbursed for relocation expenses, within the limits of the TB Relocation Policy, when at the time of election, such member is residing outside of the Greater Ottawa/Gatineau Area.
- (2) Notwithstanding; a member elected as National President has the option of receiving monthly payments of \$2,100 to offset living expenses in lieu of the relocation allowance.
- (3) When a member ceases to be employed as National President for any reason, except misconduct, such member shall be entitled to be reimbursed for relocation expenses, within the limits noted in (1) above, provided that:
 - (a) Such member was residing outside the Greater Ottawa/Gatineau Area at time of election, and
 - (b) Such member does not accept other employment in the Greater Ottawa /Gatineau Area, and such member applies for relocation expenses within three months following the termination as elected officer.
- (4) The relocation provisions outlined in Paragraphs 1 and 2 shall only apply to incumbent National Presidents for purposes of relocation back to their originating region after leaving office.

15. Other Benefits

- (1) CIU shall pay the employer's portion of all the Agency's benefit plans for which the National President becomes liable in order to maintain the plans in force while on leave without pay from the Agency's
- (2) The National President shall be entitled to the following benefits, which are currently applicable to employees of the Alliance Centre:
 - (a) Accidental Death & Dismemberment,
 - (b) Extended Health & Drug Plan,
 - (c) Dental Plan, and
 - (d) Vision Plan.
- (3) The National President shall be entitled to the following benefits calculated on the difference between the base salary paid by CIU and the salary earned at Agency's prior to election:
 - (a) Pension Plan (Top Up);
 - (b) Life Insurance (Top Up); and
 - (c) Long Term Disability Insurance (Top Up)
- (4) The National President shall be entitled to receive premiums, allowances, and bonuses on the same basis and under the same conditions that apply to employees covered by the FB Collective Agreement

16. Payout of Vacation Leave Credits

Any and all amounts due the National President for Vacation Leave Credits shall be reviewed by the National Board of Directors following the date of termination of employment of the National President prior to payment.

17. Documentation of Leave

- (1) For the purposes of vacation, sick leave and compensatory time, the National President shall file a leave form as used for the National Office staff, with the National Vice-President

responsible for the National Office operations portfolio.

- (2) The CIU Standing Finance Committee shall audit the National President's leave and compensatory time credits before every meeting of the National Board of Directors and flag any finding of concern in their report to the Board.

18. Additional Benefits

No additional benefits other than those described in this Regulation shall be granted to the National President unless they are approved only by the CIU National Board of Directors prior to their implementation.

REGULATION 2

REGULATION 3 COMMITTEES OF THE CIU NBOD

1. Authorities of the CIU National Board of Directors

- (1) The CIU National Board of Directors shall have the power to:
 - (a) Create or abolish Committees, or Sub-Committees;
 - (b) Establish or modify the mandate of each Committee or Sub-Committee;
 - (c) Determine the number of members on each Committee or Sub-Committee;
 - (d) Direct the flow of business to the appropriate Committee or Sub-Committee;
 - (e) See that each Committee or Sub-Committee reports on matters assigned to it;
 - (f) Schedule regular meetings for each Committee or Sub-Committee to facilitate consideration of matters assigned to it, and for production of reports; and
 - (g) Set any other terms of reference for a Committee or Sub-Committee.

2. Types of Committees

- (1) CIU's National Board of Directors shall establish, constitute, and direct the mandate of Standing Committees, Sub-Committees, and Interim Committees.
- (2) The following committees are in force:
 - (a) Standing Committees:
 - (i) Finance
 - (ii) Human Rights
 - (iii) Occupational Health and Safety
 - (iv) By-Laws, Honours and Awards
 - (v) Human Resources and Labour Relations
 - (vi) Border Security
 - (vii) Collective Bargaining
 - (viii) Young Worker and New Member
 - (ix) Non-Uniformed Members
 - (x) Membership Engagement
 - (xi) Women's
 - (b) Sub-Committees
 - (c) Interim Committees

3. Members on Committees

- (1) The National President is an ex officio member on all Committees.
- (2) Each Branch President may seek election to sit as Member or Alternate Member on the Finance Standing Committee. Three will be elected.

- (3) All Board members may seek election to the Human Rights Standing Committee. A maximum of 4 members will be elected.
- (4) Notwithstanding Section 3, Sub-section (2), each Board member shall sit on at least one Committee.
- (5) Any member of the NBoD who is identified by the CIU By-Laws as a Young Worker will be given automatic membership to the Standing Young Worker and New Member Committee.
- (6) Any member of the NBoD who identifies as a woman will be given automatic membership to the Standing Women's Committee.

4. Chairs of Committees

- (1) With the exceptions noted in Sub-sections 2 and 3, below, all Board Committees are chaired by a member of the CIU National Executive and appointed by the National President in consultation with National Vice-Presidents at the first meeting of the newly elected National Executive following Convention.
- (2) The Human Rights Committee is chaired by the Human Rights Representative.
- (3) The 3 members of the Finance Standing Committee elect, from amongst themselves, a Chair.
- (4) The Young Worker and New Member Committee is chaired by the Young Worker Representative.
- (5) The Women's Committee co-chair will rotate between committee members.

5. Terms of Office

- (1) The term of office for Committees of the Board, except the Standing Finance Committee, expires as follows:
 - (a) For members of the National Executive:
 - (i) After National Executive elections are complete at Convention, even if re-elected; or
 - (ii) Before National Executive elections if vacating or abandoning or removed from the office of the National Executive or if the National President re-assigns Committee responsibilities.
 - (b) For a Branch President appointed to a Board Committee:
 - (i) After Branch elections, even if re-elected; or
 - (ii) Before Branch elections, if vacating or abandoning or removed from the office of Branch President or if the National President reappoints to another Board Committee.
 - (c) For a Branch President elected to Board Committees:
 - (i) After Branch elections, if not re-elected; or
 - (ii) Before Branch elections, if vacating or abandoning or removed from the office of Branch President.
 - (d) For the Human Rights Representative:
 - (i) After the Human Rights Representative election is complete at Convention; or
 - (ii) Before the Human Rights Representative election if vacating or abandoning or removed from the office of Human Rights Representative.
 - (e) For the Young Worker Representative:
 - (i) After the Young Worker Representative election is complete at Convention; or
 - (ii) Before the Young Worker Representative election if vacating or abandoning or removed from the office of Young Worker Representative.
- (2) The term of office for members of the Standing Finance Committee of the Board expires as follows:
 - (a) After Branch elections, if not re-elected; or
 - (b) Before Branch elections, if vacating or abandoning or removed from the office of Branch President; or
 - (c) After the Standing Finance Committee election is complete at the first meeting of the

CIU National Board of Directors following Branch elections.

6. Vacancies on Committees

- (1) Vacancies on Committees shall be filled as follows:
 - (a) For National Vice-Presidents: by appointment by the National President.
 - (b) For a Branch President appointed to a Board Committee:
 - (i) By the Branch President newly elected by the Branch, if the vacancy is created prior to Branch elections; or
 - (ii) By appointment by the National President, if the vacancy results from expiration of the term of office.
 - (c) For a Branch President elected to Board Committees: by Board election in keeping with Section 7.
 - (d) For the Human Rights Representative: by the Alternate Human Rights Representative.
 - (e) For the Young Worker Representative: by the Alternate Young Worker Representative.

