



**CUSTOMS AND IMMIGRATION UNION
SYNDICAT DES DOUANES ET DE L'IMMIGRATION**

BRANCH RULES

Adopted by CIU NBoD
1976 to 2025
and
CIU Convention
1987 to 2023

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RULE 1 NAME, HEADQUARTERS, AND JURISDICTION

1. Branch Name, Headquarters, and Jurisdiction

The name, headquarters, and jurisdiction of a Branch are as defined by the CIU National Board of Directors.

RULE 2 BRANCH ORGANIZATION

(Also refer to *By-Law 2 – Branch Structure*)

1. Adequate Representation

The Branch Executive shall organize the Branch, within its jurisdiction, to provide adequate representation for the membership in all aspects of activities.

2. Proportional Gender and Equity Representation

The Branch Executive shall make all efforts to ensure gender and equity representation is proportional to the Branch membership of:

- (a) The Branch; and
- (b) Branches of CIU.

3. Guidelines for Branch Organization

(1) In determining the Branch organization, the Branch Executive is to consider:

- (a) The nature of the work performed;
- (b) Physical and geographical location;
- (c) The employer's organizational structure; and
- (d) Equity representation

(2) As guidelines for the application of this Rule:

- (a) The Branch Executive may provide for locals where a Chief Steward is responsible for a group of members geographically isolated from the Branch Headquarters;
- (b) The Branch Executive may establish a Division when the jurisdiction of a Chief Steward extends over a geographical area of a radius greater than eighty (80) kilometers from the work site of the Chief Steward;
- (c) A Division should be established for the major employer organizations within the Branch; such as but not limited to: Intelligence Division, Investigation Division, Trade Division, Immigration Enforcement Division, Commercial Operations, Airport Operations, Traffic Operations, etc.;
- (d) The Steward Body must take into account the Divisions stipulated in Rule 2, Section 3, Sub-section c, during election to the office of Executive Stewards (Rule 12, Section 6), and shall make all efforts to allow gender representation of women and men of the Branch on the Executive, while considering the wishes expressed by the Steward Body; and
- (e) Where a Division is not represented on the Branch Executive as a result of Branch elections, the Branch should provide an Executive Steward for that Division.

RULE 3 AIMS AND OBJECTIVES

(Also refer to *By-Law 4 – Aims and Objectives*)

1. Aims and Objectives

Within the jurisdiction of the Branch, the aims and objectives of the Branch shall be to uphold and promote the aims and objectives outlined in CIU By-Law 4.

2. Affiliation with Political Parties Prohibited

The Branch shall not seek affiliation with any political party.

RULE 4 INTERPRETATION

1. Interpretation of Branch Rules

The Branch President shall interpret the Branch Rules for the administration and management of the Branch, except during Branch elections when the CIU National President shall have the authority to interpret Branch Rule 12.

2. Reversal of Interpretation

(1) Such interpretations shall be conclusive and in full force and in effect, unless reversed by the Branch Executive, a Stewards' Meeting or a Branch Membership Meeting.

(2) A reversal shall not apply retroactively.

RULE 5 MEMBERSHIP

(Also refer to *By-Law 5 – Membership*)

1. Membership Defined

Within the Branch jurisdiction, membership shall be as defined in CIU By-Law 5.

2. Member Rights

Only members and Life members, who are otherwise eligible, shall:

- (a) Vote on any matter at meetings of the Branch;
- (b) Hold office in the Branch; and
- (c) Be elected or appointed a Delegate representing the Branch.

3. Membership Allocation

As a general rule, the membership allocation shall be where the member physically works. In cases where the membership allocation is in question, the CIU National Executive shall decide where the member will be allocated in the best interest of the organization.

RULE 6 MEMBERSHIP RIGHTS AND RESPONSIBILITIES

1. Membership Rights and Responsibilities

Membership rights and responsibilities shall be as defined in the CIU By-Laws.

RULE 7 MEMBERSHIP DISCIPLINE AND APPEAL PROCEDURES

(Also refer to *By-Law 6 – Membership Discipline and Appeal Procedures*)

1. Membership Discipline and Appeal Procedures

Membership discipline and appeal procedures shall be as defined in the [PSAC Constitution and Regulations](#), CIU By-Laws, CIU Branch Rules and CIU Regulations.

RULE 8 MEMBERSHIP DUES

(Also refer to *By-Law 7 – Membership Dues*)

1. Membership Dues

Membership dues shall be in accordance with CIU By-Law 7, providing the Branch share of the funds.

RULE 9 BRANCH EXECUTIVE

1. Branch Executive

The Branch Executive shall consist of:

- (a) the Branch President;
- (b) the First Vice-President;
- (c) the Second Vice-President;
- (d) the Third Vice-President, where applicable;
- (e) the Vice-President, Status of Women
- (f) the Vice-President, Finance;
- (g) the Vice-President, Communication;
- (h) the Young Worker Representative; and
- (i) Executive Stewards, as required.

RULE 10 STEWARD BODY

1. Steward Body

The Steward Body of the Branch shall comprise the following within the Branch:

- (a) Branch Executive;
- (b) Chief Stewards; and
- (c) Stewards.

RULE 11 MEETINGS

1. Rules of Order

Branch meetings are to be conducted in accordance with:

- (a) procedures contained in Rule 20; and
- (b) Bourinot's Rules of Order, where procedures outlined in Rule 20 are silent.

2. Frequency and Location of Meetings

- (1) The Branch must hold a meeting of the Branch Executive:
 - (a) at least every six months;

- (b) called by the Branch President; and
- (c) at a location to be determined by the Branch Executive.
- (2) The Branch must hold a meeting of the Steward Body:
 - (a) during the ninety (90) calendar days following the end of the fiscal year, which may be extended a maximum of thirty (30) calendar days by a majority vote of the Branch Executive; and
 - (b) at a location determined by the Branch Executive.
- (3) The Branch must hold a meeting of the General Membership:
 - (a) at least once each year; and
 - (b) at a location determined by the Branch Executive.

3. Notices of Meetings

- (1) Following a notice by the Branch VP, Communication, that a meeting has been convened, it is the responsibility of each member of the body convened to acknowledge receipt of the notice by responding, prior to the meeting, which they will or will not attend the meeting.
- (2) Unless reasonable explanation is provided, three consecutive failures by a Branch Officer to advise the Branch VP, Communication, that they will not attend a meeting will be considered *Abandonment / Vacating of Office*, to which provisions of Rule 13, Tenure of Office, shall apply.
- (3) The Branch VP, Communication, advises the Branch President or their delegate that they will not be able to attend a meeting.

4. Special Branch Executive Meetings

Special Branch Executive meetings may be called:

- (a) by the Branch President; or
- (b) upon written request of a majority of the Branch Executive.