7. Election or Appointment to Committees

- (1) Appointments shall be carried out as follows:
 - (a) As one of the first orders of business upon return to the National Office following Convention year, the National President shall issue a memorandum to all new Branch Presidents asking each to identify and prioritize the top 3 Committees to which they wish to be appointed by the National President in consultation with the National Executive.
 - (b) For each Committee on which they offer to serve, a Branch President may submit a one-page text describing why they should be appointed to that Committee.
 - (c) During the first meeting of the National Executive following Convention year, and after reviewing Branch Presidents' priorities for appointment to Committees and one-page texts submitted by Branch Presidents, the National President shall appoint Branch Presidents to Committees in such a manner as to respect provisions of Section 3 *Members on Committees*.
- (2) For every vacancy created on the Finance or Human Rights Standing Committees (member or alternate member), the National Board of Directors shall elect a Branch President to fill each vacancy at their first meeting after the vacancy is created, and in such a manner as to respect provisions of Section 3 *Members on Committees*.

8. Committee Meetings

- (1) The Finance Committee meets at least every six months, on the day immediately prior to Board Committee day, or the day prior to the start of NBoD meeting.
- (2) One day will be added to the NBoD meetings for all other committees to meet.
- (3) Board Committees may meet at any other time, virtually or in person, by approval of the National President.

9. Finances

- (1) When meeting on the days prior to a meeting of the Board, Committee expenses are charged to the National Office budget (line-item 13) dealing with Board of Directors meetings.
- (2) When meeting at any other time than during the days prior to a meeting of the Board, expenses are charged to the National Office budget (line-item 17) dealing with Committees.

10. Committee Authorities

- (1) Committees report to the CIU National Board of Directors.
- (2) Committee work does not become a CIU policy, position, goal, priority, action, plan, or other,

until approbation by the CIU National Board of Directors is obtained by way of the Board adopting a Committee recommendation.

- (3) The members of the CIU National Board of Directors vote on a Committee recommendation separately from the report in which it is presented.
- (4) Committee members can purport to speak on behalf of CIU as long as stating a policy, position, goal, priority, action, plan, or other, endorsed by the CIU Board.

11. Mandates

(1) The Standing Finance Committee

- (a) May examine the financial records, including:
 - (i) Financial statements or records;
 - (ii) Revenue and expense summaries;
 - (iii) Vouchers and supporting documents;
 - (iv) Authorizations for expenditures;
 - (v) Bank reconciliations;
 - (vi) Financial documents prepared by or for the National Executive; and
 - (vii) Approved motions related to the appropriation of funds;
- (b) Has the authority to ask questions and obtain answers related to the financial management of CIU;
- (c) Will be provided with financial statements and support documentation that are already being provided to the CIU National Executive;
- (d) Will review financial statements on an on-going basis and provide comments/suggestions to the National Executive and Board;
- (e) Will review all expenditures and proposals to the Board for which there is no budget;
- (f) Will obtain from the National Executive the draft triennial National Office budget for review and comments;
- (g) Will be apprised by the National Executive of the financial status of CIU Holdings Ltd. and of any major costs for repairs, renovations, etc., and will provide comments on such to the National Executive and Board; and
- (h) Will provide costing for resolutions and/or motions presented to the Board.

(2) The Standing Human Rights Committee

- (a) Provides advice and recommendations to the CIU Board on equity/human rights issues;
- (b) Develops a strong link with Branches on equity/human rights issues;
- (c) Identifies legislation, policies, provisions or practices that are discriminatory, and recommends union policies, programs or actions that will end and redress the discrimination;
- (d) Monitors the implementation and effectiveness of employment equity plans and pursues any corrective action that may be necessary;
- (e) Educates CIU members and employers on equity/human rights issues;
- (f) Identifies and mobilizes members through their various constituencies around equity/human rights issues;
- (g) Proactively identifies emerging equity/human rights issues (problems and potential solutions related to the membership, their work locations, as well as their communities);
- (h) Develops and promotes a strong communication strategy on equity/human rights issues; and
- (i) Develops the leadership skills of the Human Rights Committee representatives.

(3) The Standing Occupational Health and Safety Committee

- (a) Participates in the development of health and safety policies and programs;
- (b) Considers and expeditiously addresses matters concerning health and safety that are brought to its attention;

- (c) Participates in the monitoring of programs for the prevention of hazards in the work place;
- (d) Participates to the extent that it considers necessary in inquiries, investigations, studies and inspections pertaining to occupational health and safety;
- (e) Participates in the development and monitoring of programs for the provision of personal protective equipment, clothing, devices or materials;
- (f) Cooperates with health and safety officers;
- (g) Monitors data on work accidents, injuries and health hazards;
- (h) Participates in the planning of the implementation and in the implementation of changes that may affect occupational health and safety, including work processes and procedures;
- (i) Promotes health and safety awareness;
- (j) Assists in ensuring that safety policies are kept current and receive suggestions for policy/program improvements; and
- (k) Assists CIU workplace health and safety committees and CIU health and safety representatives with guidance and instruction, and where necessary attendance, with the approval of the CIU Branch President and CIU National President.

(4) The Standing By-Laws, Honours and Awards Committee

- (a) Has general oversight for and is housekeeper of the following CIU legal authorities:
 - (i) By-Laws;
 - (ii) Branch Rules;
 - (iii) Branch-specific Amendments to Branch Rules;
 - (iv) Board Regulations;
 - (v) CIU Policies, Protocols, and Agreements with other parties;
 - (vi) Interpretations by the National President of CIU By-Laws;
 - (vii) Any and all Motions and Recommendations of Substance Adopted by the National Executive and the Board; and
 - (viii) Any and all Resolutions of Record adopted by CIU Conventions.
- (b) May recommend adoption, amendment, rescinding of any above-mentioned legal authorities or part(s) thereof.
- (c) Is charged to receive and review all requests for:
 - (i) Any new legal authority proposed to impact CIU's operations;
 - (ii) Any amendment to existing legal authorities governing CIU's operations;
- (d) May recommend to the Board, for approval, amendments to existing legal authorities. (When amendments to By-Laws are recommended, the Board may vote to accept to send a Resolution to Convention calling for the amendment.)
- (e) For CIU Life Membership, Honourary Membership, CIU Merit or Recognition Awards, review nominations in accordance with Regulations 8, 9 and 10, as required, and make recommendation to the Board.
- (f) Is charged to receive and review proposed amendments to Regulations 8, 9 and 10 and proposed Regulations for new CIU awards, gifts, or honours.