5. Special Meetings of the Steward Body

Special meetings of the Steward Body may be called:

- (a) by the Branch President; or
- (b) upon written request of a majority of the Steward Body.

6. Special General Membership Meetings

Special Membership meetings may be called:

- (a) by the Branch President; or
- (b) upon the written request of more than one-third (1/3) of the Branch membership.

7. Agenda - Special Meetings

- (1) Written notice must be provided for each of the special meetings. A Special Meeting shall deal with only the matter for which it was called, unless such Meeting agrees by a two-thirds (2/3) majority vote of its assembled members to consider other matters of an urgent or necessary nature.

8. Quorum

- (1) A quorum for the conduct of business at meetings of the Branch Executive shall be the presence of more than fifty percent (50%) of the members of that body.
- (2) A quorum for the conduct of business at a meeting of the Steward Body shall be:
 - (a) the presence of more than fifty percent (50%) of the Steward Body (See Rule 10.1: Steward Body); and
 - (b) at least one member of the Branch Executive.

- (3) A quorum for the conduct of business at General Membership meetings shall be the presence of more than ten percent (10%) of the Branch Membership.

9. Voting

- (1) The vote at all meetings of the Branch Executive and Steward Body is by show of hands, unless a standing or secret vote is properly requested.
- (2) All elections are by secret ballot.
- (3) Vote by proxy is not permitted.

10. Motions

All motions submitted at meetings of the Branch Executive and Steward Body must be submitted in writing.

11. Chief Steward Authority to Call Meetings in Jurisdiction

- (1) Chief Stewards shall have the authority to call meetings of the members of their jurisdiction.
- (2) The Chief Steward shall report to the Branch Executive subsequent to each meeting.

RULE 12 BRANCH ELECTIONS

1. Authorities

- (1) A Branch Elections Kit is provided to help administer the Branch elections.
- (2) All elections are to be conducted:
 - (a) in accordance with the PSAC Rules of Order;
 - (b) in accordance with the CIU Branch Elections Kit (where a discrepancy exists between the Kit and this Rule, this Rule shall apply); and
 - (c) by secret ballot.

2. Plurality of ballots

Determining the election of all Officers of the Branch shall be a plurality of ballots that are:

- (a) not spoiled; and
- (b) cast from members in good standing.

3. Conditions of Candidacy

(Also refer to RULE 5 – Membership, Section 3 – Membership Allocation)

Any member in good standing may be a Candidate for any Branch office, unless they hold a CIU National Officer position.

4. List of Members

The CIU National Office shall provide a list of members and Rands to each Branch at the same time it provides the elections timetable.

5. Term of Office

(Also refer to RULE 13 – Tenure of Office)

All Officers are elected for a term of three years.

6. Executive Officers

The following Executive Officers are elected by the membership of the Branch:

- (a) Branch President; and
- (b) Branch Vice-Presidents.

7. Executive Stewards

The Executive Stewards are elected at the meeting of the Steward Body by the Steward Body at its first meeting following the general elections for the same term as the elected Executive Officers.

8. Chief Stewards

The Chief Stewards are elected by the Stewards for the same term as the elected Executive Officers.

9. Stewards

- (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.

10. Employee Representatives

An Employee Representative may be appointed in any office with two (2) or less members in good standing on recommendation of the Chief Steward within the appropriate Division.

11. Filling Vacant Positions

- (1) Should any elective office not be filled by the electoral process prescribed in this Rule, a meeting of the Steward Body shall be called by the new Branch Executive after Stewards are elected or appointed.
- (2) Those in attendance at the meeting of the Steward Body (including members of the Branch Executive) shall fill the vacant office.

12. Outgoing Executive Remains In Office Until

A member of the outgoing Branch Executive remains in office:

- (a) until such time as their replacement has been duly:
 - (i) appointed;
 - (ii) acclaimed, if at closure of nominations no other candidate was nominated; or
 - (iii) elected; and
- (b) until their replacement has been administered the Oath of Office, in keeping with Sections 13 and 29.

13. Completion of Electoral Process

- (1) The electoral process is complete after the vote is counted, at which time elected candidates shall take the oath of office, as per Section 29 of this Rule.
- (2) Where all positions in the Branch are acclaimed:
 - (a) the electoral process is deemed complete after the close of nominations, at which time acclaimed candidates shall take the oath of office, as per Section 29; and
 - (b) the one-week appeals period provided under Section 20, Sub-Section 3, Paragraph (h), begins on the first day after the close of nominations.

14. Days, Weeks, Months and Holidays

- (1) Unless otherwise indicated, all references to:
 - (a) “days” shall be interpreted as calendar days;
 - (b) “weeks” shall be interpreted as seven (7) days; and
 - (c) “months” shall be interpreted as thirty (30) days.
- (2) In cases where an action date falls on a holiday, the action date will be pushed to the next calendar day.

15. Proxy Voting

Voting by proxy shall not be permitted.

16. Electronic Voting

Nothing in this Regulation shall preclude electronic voting.

17. Duties of outgoing Branch Executive

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; and
- (c) consult with the NEC as to when Steward elections shall take place (during or after Branch Executive elections).

18. NEC Conditions of Office

Members of the NEC shall:

- (a) be a member in good standing;
- (b) not be a Candidate;
- (c) not nominate or co-sponsor a nomination;
- (d) not accept any other position (such as scrutineer);
- (e) remain impartial; and
- (f) not reveal candidacies to anyone before the closing date of the nominations period.

19. Returning Officers

The Chair of the NEC shall appoint enough Returning Officers to ensure that all Branch members have the opportunity to submit nominations and to vote.

20. Membership of NEC

- (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.

21. Election Timetable

- (1) The CIU National Office shall set one election timetable for all Branches.
- (2) The election timetable shall commence one month prior to CIU National Convention, with the posting of the election timetable on the CIU website.
- (3) The timetable shall have the following:

Announcing the Timetable

- (a) A date by which the timetable shall be posted on the CIU website, and this date shall be at least one month prior to the commencement of the CIU National Convention;

Appoint NEC

- (b) A date by which the outgoing CIU Branch Executive shall appoint a Chair and a Secretary of the NEC, and this date shall be at least one month prior to the commencement of the CIU National Convention;

Notification of the NEC

- (c) A date by which the outgoing CIU Branch Secretary shall notify the CIU National Office of the Chair and a Secretary of the NEC, and this date shall be at least three weeks prior to the closing date of the CIU National Convention;

Nominations Period

- (d) The first and last dates of a one-week nominations period, which would start on the first date after the closing date of the National Convention, followed by the campaigning period;

Campaigning Period

- (e) The first and last dates of a one-week campaigning period, followed by the voting period;

Advanced Polling

- (f) The date by which members requiring advanced polling shall advise the NEC Chair of the need for advanced polling, and this date shall be two weeks preceding commencement of the voting period;
- (g) The first and last dates of a one-week advanced polling period, which shall immediately precede the voting period;

Voting Period

- (h) The first and last dates of a three-week voting period; and
- (i) If mail ballot method is used, the mail ballots must be mailed out/distributed as soon as practicable at the end of the nomination period and no later than the end of the seventh day of the three-week voting period.