(5) The Standing Human Resources and Labour Relations Committee

- (a) Shall deal with all issues related to human resources management and to labour relations affecting CIU members.
- (b) Has oversight authority for matters pertaining to members':
 - (i) Recruitment and staffing
 - (ii) Work descriptions
 - (iii) Classification of work descriptions
 - (iv) Terms and conditions of employment
 - (v) Redress

- (vi) Training and Education
- (vii) Workplace investigations including employer fact-findings and professional standards investigations
- (viii) Discipline
- (ix) Grievances

- (6) The Standing Border Security Committee
- (a) Have oversight for matters specific to border security including:
 - (i) Arming of Customs and Immigration Officers;
 - (ii) Border Patrol and unguarded roads;
 - (iii) Lookout System; and
 - (iv) Border Infrastructure.
- (7) The Standing Collective Bargaining Committee
- (a) Have oversight for all matters pertaining to CIU's participation in the Collective Bargaining under the PSAC as Bargaining Agent, with a view to protecting CIU members' interests; this includes:
 - (i) Issuance of Bargaining Demand Input Call;
 - (ii) Receipt and review of Bargaining Demands from CIU members for referral to the PSAC;
 - (iii) Ensuring representation of CIU members at PSAC Bargaining Conferences; and
 - (iv) Make recommendations to the National Executive for the appointment of members to the National FB Bargaining Team.
- (8) The Standing Young Worker and New Member Committee
- (a) Shall deal with all issues related to working conditions affecting CIU members who are Young Workers and New Members.
 - (b) Has oversight authority for matters pertaining to:
 - (i) Recruitment and staffing;
 - (ii) Training and education including compensation and employment status while on training;
 - (iii) Assessment and promotion including the extended probationary period; and
 - (iv) Terms and conditions of employment including work descriptions and the classification of work descriptions.
 - (c) Shall advocate on behalf of these members with the CBSA on all of these issues;
 - (d) Will meet at every NBoD, with the goal of discussing and documenting young worker and new member issues;
 - (e) Shall encourage the engagement of young workers and new members in the work of the union; and
 - (f) Will direct the work of the CIU National Young Worker Representative.
- (9) The Standing Committee for Non-Uniformed Members
- (a) Will discuss mobilization efforts for non-uniformed members; and
 - (b) Will discuss mobilization to encourage union engagement; and
 - (c) Will discuss non-uniform related issues that are brought to the Committee; and
 - (d) Will work with the national office staff to create a space on the CIU website dedicated to non-uniformed members.
- (10) The Standing Membership Engagement Committee
- The Committee's mandate will include:
- (a) internal organizing
 - (b) branding of CIU
 - (c) educating members about the union
 - (d) building solidarity within the membership
 - (e) developing member engagement initiatives
 - (f) creating more interactive member experiences

(11) The Standing Women's Committee

The Committee's objectives are as follows:

- (a) Mobilize and empower women to participate in the union, their workplaces and their communities.
- (b) Create a safe space where women can discuss their issues.
- (c) Conduct special education seminars and skills building workshops.
- (d) Organize special events to celebrate or commemorate days (e.g. March 8th International Women's Day, December 6 Day of Action on Violence Against Women).
- (e) Promote the rights of women.
- (f) Conduct strategy sessions to advance women's issues in the union and workplaces.
- (g) Identify and break down barriers to women's participation in the CIU.
- (h) Educate women on union issues in an effort to increase participation.
- (i) Engage with women outside the NBoD by creating and supporting a Nationwide Women's network with Terms of Reference, and executive body to hold meetings, engage women across the country in various online forums.
- (j) Encourage and support branch/regional women's committees of CIU.
- (k) Bring issues facing women to the NBoD for discussion and action.
- (l) Plan woman focused events to create a sense of belonging for women members of the CIU.
- (m) Support and mentor women activist and leaders.

REGULATION 4 EXPENSES INCURRED ON UNION BUSINESS

1. Application

- (1) This regulation applies equally to the following activities and the following persons, subject to a request or authorization from the National Executive:
- (a) Committee Meetings
 - (b) Witness at Hearings
 - (c) Observers
 - (d) Field Expenses
 - (e) National Collective Bargaining Team Meetings

2. Transportation

- (1) When required to travel on Union business, transportation will be provided or reimbursed as follows:
- (a) When travelling to attend or to return from a meeting, the travel day starts at 7:00 a.m. and ends at 10:00 p.m., in the time zone at the point of departure and not in the time zone at the point of arrival.
 - (b) When travelling to attend a meeting that requires overnight accommodation, the point of arrival is the place where accommodations are provided and not the airport.
 - (c) When travelling to return home from a meeting, the point of arrival is home and not the airport.
 - (d) Where transportation is provided, parking and necessary ground fare to and from airport, both at place of residence and place of meeting, will be reimbursed as per the defined ground transportation amount of \$125 (receipts required if expenses exceed this amount).
 - (e) When private automobile is approved and used as ground transportation at place of residence, to and from the airport, reimbursement will be at the rate prescribed in the Treasury Board Travel Directive.
- (2) Where private automobile has been approved, reimbursement will be at the rate prescribed in the Treasury Board Travel Directive or equivalent of most economical air fare (in addition

to the defined ground transportation amount), whichever is the lesser.

- (a) When more than one member travels in the same automobile, transportation costs will be reimbursed to only one claimant.
- (b) Where a member elects to travel other than by the most economical airfare, no additional per Diem or LWOP will be reimbursable other than that which would normally be claimable.

3. Per Diem

(1) A per Diem and fees will be paid as follows:

- (a) Members of the National Executive or National Board of Directors, except the National President, will receive:
 - (i) one day's pay at the maximum FB-03, subject to classification and/or Collective Bargaining modifications, or actual rate if higher, for each day the National Executive, National Board of Directors, or Committee, is in session, including days of travel.
 - (ii) Any loss of premiums, allowances, and bonuses on the same basis and under the same conditions that apply to employees covered by the FB Collective Agreement upon receipt of necessary financial documents.
- (b) For all major CIU events (meetings of the National Board of Directors and Conventions), master booking will apply for hotel accommodation and parking expenses.
- (c) For activities and meetings where master booking is not applicable, CIU will reimburse hotel accommodations - up to a maximum of \$175 (not including taxes, receipt required).
- (d) The National Office must approve hotel accommodations that will cost more than \$175 per day (not including taxes) prior to travel.
- (e) CIU will provide full or partial per diem allowances to cover costs of one or more meals and/or incidentals while on union business (and while on days of travel).
- (f) The full or partial per Diem rates will be equal to those established, from time to time, by the Treasury Board Travel Directive.
- (g) When accommodations are not in a commercial establishment, CIU will pay a \$50 private accommodations allowance.

4. Family Care

(1) Family care expenses will be reimbursed by CIU as per the PSAC Family Care Policy.

REGULATION 5 INTERNAL COMMUNICATION

1. Issuing Authority

For the purpose of this regulation, "Issuing Authority" shall mean:

- (1) The National Executive - for National communications; and
- (2) The Branch Executive - for Branch communications.

2. Rights of Issuing Authority

- (1) Except as provided for in this regulation, the issuing authority shall have the right to determine the distribution priority of any communication.
- (2) Unless authorized and directed by the National Executive, and/or by the National Board of Directors in session, no Branch Officer shall purport to speak for CIU with:
 - (a) Any elected / appointed public official;
 - (b) Officials of the employer, other governmental departments, agencies or Crown corporations;
 - (c) Employees and officials of the Public Service Alliance of Canada, the Canadian Labour Congress, or any other union.