Mail-In Ballot Waiting Period

- (j) The first and last dates of a one-week waiting period for the receipt of mail ballots (if a mail ballot method is used), which would start on the first day after the voting period;

Appeal Period for Initial Vote

- (k) The first and last dates of a one-week appeal period, which shall immediately follow:
 - (i) the last date of nomination if all candidates are acclaimed, or
 - (ii) announcement of the ballot count if at least one position is being contested;

Tie-breaking Voting Period

- (l) The first and last dates of a second three-week tie-breaking voting period; and
- (m) If mail ballot method is used, the mail ballots must be mailed out/distributed by the end of the seventh day of the three-week voting period.

Mail-In Ballot Waiting Period for Tie-breaking Vote

- (n) The first and last dates of a one-week waiting period for the receipt of mail ballots (if a mail ballot method is used), which would start on the first day after the tie-breaking voting period; and

Appeal Period for Tie-breaking Vote

- (o) The first and last dates of a second one-week appeal period.

22. CIU Website

- (1) The CIU National Office shall post on its website:
 - (a) The arrival of Branch elections;
 - (b) The election timetable;
 - (c) The names, work location, and work telephone numbers of the NEC Chairs and Secretaries for each Branch;
 - (d) All Branch Elections Kit documents, forms, and the checklist;
 - (e) The names of candidates to be elected, by Branch, after the close of the nominations period; and
 - (f) The names of the successful candidates, by Branch

23. Mail Ballots

- (1) Mail ballots must:
 - (a) Be mailed out/distributed by the end of the seventh day of the three-week voting period;
 - (b) Use the double envelope system instructing:
 - (i) Voters to place their returning address only on the outer envelope;
 - (ii) The NEC to open all outer envelopes and place all inner envelopes unopened together at the same time;
 - (iii) The NEC to open all inner envelopes at the same time and only when ballots are counted;
 - (c) Be post-marked by the last date of the three-week voting period; and
 - (d) Be received by 5:00 p.m. local time on the last date of the mail-in ballot waiting period.

24. Duties of NEC

The NEC shall assume all responsibilities for carrying out the electoral process as follows and in keeping with the election timetable established by Section 20 of this Rule:

(a) Mail Ballot

As its first order of business, the NEC shall:

- (i) advise the CIU National Office if a mail ballot is to be conducted, and
- (ii) be responsible for all preparation and distribution of mail ballots. (Branch to cover postage costs).

(b) List of Members

At the time the election timetable is posted on the CIU website, the NEC shall:

- (i) verify the accuracy of the list of all members of the Branch (members in good standing and Rands) based on the most recent information available, and
- (ii) examine all claims of error in such list and decide as to the validity of such claims;

(c) Nominations

- (i) Prepare and distribute Nomination Forms;
- (ii) Provide Nominators with a receipt;
- (iii) Assume responsibility for accepting all nominations;
- (iv) Ensure that each Nomination Form:
 - (1) contains the name of one Candidate, and
 - (2) is properly signed by the Candidate, their Nominator and a Co-nominator;
- (v) Ensure that all Candidates and Nominators are members in good standing (refer to the Definitions page in the Branch Elections Kit and Rule 12, Section 3);
- (vi) Before the publication and/or posting of Candidates, if a Candidate is nominated for more than one position, ensure that the Candidate only be nominated for one position, and that it be the position the Candidate wishes to run for;
- (vii) Immediately following the last date of the nominations period:
 - (1) provide the names of candidates to be elected for each position to the CIU National Office for posting on its website;
 - (2) make available, upon request from a member in good standing of the Branch, the list of all Candidates;
 - (3) notify the CIU National Office if mail ballots are required;

(d) Advanced Polling

- (i) Provide a member unable to vote during the three-week voting period with advanced polling;

(e) Voting

- (i) Ensure ballots are provided and/or distributed to all voting members;
- (ii) Ensure that each member receives only one (1) ballot;
- (iii) Ensure that only members in good standing vote;
- (iv) Allow for the disclosure of all balloting times and locations to the Candidates and/or their authorized representatives;
- (v) Make allowance for each Candidate or their authorized representative to be present to witness the balloting process in its entirety;

(f) Counting Ballots

- (i) The Chair, Secretary, and one (1) other member of the NEC, shall count all ballots in their possession at 5:00 p.m. local time, without exception:
 - (1) On the evening of the last date of the three-week voting period, if mail ballots are not used; or
 - (2) On the evening of the last date of the mail-in ballot waiting period, if any mail ballots are used;
- (ii) The NEC shall:
 - (1) ensure that only ballots where the intent is clearly marked in the appropriate place be accepted;
 - (2) include in the count the:
 - (a) total number of ballots cast for each Candidate; and
 - (b) number of spoiled ballots;
 - (3) ensure that Candidates and/or their representatives may be present to witness the count of the ballots;

(g) Results

After counting of ballots is completed, the NEC shall:

- (i) notify all Candidates of the results of the elections;
- (ii) notify the CIU National Office of the results of the elections for posting on the CIU website; and
- (iii) on the first day after ballots are counted, make available, upon request from a member in good standing of the Branch, the names of the successful Candidates;

(h) Retain Records

- (i) Until the first meeting of the new Branch Executive, ensure that all ballots and Nomination Forms be:
 - (a) Accounted for;
 - (b) Held by the NEC Chair; and
 - (c) Sealed in a box.

(i) Reports

- (i) Submit to the CIU National President copies of all reports it generates.

(j) 2nd Voting Period

- (i) In the event of a tie vote for any office during the first voting period, the NEC shall immediately announce a 2nd voting period.

25. Destruction of Ballots

The new Branch Executive shall instruct the Branch Secretary to destroy the ballots and retain the nomination forms and any report from the Returning Officer(s) as Branch records.

26. Termination of Campaigning

- (1) Each Candidate shall put an end to their election campaign on the last date of the campaigning period, which precedes the first date of the voting period, as is the case in municipal, provincial or federal elections.
- (2) Ending to campaign means respecting a total blackout of any activity to campaign, including but not limited to, ceasing to create, post, issue, disseminate, and/or distribute any new media, whether in print or electronic format.

27. Appeals or Complaints

- (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, they 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.

28. Restrictions on Appeals or Complaints

An appeal or complaint may not be presented if it relates to:

- (a) any Branch election information posted on the CIU website as per Branch Rule 12, Section 21; or
- (b) a mail ballot not counted because it was received after 5:00 p.m. local time on the last date of the one-week mail-in ballot waiting period.