3. Distribution

- (1) The National Executive shall be responsible for ensuring that:
 - (a) Mailing lists are established and maintained to provide proper distribution of hard copy or electronic documents from the PSAC, CIU, or any other organization;
 - (b) Documents being distributed indicate to what level within CIU they are addressed;
 - (c) All correspondence be dealt with in compliance with the *Official Languages Act*; and
 - (d) Minutes of the National Board of Directors meetings shall be distributed to the Branches at least one (1) month prior to the next regular meeting of the Board.
- (2) The National Office shall provide correspondence to the appropriate member(s) of the National Executive who is (are) responsible for the matter(s) raised in the correspondence.

REGULATION 6 DELEGATION OF SIGNING AUTHORITY FOR GRIEVANCES

1. Signing Authorities

- (1) Each Branch shall propose the names of Stewards to be delegated signing authority for grievances corresponding to the management step at the first step in the grievance process.
- (2) The names of Stewards proposed by a Branch shall:
 - (a) Indicate the group or area for which the Steward has jurisdiction, and
 - (b) Be submitted to the National Executive for approval.
- (3) The National President shall:
 - (a) Delegate signing authority to the Stewards, as approved by the National Executive in Section 1, Sub-section (2)(b); and
 - (b) Advise the employer in writing of:
 - (i) The names of Stewards who have been delegated signing authority, and
 - (ii) The group or area for which each Steward has jurisdiction.

REGULATION 7 RELEASE FROM DUTY

1. National Union Meetings

For meetings of the CIU National Executive and CIU National Board of Directors, reimbursement of leave without pay for union business will be:

- (a) Authorized by the CIU National President;
- (b) Arranged by each member of the CIU National Executive or CIU National Board of Directors with the appropriate personnel of the employer, and
- (c) Subject to reimbursement by the CIU National Office budget, as per:
 - (i) By-Law 15 (Travelling and Other Expenses), and
 - (ii) Board Regulation 4.

2. National Labour Management Meetings

For National Labour Management meetings involving members of the CIU National Executive and/or CIU National Board of Directors, leave with pay for union business will:

- (a) Be arranged by each member of the CIU National Executive or CIU National Board of Directors with the appropriate regional personnel of the employer, and
- (b) Have expenses reimbursed by the CIU National Office budget, as per:
 - (i) By-Law 15 (Travelling and Other Expenses), and
 - (ii) Board Regulation 4.

3. Regional Labour Management Meetings – NVPs

For Regional Labour Management meetings involving CIU National Vice-Presidents, leave with pay for union business will:

- (a) Be arranged by the CIU National Vice-President with the appropriate regional personnel

- of the employer, and
- (b) Have expenses reimbursed by the CIU National Office budget, as per:
 - (i) By-Law 15 (Travelling and Other Expenses), and
 - (ii) Board Regulation 4.

4. Local or Regional Labour Management Meetings – Branch Officers

For Local or Regional Labour Management meetings involving a Branch President, another member of a Branch Executive, and/or any other Branch Officer, leave with pay for union business will:

- (1) Be arranged by the Branch President, Branch Executive, and/or Branch Officer with the appropriate local manager; and
- (2) Have expenses reimbursed by the appropriate Branch.

REGULATION 8 LIFE MEMBERSHIP

1. Qualification

Life Membership may be awarded to any member, former member, or retired member of CIU.

2. Contribution

- (1) The person nominated for Life Membership:
 - (a) Shall have made an outstanding contribution to CIU at any or all levels of the organization;
 - (b) May be considered for a single outstanding performance, if it was something of exemplary value to the organization. The outstanding contribution must be clearly explained in respect to:
 - (i) Nature of contribution efforts expended;
 - (ii) Obstacles encountered; and
 - (iii) Benefits realized.

3. Life Membership Application

- (1) Nomination for Life Membership may be made by:
 - (a) Any member of the Board of Directors; or
 - (b) The Branches:
 - (i) Including a copy of the Branch minutes; or
 - (ii) A copy of the Branch resolution/motion.
- (2) A Life Membership application and application guidelines may be obtained from the CIU website or by request to the CIU National Office (see Appendix A of these Regulations).
- (3) Any member may make application supported by two signatures of other members in good standing. All other criteria apply.

4. Processing of Application

- (1) All applications for Life Membership shall be referred to the Standing By-Laws, Honours and Awards Committee.
- (2) The Committee shall review all applications and make appropriate recommendations to the Board.
- (3) The Committee shall recommend by consensus decision only.
- (4) Where an application is not recommended to go forward to the National Board of Directors for voting, the application may be presented by the nominator to the National Board of Directors for their deliberations.

5. Vote of the CIU NBOD

- (1) To grant Life Membership, all decisions shall:
 - (a) Be by vote of the CIU NBOD assembled at a regular meeting;
 - (b) Be carried out by secret ballot; and
 - (c) Require a two-thirds (2/3) majority vote.
- (2) To revoke an existing Life Membership, all decisions shall:
 - (a) be by vote of the CIU NBoD assembled at a regular meeting;
 - (b) be carried out by secret ballot; and
 - (c) require a two-thirds (2/3) majority vote.

6. Limit

The total number of Life Members shall not exceed thirty (30) living members.

7. Award

Recipients of Life Membership shall receive an official letter and an official CIU coin, set in a custom frame.

- (a) Recipients shall be presented with this honour at the following CIU National Convention.

REGULATION 9 HONOURARY MEMBERSHIP

1. Qualification

Honourary Membership may be awarded to any member who has given outstanding service to CIU.

2. Outstanding service

- (1) Outstanding service to CIU shall mean:
 - (a) service of a very significant nature involving a single incident, or
 - (b) service of a high calibre over a period of time.
- (2) In any case, the service may be at any level of the organization as a whole.

3. Nomination

- (1) Nominations for Honourary Membership in CIU may be made by any member in good standing, in respect of any member who has given outstanding service to the CIU.

4. Automatic Nomination

- (1) A member of the NBoD who retires from the public service and who has served two terms of office on the CIU NBoD is automatically nominated for Honourary Membership.
- (2) The NBoD member to be automatically nominated for Honourary Membership must inform CIU in writing of their retirement from the public service.

5. Honourary Membership Application

- (1) All nominations shall be made on a form prescribed by the NBOD for that purpose **except for automatic nominations as prescribed in section 4.**
- (2) All nominations shall be directed to the CIU National Office.
- (3) A separate application shall be completed for each nominee.

6. Processing of Application

- (1) Applications shall be referred to the Standing By-Laws, Honours and Awards Committee
- (2) The Committee shall:
 - (a) review all applications, and
 - (b) make appropriate recommendations to the Board.

7. Vote of the CIU NBOD

- (1) To grant Honourary Membership, all decisions shall:
 - (a) Be by vote of the CIU NBOD assembled at a regular meeting;
 - (b) Be carried out by secret ballot; and
 - (c) Require a two-thirds (2/3) majority vote.

8. Awards

- (1) Recipients of Honourary Membership may be given a distinctive CIU:
 - (a) card
 - (b) plaque, or
 - (c) gift.
- (2) A member of the NBoD who is granted an Honourary Membership shall receive a CIU plaque.
- (3) Honourary Memberships awards shall be given to the recipient in their Branch and in a manner chosen by their Branch President **provided no additional expenses are incurred by CIU National.**

REGULATION 10

MERIT AWARD OR RECOGNITION AWARD

1. Qualification

Merit/Recognition Awards may be awarded to any member who has given outstanding service to CIU.