29. Dissolution of NEC

The NEC is dissolved at the next regular meeting of the Steward Body in the New Year, following Convention year.

30. Administration of Oath

The NEC Chair, or their nominee, shall immediately administer the Oath(s) of Office:

- (a) to all incoming Officers;
- (b) after incoming Officers are appointed, acclaimed, or elected; and
- (c) in the presence of at least two (2) members in good standing.

RULE 13 TENURE OF OFFICE

(Also refer to *Rule 12 – Branch Elections, Section 4 – Term of Office*)

1. Tenure of Office

All Officers should hold office until their term of office expires and/or until their successor is duly elected.

2. Abandonment / Vacating of Office – Branch Executive Officer

- (1) A Branch Executive Officer who:
 - (a) is absent, without due cause, from three consecutive meetings of the Branch Executive, or
 - (b) fails to advise the VP, Communication, for three consecutive meetings, that they will not attend, is:
 - (i) considered to have abandoned their office; and
 - (ii) to be relieved of their post.
- (2) If a Branch Executive Officer vacates their office for any cause, other than when their term of office expires, their office shall be filled by election.
- (3) A Branch Executive Officer who vacates or has been relieved of their post shall be replaced by the Branch Executive, who shall, in turn:
 - (a) elect a successor from the remaining members of the Branch Executive; and
 - (b) obtain approval for the elected successor at a meeting of the Steward Body.

- (4) Where the process under Rule 13, Section 2, Sub-section (3) fails to fill a vacancy, the Steward Body shall nominate and elect from amongst its ranks a successor to the position on the Branch Executive.
- (5) The Branch Executive may choose to keep a position on the Branch Executive vacant if the position is vacated within 6 months prior to the next CIU Triennial Convention.

3. Abandonment / Vacating of Office – Steward

- (1) A Steward who:
 - (a) is absent, without due cause, from three consecutive meetings of the Steward Body,
 - (b) unless reasonable explanation is provided, fails to advise the VP, Communication, for three consecutive meetings, that they will not attend, is:
 - (i) considered to have abandoned their office; and
 - (ii) shall be automatically suspended as a Steward.
- (2) If a Steward is transferred beyond the jurisdiction of the Branch:
 - (a) they shall be considered to have vacated their post;
 - (b) the remaining portion of their term of office is to be filled by their successor who shall be elected; and
 - (c) where election of Stewards fails to provide results, Stewards shall be appointed in keeping with Rule 12, Section Section 9, Sub-section 3.
- (3) The Branch Executive may choose to keep a vacated Steward position vacant if the position is vacated within 6 months prior to the next CIU Triennial Convention.

4. Resignation of Entire Branch Executive

- (1) In the event of the resignation of the entire Branch Executive, the Branch will:
 - (a) automatically be placed in Trusteeship; and
 - (b) administered in accordance with Rule 14, Trusteeship.

RULE 14 TRUSTEESHIP

1. Placing Branch in Trusteeship - Authority of CIU National Executive

Notwithstanding Rule 13, Section 4, Branch Trusteeship may be imposed by the CIU National Executive whenever it is deemed to be in the best interest of:

- (a) the membership of a Branch; or
- (b) CIU, in general.

2. Trustee – Appointed by National Executive

The CIU National Vice-President responsible for the Branch will be appointed by the CIU National Executive as Trustee of the Branch.

3. Trustees – Duties

- (1) The Trustee will:
 - (a) appoint Deputy Trustees from Branch members; and
 - (b) supervise Deputy Trustees.

4. Trusteeship Committee

- (1) The Trustee and Deputy Trustees will form a Trusteeship Committee to administer the trusteeship.
- (2) The Trusteeship Committee shall be:
 - (a) vested with all the powers and authorities; and

(b) responsible for all duties provided for under the Branch Rules.

5. Documents Copied to CIU National Board of Directors

All documentation pertaining to the trusteeship shall be provided to members of the CIU National Board of Directors, as expeditiously as possible.

RULE 15 DUTIES AND AUTHORITIES OF BRANCH EXECUTIVE

1. Duties and Authorities of Branch Executive

The Branch Executive shall:

- (a) administer the finances of the Branch;
- (b) plan and direct the Branch's affairs, subject to legal and constitutional requirements and direction from and/or approval of the Steward Body;
- (c) report monthly to the Steward Body regarding the administrative, financial and other activities of the Branch;
- (d) organize the Branch in accordance with Rule 2;
- (e) assume responsibility for and supervise the application of any collective agreements in force;
- (f) plan and organize the administrative work of the Branch;
- (g) provide the necessary personnel and facilities to carry out the work of the Branch;
- (h) be responsible for competence of the personnel to undertake the administrative work of the Branch;
- (i) summon special general meetings, when necessary; and
- (j) be responsible for:
 - (i) redress at the Branch level;
 - (ii) collective Bargaining data;
 - (iii) education;
 - (iv) classifications; and
 - (v) recommendations on amendments to the PSAC Constitution, CIU By-Laws, and CIU Branch Rules.

RULE 16 DUTIES AND AUTHORITIES OF BRANCH OFFICERS

1. Branch President

The Branch President shall:

- (a) interpret Branch Rules, as provided for in Rule 4.
- (b) notwithstanding Rule 20, Section 2, preside over all meetings of the Branch Executive, Steward Body, and membership;
- (c) have:
 - (i) the general powers and duties of supervision usually vested in the office of a Chief Executive;
 - (ii) without limiting the generality of Rule 16, Section 1, Sub-section c, Paragraph i, between meetings of the Branch Executive, the full power to act with respect to all matters which come within the duties and responsibilities of the Branch Executive outlined in Rule 15, Section 1;
 - (iii) to submit any action taken to the next meeting of the Branch Executive for review and subsequent ratification, amendment, or rescinding;
- (d) report monthly to the Branch Executive all matters within their knowledge, which concern the interests of the Branch;
- (e) assign and coordinate the work of all Branch Executive Officers;

- (f) ensure the Branch carries out all directives and policies established by CIU, in accordance with the authorities provided by the By-Laws;
- (g) call a meeting of the Branch Executive:
 - (i) at least once every six (6) months, or
 - (ii) upon written request of the majority of the Branch Executive Officers;
- (h) represent the Branch in all official actions;
- (i) designate Branch Executive Officers to have signing authority for the issuance of cheques jointly with the VP, Finance;
- (j) sign:
 - (i) all Minutes of meetings jointly with the Branch VP, Communication; and
 - (ii) all Financial Reports;
- (k) be responsible for the proper conduct of all Branch affairs;
- (l) ensure all Branch Executive Officers and Stewards discharge their duties and their responsibilities;
- (m) on termination of their term of office, surrender or transmit all of the properties, records, funds and documents for which they are responsible to the succeeding Executive Officer, within thirty (30) days after the election and Oath of Office of that Executive Officer;
- (n) review and authorize all expenditures for the Branch, except for expenditures made by the Branch President them self, which expenditures must be:
 - (i) authorized by the Branch Executive before they are made; or
 - (ii) where obtaining authorization before expenditures are made is not practicable, approved at the next meeting of the Branch Executive;
- (o) prepare a report for the annual meeting of the Steward Body, accounting for their term of office;
- (p) with the advice and consent of the Branch Executive Officers, appoint a Chair for each Branch Committee and specify the duties of each Committee; and
- (q) respond to notices from the Branch VP, Communication, advising that they will or will not be able to attend a meeting of the Branch Executive or Steward Body or General Membership.

2. Branch First Vice-President, Second Vice-President, and Third Vice-President

The Branch Vice-President(s) shall:

- (a) attend all meetings of the Branch;
- (b) carry out the responsibilities delegated to them by the Branch President;
- (c) have grievance signing authority;
- (d) have the right to represent grievors at all appropriate levels; and
- (e) respond to notices from the Branch VP, Communication, advising that they will or will not be able to attend a meeting of the Branch Executive or Steward Body or General Membership.

3. Vice-President, Status of Women

The Vice-President, Status of Women

- (a) shall:
 - (i) self-identify as a woman;
 - (ii) promote women's involvement and leadership development opportunities for the women of CIU;
 - (iii) attend all meetings of the Branch;
 - (iv) respond to notices from the Branch VP, Communication, advising that they will or will not be able to attend a meeting of the Branch Executive or Steward Body or General Membership; and

- (b) is encouraged to:
 - (i) facilitate programs that foster interaction among the women of CIU;
 - (ii) build and strengthen the relationship and involvement of women within CIU;
 - (iii) be responsible for bringing forward women's issues that arise from within the Branch;
 - (iv) provide advice to the Branch on women's issues;
 - (v) represent the Branch on the CIU Women's Committees;
 - (vi) represent the Branch on a PSAC Women's Committee;
 - (vii) provide written reports to the Branch, for further distribution to their Branch membership;
 - (viii) in consultation with the Branch Executive, draft guidelines for determining Branch delegates to PSAC women's conferences;
 - (ix) obtain training, if required, with emphasis on PSAC courses.

4. Branch VP, Communication

The Branch VP, Communication, shall:

- (a) be responsible to the Branch Executive for:
 - (i) all correspondence; and
 - (ii) all official documents on record in and for the Branch;
- (b) for all meetings (Branch Executive, Stewards, and General Membership):
 - (i) attend;
 - (ii) take notes; and
 - (iii) prepare Minutes;
- (c) sign Minutes jointly with the Branch President;
- (d) maintain all official records of Branch Minutes of meetings;
- (e) provide:
 - (i) notices to all appropriate persons of time, date, and place of the Branch Executive, Stewards and General Membership meetings; and
 - (ii) an agenda, outlining the proposed business for the meeting;
- (f) provide a filing system, such that all records and correspondence are kept with adequate security and are accessible to all authorized Branch Officers;
- (g) on completion of their term of office, surrender and transmit all of the properties, records, funds, and documents for which they are responsible to the succeeding Branch Executive Officer, within thirty (30) days after the election and Oath of Office of that Branch Executive Officer;
- (h) provide a copy of the official Minutes of each Branch Executive meeting to each member of the Branch Executive, within thirty (30) days of the date that the Minutes are approved;
- (i) provide a copy of the official Minutes of any meeting of the Steward Body to each member of the Steward Body, within thirty (30) days of the date that the Minutes are approved; and
- (j) inform the Branch President, and/or their delegate, that they will or will not be able to attend a meeting of the Branch Executive or Steward Body or General Membership.

5. Branch VP, Finance

The Branch VP, Finance, shall:

- (a) attend all meetings of the:
 - (i) Branch Executive,
 - (ii) Stewards, and
 - (iii) General Membership;

- (b) have delegated authority to administer and direct the financial affairs of the Branch, within the limits of the budget.
- (c) receive and account for all funds and financial obligations due to the Branch, or raised in the name of the Branch;
- (d) pay all accounts due and payable by the Branch, obtaining and recording all such transactions based on expense accounts and/or statements;
- (e) obtain a receipt for all expenditures;
- (f) present, for review of and authorization by the Branch President, all expenditures for the report of the transaction;
- (g) maintain the financial records of the Branch in acceptable business manner current and available;
- (h) provide access to the financial records of the Branch at all meetings of the Branch Executive and Steward Body;
- (i) establish the appropriate accounts and deposit all funds belonging to the Branch in the appropriate accounts for safekeeping;
- (j) invest such surplus funds of the Branch in accordance with the instructions of the Branch Executive;
- (k) be required to give a written semi-annual report to the Branch Executive on the financial position of the Branch;
- (l) ensure that a budget is prepared no later than sixty (60) days into the new calendar year, and presented to a meeting of the Steward Body for approval.
- (m) at the termination of their term of office, surrender and transmit all of the properties, records, funds, and documents for which they are responsible to the succeeding Branch Executive Officer, within thirty (30) days after the election and Oath of Office of that Branch Executive Officer; and
- (n) respond to notices from the Branch VP, Communication, advising that they will or will not be able to attend a meeting of the Branch Executive or Steward Body or General Membership.

6. Duties of Young Worker Representative

The Young Worker Representative shall:

- (a) Self Identify as being 35 years of age or younger;
- (b) Promote young worker involvement and leadership development opportunities for CIU young workers;
- (c) Facilitate programs that foster interaction amongst the young workers of CIU;
- (d) Build and strengthen the relationship and involvement of young workers within CIU;
- (e) Be responsible for bringing forward young worker issues that arise from within the Branch;
- (f) Provide advice to the Branch on young worker issues;
- (g) Represent the Branch on CIU Young Worker Committees;
- (h) Represent the Branch on a PSAC Young Workers Committee;
- (i) Provide written reports to the Branch, for further distribution to their Branch membership;
- (j) Attend CIU Branch Executive and Stewards meetings;
- (k) In consultation with the Branch Executive, draft guidelines for determining Branch delegates to PSAC young worker conferences;
- (l) Obtain training, if required, with emphasis on PSAC courses.

7. Executive Steward

The Executive Steward shall:

- (a) attend all meetings of the Branch Executive;
- (b) have the right to voice and vote at all Branch Executive meetings;

- (c) represent the members and Stewards within their jurisdiction at meetings of Branch Executive;
- (d) inform the Branch Executive of all activities within their jurisdiction;
- (e) inform Stewards and members within their jurisdiction of Branch Executive activities;
- (f) carry out such other duties as may be assigned to them by the Branch President; and
- (g) respond to notices from the Branch VP, Communication, advising that they will or will not be able to attend a meeting of the Branch Executive or Steward Body or General Membership.