2. Outstanding service

- (1) Outstanding service to CIU shall mean:
 - (a) service of a very significant nature involving a single incident, or
 - (b) service of a high calibre over a period of time.
- (2) In any case, the service may be at any level of the organization as a whole.

3. Nomination

- (1) Nominations for Merit/Recognition Awards in CIU may be made by any member in good standing, in respect of any member who has given outstanding service to the CIU.

4. Automatic Nomination

- (1) A member of the NBoD who is not retiring from the public service and who has served two terms of office on the CIU NBoD and who is no longer sitting on the NBoD is automatically nominated for a Recognition Award.

5. Merit Award or Recognition Award Application

- (1) All nominations shall be made on a form prescribed by the NBOD for that purpose **except for automatic nominations as prescribed in section 4.**
- (2) All nominations shall be directed to the CIU National Office.
- (3) A separate application shall be completed for each nominee.

6. Processing of Application

- (1) Applications shall be referred to the Standing By-Laws, Honours and Awards Committee
- (2) The Committee shall:
 - (a) review all applications, and
 - (b) make appropriate recommendations to the Board.

7. Vote of the CIU NBOD

- (1) To grant a Merit Award or Recognition Award, all decisions shall:
 - (a) Be by vote of the CIU NBOD assembled at a regular meeting;
 - (b) Be carried out by secret ballot; and
 - (c) Require a two-thirds (2/3) majority vote.

8. Awards

- (1) Recipients of a Merit Award or Recognition Award may be given a distinctive CIU:
 - (a) card,
 - (b) plaque, or
 - (c) gift.
- (2) Recognition Awards shall be given to the recipient in their Branch and in a manner chosen by their Branch President **provided no additional expenses are incurred by CIU National.**
- (3) A member of the NBoD who is granted an Automatic Recognition Award shall receive a CIU plaque.

REGULATION 11 BRANCH TRUSTEESHIP

1. Conditions for Placing Branch in Trusteeship

- (1) It is incumbent upon the CIU National Executive to consider placing a Branch in trusteeship and report its decision to the CIU National Board of Directors where, after reasonable investigation by the CIU National Executive, it is found that a Branch has taken any action that:
 - (a) Is contrary to:
 - (i) The PSAC Constitution, Regulations, or Policies; and/or
 - (ii) The CIU By-Laws, Branch Rules, National Board of Directors Regulations, Directives, or Policies;
 - (b) Results in any legal action against the Union.

2. Duration of Trusteeship

- (1) Such trusteeship shall continue until:
 - (a) All costs of the action have been recovered from the Branch Returns, and/or
 - (b) Approved by the CIU National Board of Directors.

REGULATION 12



Customs and Immigration Union
Syndicat des Douanes et de l'Immigration

BRANCH ELECTIONS KIT – DEFINITIONS

DEFINITIONS

NEC

Each CIU Branch must have a Nominations Elections Committee (NEC). The Chair and Secretary of the NEC are appointed by the outgoing Branch Executive. The Chair and Secretary have the option to then appoint Returning Officers as required. The Chair, Secretary, and Returning Officer(s) (if any) then form the Branch Nominations Elections Committee.

MEMBER vs. RAND

While anyone who belongs to a union's bargaining unit pays union dues, it does not mean all those in the bargaining unit are members. Here's why: In 1946, Justice Ivan Rand issued a landmark legal decision following a strike involving 17,000 Ford workers in Windsor, Ontario. As part of the settlement to the labour dispute, Rand granted the union the compulsory check-off of union dues. Rand ruled that all workers in a bargaining unit benefited from a union-negotiated contract, and therefore should pay union dues, although they did not have to join the union.

This decision means that unless workers sign a union card, they are considered a RAND, and they are not members of the union. This also means **RAND workers cannot run for or hold union office, cannot vote** for the election of their union representatives, **cannot submit bargaining demands, cannot grieve** unless it is for a matter related to the collective agreement, **cannot have union representation** on any issue not related to the collective agreement, and **cannot take advantage of membership benefits** negotiated by the union for its members.

To be able to cast a vote, any one worker belonging to a union's bargaining unit must become a member of the union by completing, signing, and returning a membership application card.

MEMBERS IN GOOD STANDING

Members in good standing are the only ones who can either run for election or vote. A member in good standing is someone:

1. Who has signed a PSAC Membership Application Card; and
2. Who is currently paying union dues.

MEMBERS ON LWOP

Members on Leave Without Pay for reasons of disability, maternity leave, parental leave, adoption or care of family members, as well as dues paying and non-dues paying seasonal indeterminate, and equivalent members, are defined as members in good standing. Since the PSAC has no automatic process in place to determine the employment status of members when dues payments cease, it is necessary for members who wish to maintain their membership in good standing while in any of the situations mentioned above to make a written request to the PSAC National President, asking to remain in good standing.

DAY/MONTH/TIME

For the purpose of this Kit, a day is a calendar day, a week consists of seven (7) days, and a month consists of thirty (30) days, unless otherwise specified. EST and EDT refer to Eastern Standard Time and Eastern Daylight Time, respectively.

NATIONAL OFFICE, NATIONAL CONVENTION AND NATIONAL CIU WEBSITE

For the purpose of the current document, the National Office, located in Ottawa, ON, will be referred to as N.O. when necessary. Similarly, the National Convention will be referred to as N.C. Furthermore, any mention of the CIU website refers to the national CIU website (www.ciu-sdi.ca).

2023



MAIN ELECTIONS TIMETABLE

1. Unless otherwise specified by the local Branch, 2023 Branch Elections will be conducted electronically (Branch Rule 12, Section 16). The electronic voting process will be coordinated by the CIU National Office and overseen by Intelivote.
2. Branches which opt out of the electronic process will be responsible for issuing and collecting paper ballots. The *Main Elections Timetable* can be used for in-person voting. If using mail-in ballots, please refer to the *Supplemental Timetable*. **IMPORTANT:** In-person or mail-in ballots cannot be used in conjunction with electronic voting.
3. An asterisk below denotes that an action date was pushed back by a day to account for a holiday or a weekend.
4. Please forward any questions regarding the election timetable to elections@ciu-sdi.ca.