8. Chief Steward

The Chief Steward shall:

- (a) be responsible for the Stewards and Employee Representatives in their assigned area of jurisdiction;
- (b) represent the members in the first step of the:
 - (i) Grievance Procedure; and
 - (ii) Union/Management process;
- (c) advise and recommend regarding the rights and privileges in connection with the:
 - (i) Members' Terms and Conditions of Employment; and
 - (ii) Collective Agreements in force;
- (d) provide adequate systems of records of grievances and appeals for their area of jurisdiction;
- (e) participate in the transmission of grievance records and appeal records through the Branch and to the National Office;
- (f) represent members in their area of jurisdiction in all aspects of their interest and welfare at meetings of the Steward Body;
- (g) be responsible for authorizing grievances under the collective agreements when and where such authority is delegated, in writing, from the Branch Executive and the National President of CIU;
- (h) hold meetings in accordance with Rule 11, Section 11, at least once monthly and preceding any local Union/Management meeting or meeting of the Steward Body; and
- (i) respond to notices from the Branch VP, Communication, advising that they will or will not be able to attend a meeting of the Steward Body or General Membership.

9. Steward

- (1) The Steward is to be the representative of one or more work units as determined under Branch Rule 2.
- (2) The Steward shall:
 - (a) advise the membership committee of any change in personnel within the work unit(s);
 - (b) obtain signed membership cards for enrolment in CIU;
 - (c) coordinate the activities of Employee Representatives where such persons have been selected;
 - (d) ensure all informational bulletins and other forms of Union communications are circulated to the members;
 - (e) advise and explain the members' rights and roles within the meaning of PSAC and CIU legal authorities;
 - (f) advise the members of their rights in the:
 - (i) Grievance Procedure; and
 - (ii) Appeal Procedure;
 - (g) explain or obtain explanations for members concerning the meaning or application of the Collective agreements in force;

- (h) provide information on classification standards;
- (i) participate with the Chief Stewards in obtaining requests and material for compilation of bargaining demands;
- (j) represent the members of their unit(s) at meetings of the Steward Body; and
- (k) respond to notices from the Branch VP, Communication, advising that they will or will not be able to attend a meeting of the Steward Body or General Membership.

10. Employee Representative(s)

An Employee Representative is the Union contact who coordinates with a Steward to provide all information available from the Branch, the CIU National Office, and the PSAC, to the member(s) in their workplace.

11. Branch Signing Authorities

- (1) For their respective Branch jurisdiction, and in conformity with the levels of the grievance procedure, each Branch shall propose signing authorities for authorization of grievances corresponding to each management step.
- (2) The signing authorities in the Branch shall be designated as follows:
 - (a) First Level: Steward, or Chief Steward, or Branch Executive Officer;
 - (b) Second Level:
 - (i) if 3 levels exist, Branch Executive Officer; or
 - (ii) if 4 levels exist, Chief Steward, or Branch Executive Officer; or
 - (c) Third Level (if 4 levels exist): Branch Executive Officer.
- (3) A list of names proposed for authorization, stating the group or area for which the Steward or Chief Steward or Branch Executive Officer has jurisdiction, shall be submitted to the National Executive for approval of delegation of authorities to authorize grievances under Collective Agreements in force.
- (4) The authorities conferred herein shall be delegated over the signature of the National President.

RULE 17 FINANCES

All references to the presentation of the Audited Balance Sheet and Branch Annual Budget must be presented in accordance with the procedures and format contained in Rule 17, Section 10 – Branch Financial Kit.

1. Fiscal Year

The fiscal year shall begin on January 1st and end on December 31st.

2. Audit

Reporting

- (1) The financial records of the Branch shall be audited:
 - (a) annually by:
 - (i) two (2) or more members, other than members of the Branch Executive; and
 - (ii) members appointed by the Branch Executive, and
 - (b) in the event of the resignation of one (1) or more of the signing authorities of the Branch.
- (2) A copy of the audited Balance Sheet and audited Financial Statements shall be forwarded to the National President of CIU.
- (3) Any Branch not presenting their financial reports by April 1st following the close of the calendar year will be given a thirty-day notice.

National Office Withholding Dues

- (4) Failing to present financial reports after the thirty-day notice, all dues will be held by the National Office until these reports are received.
- (5) Where dues are withheld by the National Office in keeping with Rule 17, Section 2, Sub-section 4, the National Office shall not resume remittance of those Branch dues until notified in writing that the report of the Branch auditors has been reviewed at a meeting of the Branch Executive.

Trusteeship

- (6) The Branch will be placed in Trusteeship if these financial reports are not submitted by June 1st, following the end of the fiscal year, unless the Branch President can demonstrate there are extenuating circumstances for not complying.

3. Acting Upon Recommendation(s) of Auditors

All recommendations of the auditors are to be acted upon by the Branch Executive, provided they are lawful and economically practical.

4. Annual Budget

- (1) A copy of the Branch Annual Budget and all approved revisions shall be forwarded to the National President of CIU.
- (2) Any Branch not presenting their approved budget by April 1st following the close of the calendar year will be given a thirty-day notice.
- (3) In the preparation of the annual budget, it will not be permissible to plan for a deficit.
- (4) The Budget can be revised only during:
 - (a) a meeting of the Branch Steward Body; or
 - (b) a meeting of the Branch Executive and then submitted to the next meeting of the Steward Body for approval.
- (5) The Budget is to be designated "Financial Budget" followed by the year and revision number; for example: Financial Budget 2006-1.

Failing to Present Budget

- (6) Failing to present an approved annual budget before the expiration of the thirty-day notice, all dues will be held by the National Office until the approved budget is received.

5. Disbursements

- (1) All Branch disbursements shall be primarily by cheque bearing two (2) authorized signatures.
- (2) Electronic disbursements may be made, provided two authorizations are provided before the disbursement is made.
- (3) There will be at least three (3) signing authorities on the Branch Executive.

6. Financial Records

- (1) All financial records shall be retained for the legal period required by the laws governing such matters.
- (2) All financial records shall be maintained in a current position to ensure the funds of the Branch are secure.
- (3) The National Office will forward Branch return cheques directly to each Branch's banking institution, for deposit into each Branch's respective account.

7. Accounts Receivable

All financial transactions covering accounts receivable shall be made payable to the Branch.

8. Responsibility and Authority for Finances

- (1) The Branch Executive shall be accountable for the budget.
- (2) Authority is delegated to the VP, Finance, to administer and direct the financial affairs of the Branch, within the limits of the budget.