	Branch Rule 12	Section(s)	Action Dates (2023)
	Timetable posted on CIU website	22 (1) (b)	August 20
	Outgoing Branch Exec. appoints the NEC Chair & Secretary, notifies National Office (N.O.) of appointments	16 (a) (b)	August 20
	N.O. posts contact information of appointed NEC Chair and Secretary on CIU website	22 (1) (c)	August 23
	Nominations period	21 (3) (d)	September 25* to October 1 (midnight local time)
	N.O. posts names of candidates on CIU website	22 (1) (e)	October 2
Acclamations	If a candidate is running unopposed for any one position, N.O. posts results on CIU website for that position	22 (1) (f)	October 2
	Appeal period (if <i>all</i> candidates in an election are acclaimed)	21 (5) (k) (i)	October 3 to October 9 (midnight local time)
	Campaigning period	21 (3) (e)	October 2 to October 8 (midnight local time)
	Voting period	21 (3) (h)	October 9 to October 29 (5 p.m. local time)
	Counting ballots	24 (f) (i) (2)	October 29 (5 p.m. local time)
	NEC notifies all candidates and N.O. of results	24 (g)	October 30 (no later than noon EST)
	National Office posts results on CIU website	24 (g) (ii)	October 30
	Appeal period (if voting took place)	21 (3) (k) (iii)	October 31 to November 6 (midnight local time)
Tie-breaking (if required)	Tie-breaking voting period	21 (l)	October 30 to November 19 (5 p.m. local time)
	Counting ballots	24 (f) (i) (1)	November 19 (5 p.m. local time)
	NEC notifies candidates and N.O. of tie-breaking vote results	24 (g)	November 20 (no later than noon EST)
	N.O. post results of tie-breaking vote on CIU website	24 (g) (ii)	November 20
	Tie-breaking appeal period	21 (o)	November 21 to November 27 (midnight local time)



SUPPLEMENTAL TIMETABLE

1. This timetable applies to Branches **using mail-in ballots**. If mail-in ballots are not used, please refer to the *Main Elections Timetable*. **IMPORTANT:** Branch Elections will be conducted electronically unless otherwise indicated by the Branch. Branches which opt out of the electronic process will be responsible for issuing and collecting ballots. In-person or mail-in ballots cannot be used in conjunction with electronic voting.
2. An asterisk below denotes that an action date was pushed back by a day to account for a holiday or a weekend. Please forward any questions regarding the election timetable to elections@ciu-sdi.ca.

	Branch Rule 12	Section(s)	Action Dates (2023)
	Timetable posted on CIU website	22 (1) (b)	Aug. 20
	Outgoing Branch Exec. appoints the NEC Chair & Secretary, notifies National Office (N.O.) of appointments	17 (a) (b)	Aug. 20
	N.O. posts contact information of appointed NEC Chair and Secretary on CIU website	22 (1) (c)	Aug. 23
	Nominations period	21 (3) (d)	Sept. 25* to Oct. 1 (midnight local time)
	Members notify NEC of advanced polling need	21 (3) (f)	Sept. 1 to Oct. 1
	NEC notifies N.O. of decision to use mail-in ballots	24 (c) (vii) (1) (3)	Oct. 2 (no later than noon EDT)
	N.O. posts names of candidates on CIU website	22 (1) (e)	Oct. 2
Acclamations	If a candidate is running unopposed for any one position, N.O. posts results on CIU website for that position	22 (1) (f)	Oct. 2
	Appeal period if <i>all</i> candidates in an election are acclaimed	21 (5) (k) (i)	Oct. 3 to Oct. 9 (midnight local time)
	Campaigning period	21 (3) (e)	Oct. 2 to Oct. 8 (midnight local time)
	Advanced polling period (if required)	21 (3) (g)	Oct. 2 to Oct. 8
	Mail-in ballots distribution	21 (3) (i)	Oct. 2 to Oct. 15 (midnight local time)
	Voting period	21 (3) (h)	Oct. 9 to Oct. 29 (5 p.m. local time)
	Waiting period for reception of mail-in ballots	21 (3) (j)	Oct. 30 to Nov. 5 (5 p.m. local time)
	Counting ballots	24 (f) (i) (1)	Nov. 5 (5 p.m. local time)
	NEC notifies all candidates and N.O. of results	24 (g)	Nov. 6 (no later than noon EST)
	National Office posts results on CIU website	24 (g) (ii)	Nov. 6
	Appeal period (if voting took place)	21 (3) (k) (ii)	Nov. 7 to Nov. 13 (midnight local time)
Tie-breaking (if required)	Tie-breaking mail-in ballots distribution	23 (1) (a)	Nov. 6 to Nov. 12 (midnight local time)
	Tie-breaking voting period	21 (l)	Nov. 13 to Dec. 3 (5 p.m. local time)
	Waiting period for reception of mail-in ballots	21 (3) (n)	Dec. 4 to Dec. 10 (5 p.m. local time)
	Counting ballots	24 (f) (i) (2)	Dec. 10 (5 p.m. local time)
	NEC notifies candidates and N.O. of tie-breaking vote results	24 (g)	Dec. 11 (no later than noon EST)
	N.O. post results of tie-breaking vote on CIU website	24 (g) (ii)	Dec. 11
	Tie-breaking appeal period	21 (o)	Dec. 12 to Dec. 18 (midnight local time)



BRANCH: _____

NOTIFICATION TO NATIONAL OFFICE

– EXECUTIVE APPOINTMENTS OF NEC CHAIR & SECRETARY –

Instructions

1. To be completed by current Branch Executive. Indicate the contact information of Chair and Secretary appointed to the Nominations Elections Committee (NEC).
2. **Email (elections@ciu-sdi.ca) to the CIU N.O.** so that the relevant information may be posted on the CIU website.

NEC Chair & Secretary

	Chair	Secretary
Name	_____	_____
Home mailing addr.	_____	_____
Home email	_____	_____
Telephone numbers	Home: _____ Work: _____	Home: _____ Work: _____
PSAC I.D. number	_____	_____

Branch Rule 12, Section 17, Sub-sections (a) and (b), prescribe that:

The outgoing Branch Executive shall:

- (a) *Appoint a Chair and a Secretary for the NEC, no later than one month before the opening date of the CIU National Convention.*
- (b) *As soon as possible after appointing a Chair and a Secretary of the NEC, and no later than three (3) weeks prior to the closing date of the CIU National Convention, advise the CIU National President of the names, addresses, and telephone numbers or other pertinent contact information such as e-mail addresses of the appointees.*

Branch Rule 12, Section 20, prescribes that:

- (1) *The Chair, Secretary, and Returning Officers, shall constitute the NEC.*
- (2) *As soon as possible after appointing any Returning Officer to the NEC, the NEC Chair or Secretary shall advise the CIU National President of the names, addresses and telephone numbers or other pertinent contact information such as email addresses of the appointees.*

Date received at the CIU National Office [YYYY-MM-DD]: _____



BRANCH: _____

NOTIFICATION TO NATIONAL OFFICE

– REGARDING COMPOSITION OF BRANCH NEC –

Instructions

1. To be completed by the Nominations Elections Committee (NEC), as per the *Elections Timetable*.
2. Once completed, immediately email (elections@ciu-sdi.ca) to the CIU N.O.

Nomination Elections Committee	
Chair	Name
	Work Site
	Work Phone/Non-work Email
Secretary	Name
	Work Site
	Work Phone/Non-work Email
Returning Officer	Name
	Work Site
	Work Phone/Non-work Email
Returning Officer	Name
	Work Site
	Work Phone/Non-work Email
Returning Officer	Name
	Work Site
	Work Phone/Non-work Email

2023

Date received at the CIU National Office [YYYY-MM-DD]: _____





BRANCH: _____

NOMINATION FORM

Nomination

I, _____, of the Customs and Immigration Union,
Name of Sponsor
_____ Branch, PSAC I.D. # _____
Name of Branch
working at _____, nominate _____
Worksite Name of Candidate
to the position of _____ and I sign this _____ day of _____, 2023, in
the city of _____, in the province of _____.
Sponsor's signature _____
Co-Sponsor's signature _____
Co-Sponsor's PSAC I.D. # _____

Acceptance

I, _____, accept the candidacy to the position of
Name of Candidate
_____ and declare, if elected, to undertake with loyalty and diligence
all responsibilities entrusted to me. I have signed this _____ day of _____, 2023, in the city
of _____, in the province of _____.
Candidate's signature _____
Candidate's phone # Home: _____ Work: _____

Candidate's coupon

Acknowledgement

_____, PSAC I.D. # _____, is hereby
Name of Candidate
accepted as a candidate for the election to the office of _____.
Date _____
NEC Chair's or Secretary's signature _____
Returning Officer's signature (when applicable) _____

2023



BRANCH: _____

CANDIDATES

Instructions

1. To be completed by the NEC.
2. **Please use as many copies of this form as is necessary**, depending on the number of positions to be filled.
3. **Email (elections@ciu-sdi.ca) a copy of this form to the CIU National Office** so that the relevant information may be posted on the national CIU website.

Position Title:		
Candidate 1	Full name: _____	Worksite: _____
Candidate 2	Full name: _____	Worksite: _____
Candidate 3	Full name: _____	Worksite: _____
Candidate 4	Full name: _____	Worksite: _____
Candidate 5	Full name: _____	Worksite: _____
Candidate 6	Full name: _____	Worksite: _____

Position Title:		
Candidate 1	Full name: _____	Worksite: _____
Candidate 2	Full name: _____	Worksite: _____
Candidate 3	Full name: _____	Worksite: _____
Candidate 4	Full name: _____	Worksite: _____
Candidate 5	Full name: _____	Worksite: _____
Candidate 6	Full name: _____	Worksite: _____

Position Title:		
Candidate 1	Full name: _____	Worksite: _____
Candidate 2	Full name: _____	Worksite: _____
Candidate 3	Full name: _____	Worksite: _____
Candidate 4	Full name: _____	Worksite: _____
Candidate 5	Full name: _____	Worksite: _____
Candidate 6	Full name: _____	Worksite: _____

2023

Date received at the CIU National Office (YYYY-MM-DD): _____





BRANCH: _____

NOTIFICATION OF RESULTS

Instructions

1. To be completed by the NEC: after any position is acclaimed, and/or after counting of ballots, following a vote.
2. Enter the required information for each position below – **Please use as many copies of this form as is necessary.**
3. **Notify candidates and email (elections@ciu-sdi.ca) a copy of this form to the CIU N.O.** so that the relevant information may be posted on the national CIU website.
4. **Please refer to the Elections Timetable for the date(s) at which the Notification of Results form should be communicated to the CIU N.O.**

Position Title: _____

Full name: _____ Worksite: _____

Address: _____ PSAC I.D.: _____

Home Tel.: _____ Work Tel.: _____ Home Email: _____

Position Title: _____

Full name: _____ Worksite: _____

Address: _____ PSAC I.D.: _____

Home Tel.: _____ Work Tel.: _____ Home Email: _____

Position Title: _____

Full name: _____ Worksite: _____

Address: _____ PSAC I.D.: _____

Home Tel.: _____ Work Tel.: _____ Home Email: _____

Position Title: _____

Full name: _____ Worksite: _____

Address: _____ PSAC I.D.: _____

Home Tel.: _____ Work Tel.: _____ Home Email: _____

Position Title: _____

Full name: _____ Worksite: _____

Address: _____ PSAC I.D.: _____

Home Tel.: _____ Work Tel.: _____ Home Email: _____

2023

Date received at the CIU National Office (YYYY-MM-DD): _____



BRANCH: _____

APPEAL of RESULTS

Instructions

1. This form must be received by the National President within seven (7) calendar days after the Branch elections results are posted on the CIU N.O. website. Refer to the proper *Elections Timetable* for the beginning and end dates of the relevant appeal period.
2. Complete one *Appeal of Results* form for each elected position that is being challenged, and **mail (1741 Woodward Dr., Ottawa, ON, K2C 0P9) or email (elections@ciu-sdi.ca) the completed form to the CIU N.O.**
3. Attach a separate sheet identifying all Sections, Sub-sections, Paragraphs, and/or Sub-paragraphs of Branch Rule 12 that are alleged to have been infringed during the course of the Branch Elections, and substantiate with all substantive evidence (documentation, written details, dates, names, signed statements – avoiding hearsay).
4. **Please note:** As per Rule 12, Section 28, an appeal or complaint may not be presented if it relates to any Branch election information posted on the CIU website as per Branch Rule 12, Section 22.

Date relevant Branch Elections results posted on national website (YYYY-MM-DD): _____

Elections results being appealed (specify position – e.g. "President"): _____

10 Appellants – Must be Members of the Branch		
Member's Name (please print)	PSAC I.D. #	Member's Signature
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____
6. _____	_____	_____
7. _____	_____	_____
8. _____	_____	_____
9. _____	_____	_____
10. _____	_____	_____

Branch Rules, Rule 12, Section 27, Sub-sections (1)-(6) prescribes that:

- (1) An appeal may be presented to the election of the Branch President or to the election of any other Branch Officer commencing on the first date results of the elections are posted on the CIU website. Said appeal is to be:
 - (a) presented within seven (7) calendar days;
 - (b) submitted in writing;
 - (c) signed by ten (10) members in good standing; and
 - (d) submitted to the CIU National President.
- (2) Upon receipt of an appeal or a complaint, the CIU National President may appoint a CIU National Vice-President to obtain additional information from the complainants and/or from the Chair or Secretary of the NEC to better assess the validity of the appeal or complaint.
- (3) When the CIU National President is satisfied about having all the information required to make a decision, s/he may:
 - (a) refer the matter to the Branch Executive, when the appeal or complaint involves any position on the Branch Executive except Branch President; or
 - (b) refer the matter to the CIU National Executive when the appeal or complaint involves a Branch President.
- (4) The CIU National Executive may order new Branch elections to take place for one or more positions (this order can be for a complete or partial election timetable). (see By-Law 15.4)
- (5) Decisions on challenges shall be reviewed by the CIU National Board of Directors.
- (6) In the event of an appeal involving the CIU National Executive, all documents in possession of the NEC shall be forwarded to the CIU National Office, to be dealt with by the CIU National Board of Directors at its next meeting.

Date received at the CIU National Office [YYYY-MM-DD]: _____



BRANCH: _____

STEWARDS ELECTION OR NOMINATION

Instructions

1. To be completed by the Branch NEC. Please email (elections@ciu-sdi.ca) a copy of this form to the CIU National Office.
2. The NEC, in consultation with the outgoing Branch Executive, will decide whether or not to hold the election for Stewards at the same time as or after the election of the new Branch Executive.
3. If Stewards are elected, given the term of office for CIU Stewards is the same as the term of office for Branch Executive Officers, Stewards elections must be undertaken immediately following Branch Executive elections, unless it was decided to run these two (2) elections simultaneously.