9. Unexpended Funds

Unexpended funds shall be:

- (a) Transferred to the surplus account; or
- (b) Disposed of as approved by an action during a meeting of the Steward Body.

10. Branch Finance Kit
(1) Balance Sheet

CUSTOMS AND IMMIGRATION UNION
(BRANCH NAME)
BALANCE SHEET
At December 31, 20XX

ASSETS

1. Cash on hand	XX.XX
2. Cash on deposit	X, XXX.XX
3. Investments	X, XXX.XX
4. Furniture & Equipment	<u>XXX.XX</u>

TOTAL ASSETS X, XXX.XX

LIABILITIES AND MEMBERS' SURPLUS

LIABILITIES

1. Loans/Advances payable	X, XXX.XX
2. Convention Reserve	X, XXX.XX

TOTAL LIABILITIES X, XXX.XX

MEMBERS' SURPLUS

Balance, beginning of year	X, XXX.XX
Excess Revenue (Expenditures) for the year	<u>XXX.XX</u>

3. Balance, end of year X, XXX.XX

TOTAL LIABILITIES AND MEMBERS' SURPLUS X, XXX.XX

AUDITORS REPORT

We have examined the financial records and statements of (Branch name) for the year ended December 31, 20XX. Our audit revealed no material errors, omissions or discrepancies in the records.

In our opinion, the financial statements present fairly the financial position of the Branch and the results of its operation for the year.

(Signature)

(Signature)

10. Branch Finance Kit (cont'd)
 (2) Statement of Revenues and Expenditures

CUSTOMS AND IMMIGRATION UNION
 (BRANCH NAME)
STATEMENT OF REVENUES AND EXPENDITURES
 For the year ended December 31, 20XX

REVENUE	Actual	Budget
1. Branch Dues Rebates	x, xxx.xx	x, xxx.xx
2. Interest	xxx.xx	xx.xx
3. Other	<u>xx.xx</u>	<u>x.xx</u>
	<u>x, xxx.xx</u>	<u>x, xxx.xx</u>
 EXPENDITURES		
1. Members Travel/Per Diem	x, xxx.xx	x, xxx.xx
2. Steward/Local Meetings	x, xxx.xx	x, xxx.xx
3. Training & Education	xxx.xx	xxx.xx
4. Telephone/Postage	xxx.xx	xxx.xx
5. Stationery/Office	xxx.xx	xxx.xx
6. Honorariums	xxx.xx	xxx.xx
7. Transfer to Convention Reserve	x, xxx.xx	x, xxx.xx
8. Bank Charges	<u>xx.xx</u>	<u>xx.xx</u>
	<u>x, xxx.xx</u>	<u>x, xxx.xx</u>
 Excess Revenue (Expenditures)	 <u>xxx.xx</u>	 <u>0.00</u>

10. Branch Finance Kit (cont'd)

(3) Notes Regarding Financial Statement Presentation

- (a) The following purchases cannot be considered operating expenditures and therefore should not be included on the Statement of Revenues and Expenditures:
 - (i) GICs;
 - (ii) Term Deposits;
 - (iii) Savings Bonds; or
 - (iv) other investments.
- (b) The purchase of investments noted in Rule 17, Section 10, Sub-section 3, Paragraph a), are the transfer of funds from one savings vehicle to another and are properly reported as Balance Sheet items only; for example, the purchase of a \$5,000 GIC would reflect in a decrease of \$5,000 in "Cash on deposit" and an increase of \$5,000 in "Investments" and, since both items appear under "ASSETS" on the Balance Sheet, the results of such a transaction has no effect on "TOTAL ASSETS".
- (c) Interest received on investments is properly reported as interest revenue on the Statement of Revenues and Expenditures.
- (d) Branch financial records should be maintained on a cash basis; as such, expenditures are recognized when they are paid and not at the time they are incurred.
- (e) Revenues should be reported when they are actually deposited into the Branch bank account.
- (f) When preparing the **year ended** financial statements, no provision should be made for accrued charges or dues receivable.
- (g) If your Branch budget provides funds each year for the National Convention, it is appropriate to reflect the amount budgeted as an expenditure on the Statement of Revenues and Expenditures; the Convention Reserve under Liabilities on the Balance Sheet is then increased by the amount reported as an expenditure each year.
- (h) All National Convention expenses must first be taken from the Convention Reserve when they are incurred; any excess costs over the amount of the reserve fund may be reported on the Statement of Revenues and Expenditures.

(4) Synopsis of Account Allocations

(a) **BALANCE SHEET**

- (i) **ASSETS:** These accounts are used to record and report cash and other assets held by the Branch.
 1. Cash on Hand: This account records petty cash or other cash fund balances kept on hand to pay small incidental expenses which do not warrant the issuing and recording of cheques.
 2. Cash on Deposit: This account records the total funds on deposit in savings or chequing accounts with the Branch's banking institution.
 3. Investments: This account records the amount of GICs, term deposits, Treasury bills or other investments of the Branch.
 4. Furniture & Equipment: This account records a nominal amount of \$1.00 in recognition of the furniture and equipment owned by the Branch. Since the Branch pays no taxes and therefore is not subject to taxation requirements with respect to the recording and amortization of fixed assets, all costs to acquire fixed assets should be recorded as expenses at time of acquisition.

10. Branch Finance Kit (cont'd)

- (ii) **LIABILITIES & MEMBERS' SURPLUS:** These accounts are used to record and report liabilities (amounts owing) by the Branch to three different and distinct sources. First, are the lending institutions or the National Office, second are the reserves, and third is the members' surplus.
1. Loans/Advances payable: This account records the total funds borrowed by the Branch to meet current operating funding requirements. Often these funds are provided, interest free, by the National Office and are paid back through regular deductions from the monthly dues forwarded through direct deposit to the Branch bank account.
 2. Convention reserve: This account accumulates the amounts transferred from the operating funds towards anticipated expenses to send observers from the Branch to the National Convention every three years.
 3. Members' surplus: Basic accounting principles state that every dollar in assets belongs to someone. Therefore, any funds not needed to pay off loans or meet future obligations, belongs to the members. It is the balancing figure required to match assets to liabilities. These funds are accumulated in members' surplus and represent the funds owing to the membership of the Branch.