IF ELECTED:

- Branch Stewards can either be elected at the same time as the Branch Executive Officers, as part of the Branch Elections, or immediately after the election of the new Branch Executive. Please check:
 - ☐ Stewards will be elected at the same time as the Executive Officers
 - ☐ Stewards will be elected after the election of the new Branch Executive
- If Stewards are elected at the same time as the Executive Officers, please follow the regular election procedure, as would be done for any other position. This includes following the appropriate timetable, and filling out all required forms.
- If Stewards are elected after the election of the new Branch Executive, please indicate the start and closing dates of the Stewards elections, and the start and closing dates of the nominations period for that election:
 1. Branch Steward elections will be held from _____ to _____
Start (YY-MM-DD) End (YY-MM-DD)
 2. Nominations will be accepted from _____ to _____
Start (YY-MM-DD) End (YY-MM-DD)
- N.B.: Stewards are elected by the membership in the Division they represent, for the same term as the elected Executive Officers.
- Please communicate all results using the *Notification of Results* form (Form #5).

IF APPOINTED:

- Branch Stewards will be appointed by the new Branch Executive for the same term as the elected Executive Officers.
- Communicate all appointments using the *Notification of Results* form (Form #5).

Branch Rules, Rule 12, Section 9, prescribes that:

- (1) The NEC shall determine (in consultation with the outgoing Branch Executive) whether or not to hold the election for Stewards at the same time as or after the election of the new Branch Executive.
- (2) If elected, Stewards are elected by the membership in the Division they represent, for the same term as the elected Executive Officers.
- (3) If appointed, Stewards are appointed by the new Branch Executive for the same term as the elected Executive Officers.

Date received at the CIU National Office [YYYY-MM-DD]: _____

APPENDIX A LIFE MEMBERSHIP APPLICATION



Customs and Immigration Union
Syndicat des Douanes et de l'Immigration

LIFE MEMBERSHIP APPLICATION

- Life Membership may be awarded to any member, former member, or retired member who has made an outstanding contribution to CIU, as outlined in *CIU Board of Directors Regulation 8 – Life Membership*.
- Email (membership@ciu-sdi.ca), fax (613.723.7895) or mail a copy of the completed application form to the Chair, Honours and Awards Committee, CIU National Office, 1741 Woodward Dr., Ottawa, ON K2C 0P9

1. Information about Nominee

Name _____
Address _____
Branch _____
Length of union activity (number of years/months the Nominee has been part of CIU) _____ years _____ months

2. Nominee's activities (in chronological order) – Attach separate sheet if necessary

Activity or Office	Dates (from and to)	Elected or Appointed

3. Outline of outstanding contribution(s), with rationale – Attach separate sheet

Outline in specific fashion the activities listed above in *Nominee's Activities*. These activities should represent an outstanding contribution at any or all levels of the Union. Outstanding activities are those actions that are considered to be above the normal realm of representing and assisting members. E.g.: Nominee developed procedures for investigation of harassment complaints, which assisted members in seeking redress.

Explain why each activity is considered outstanding. Include information about the nature of contribution efforts, the obstacles that were overcome, and the benefits realized for the Union and membership. Please provide supporting documentation where possible.

4. Sponsor

A nomination for Life Membership may be made by:

- Any member of the Board of Directors;
- Any CIU Branch (please include a copy of the Branch minutes or a copy of the Branch resolution/motion);
- Any member (supported by two signatures of other members in good standing).

Sponsor

Name _____ Signature _____

Supporting members (if required)

Name _____ Signature _____

Name _____ Signature _____

Person submitting the application

Name _____ Title _____

Address _____

Email _____

Signature _____ Date _____



Customs and Immigration Union
Syndicat des Douanes et de l'Immigration

HONOURARY MEMBERSHIP APPLICATION

- Honourary Membership may be awarded to any member who has given outstanding service to CIU, as outlined in *CIU Board of Directors Regulation 9 – Honourary Membership*.
- Email (membership@ciu-sdi.ca), fax (613.723.7895) or mail a copy of the completed application form to the Chair, Honours and Awards Committee, CIU National Office, 1741 Woodward Dr., Ottawa, ON K2C 0P9

1. Information about Nominee

Name _____
 Address _____
 Branch _____
 Length of union activity (number of years/months the Nominee has been part of CIU) _____ years _____ months

2. Nominee's activities (in chronological order) – Attach separate sheet if necessary

Activity or Office	Dates (from and to)	Elected or Appointed

3. Outline of outstanding contribution(s), with rationale – Attach separate sheet

Outline in specific fashion the activities listed above in *Nominee's Activities*. These activities should represent an outstanding service to CIU at any or all levels of the organization. Outstanding service to CIU means a service of a very significant nature involving a single incident, or a service of a high calibre over a period of time. Please explain why these activities are considered examples of outstanding service. Include information about the nature of contribution efforts, the obstacles that were overcome, and the benefits realized for the Union and membership. Provide supporting documentation where possible.

4. Sponsor

A nomination for Honourary Membership may be made by any member in good standing, in respect of any member who has given outstanding service to CIU.

Automatic Nomination

Members of the National Board of Directors (NBoD) who retire from the public service and who have served two terms on the CIU NBoD are automatically nominated for an Honourary Membership. **Please note:** NBoD members to be automatically nominated for Honourary Membership must inform CIU in writing of their retirement.

Sponsor

Name _____ Title _____
 Address _____
 Email _____
 Signature _____ Date _____



Customs and Immigration Union
Syndicat des Douanes et de l'Immigration

MERIT/RECOGNITION AWARD APPLICATION

- Merit/Recognition Awards may be awarded to any member who has given outstanding service to CIU, as outlined in *CIU Board of Directors Regulation 10 – Merit Award or Recognition Award*.
- Email (membership@ciu-sdi.ca), fax (613.723.7895) or mail a copy of the completed application form to the Chair, Honours and Awards Committee, CIU National Office, 1741 Woodward Dr., Ottawa, ON K2C 0P9

1. Information about Nominee

Name _____

Address _____

Branch _____

Length of union activity (number of years/months the Nominee has been part of CIU) _____ years _____ months

2. Nominee's activities (in chronological order) – Attach separate sheet if necessary

Activity or Office	Dates (from and to)	Elected or Appointed

3. Outline of outstanding contribution(s), with rationale – Attach separate sheet

Outline in specific fashion the activities listed above in *Nominee's Activities*. These activities should represent an outstanding service to CIU at any or all levels of the organization. Outstanding service to CIU means a service of a very significant nature involving a single incident, or a service of a high calibre over a period of time.

Please explain why these activities are considered examples of outstanding service. Include information about the nature of contribution efforts, the obstacles that were overcome, and the benefits realized for the Union and membership. Provide supporting documentation where possible.

4. Sponsor

A nomination for a Merit/Recognition Award may be made by any member in good standing, in respect of any member who has given outstanding service to CIU.

Automatic Nomination

Members of the National Board of Directors (NBoD) who retire from the public service and who have served two terms on the CIU NBoD are automatically nominated for a Merit/Recognition Award.

Sponsor

Name _____ Title _____

Address _____

Email _____

Signature _____ Date _____