(b) STATEMENT OF REVENUES AND EXPENDITURES

- (i) **REVENUE:** These accounts are used to record and classify revenue received by the Branch.
1. Branch Dues Revenue: This account is used to record the monthly Branch dues revenue. The income is recorded at the time the dues are deposited into the Branch Bank Account by the National Office.
 2. Interest: Interest earned on bank accounts, term deposits or other investments of surplus operating funds or funds set aside in Convention reserve.
 3. Other: All income not conveniently classified in previously described accounts.
- (ii) **EXPENDITURES:** The accounts in this group represent all the costs pertaining to the operations of the Union and are divided according to principal activities.
1. Members Travel / Per Diem: This cost centre is used to record all expenses incurred by members while on Union business. Such expenses include meal and mileage allowances, taxis, parking, air/train/bus fares etc.
 2. Steward/Local Meetings: This cost centre is used to record costs pertaining to the holding of meetings. Such expenses include rental of facilities, LWOP, travel to attend meetings, refreshments, etc.
 3. Training & Education: The costs paid to attend or conduct member or steward training. Also included are purchases of publications, training manuals, Safety & Health Manual, etc.
 4. Telephone & Postage: Amounts paid to telephone companies for toll charges, equipment rental, and communication services, regardless of whether used by or costs incurred by Executive or members while conducting Union business. Such costs include cellular, fax and

10. Branch Finance Kit (cont'd)

paging systems. The cost of all types of postage and courier services used by the Branch.

5. Stationery/Office: All supplies, such as stationery, accounting forms, printed matter, duplicating materials and a wide variety of office supplies. It also includes any printing costs associated with the Branch newsletters, etc.
6. Honorariums: Amounts paid from Branch funds in accordance with Branch Rule 19.
7. Transfer to Convention: Amounts set aside out of the operating funds to fund Branch members to attend the National Convention as observers.
8. Bank Charges: Bank service charges and interest paid on bank overdraft, line-of-credit and other short-term loans.

(5) Instructions to auditors

(a) Introduction

- (i) Branch Rule 17, Section 2, Sub-Section 1, require that the financial records of a Branch be audited annually, or when one or more signing authorities resign.
- (ii) Branch Rule 17, Section 2, Sub-section 1, Paragraph a, Sub-paragraph ii stipulates that appointment of the auditors is a responsibility of the Branch Executive. In recognition of the fact that the appointed auditors may not have accounting background and may require some guidance, the CIU National Office has developed these *Instructions to auditors* for inclusion to the Branch Finance Kit to provide some guidelines and direction, which should be of assistance in the completion of their duties.

(b) Functions of auditors

- (i) Auditors should be aware that they are not required to verify every financial transaction that has occurred during the fiscal term being audited.
- (ii) Auditors are only required to perform sufficient verification to be able to state that the financial records and statements of the Branch are materially correct and reflect the fairness of the position of the Branch at the time of the audit.
- (iii) For auditors to verify the accuracy and authenticity of every financial transaction that occurred during the period being audited would require the auditors to duplicate the work already done by the Branch VP, Finance; this is costly in both time and effort and is of little or no value to the Branch.
- (iv) The presentation of the Financial Statements is the responsibility of the Branch VP, Finance, and not that of the auditors.
- (v) Should the auditors find that the Statements do not conform to acceptable accounting standards and/or are not prepared in accordance with the Branch Finance Kit, they are required to report this to the Branch Executive.
- (vi) The auditors are cautioned not to question how and where monies have been spent as this matter falls within the constitutional authority and jurisdiction of the Branch Executive.
- (vii) The auditors are required only to verify that proper authorization to spend monies was exercised and that the expenditure was correctly recorded.

(c) Methodology for auditors to follow

- (i) Step 1: Obtain from the Branch VP, Finance, the following items:
 1. ledgers and journals for the period;
 2. paid invoices and expense accounts;
 3. deposit slips;
 4. bank statements, cancelled cheques, GICs and Term Deposits;

10. Branch Finance Kit (cont'd)

5. minutes of all Branch Executive, Stewards and General Membership meetings;
 6. complete financial statements for the period;
 7. copy of Branch Rule 17; and
 8. Branch Finance Kit.
- (ii) Step 2: Confirm that appointment of the auditors conforms to Branch Rule 17.
- (iii) Step 3: Verify that bank statements, savings pass books, GICs and Term Deposits actually reflect balances presented in the Branch ledgers and financial statements.
- (iv) Step 4: Verify 100% of the largest disbursements reflected in the records (approximately 10% of all disbursements). The balance of transactions should be verified on a random selection basis. You must confirm that:
1. each transaction has been properly authorized;
 2. correctly recorded; and
 3. the cheque made in payment is signed by two authorized signing authorities.
- (v) Step 5: For verification, select at random bank statements for one or two months. All cheques listed on the bank statement should be on hand. Verify that:
1. all cancelled cheques have been properly signed and endorsed;
 2. all bank charges are consistent with banking activities;
 3. all bank account debit/credit entries with respect to the purchase or sale of GICs, Term Deposits or other investments are in full agreement with the investment receipts (i.e. dates of purchases and sales should coincide with bank withdrawals and deposits); and
 4. bank statements reflect deposits in accordance with the copy of the deposit slip.
- (vi) Step 6: Confirm that the financial records have been maintained in accordance with Branch Rule 17 and that the Balance Sheet and Statement of Revenues and Expenditures have been prepared in accordance with the Branch Finance Kit.
- (vii) Step 7: Scrutinize the minutes of all Branch Executive, Stewards and General Membership meetings to ensure that all motions involving financial matters have been properly executed.
- (viii) Step 8: Sign the auditor's report on the bottom of the Balance Sheet.

RULE 18 COMMITTEES

1. Branch Executive to Establish Committees

The Branch Executive shall provide for regular and special Committees to service the needs of the Branch.

2. Jurisdiction of Committees

- (1) All Committees are subject to the guidance of the Branch Executive in their structure and duties.
- (2) The power of Branch Committees shall be limited to those areas legally delegated by the Branch Executive.

3. Committee Records

- (1) All Committees are required to keep:
 - (a) adequate records of their activities; and
 - (b) minutes of their meetings.
- (2) Records are:
 - (a) to be considered the property of the Branch; and
 - (b) to be held secure for the Branch.

RULE 19 SALARIES AND HONORARIUMS

1. Branch VP, Communication, and Branch VP, Finance

- (1) A provision may be made in the budget to pay honorariums to the Branch VP, Communication, and to the Branch VP, Finance.
- (2) The budget amount shall be at the discretion of the Branch Executive.
- (3) Such money is to be paid from the Branch share of the funds through the CIU National Office in order to ensure a T4 is issued.

2. Other Branch Officers

Where it is determined to pay honorariums to other Branch Officers, the combined total of such honorariums shall not exceed a further budget provision of 5 cents, per member, per month maximum, divided at the discretion of the Steward Body.

3. Budget to Provide Honorariums and Salaries

Honorariums and salaries shall be provided for in the Budget.

RULE 20 PARLIAMENTARY PROCEDURES

1. Eligibility to Attend Meetings

No one except accredited members of the Branch and authorized members of the staff shall be permitted on the meeting floor during the business sessions.

2. Chair

In the absence, or on the delegation, of the Branch President, the chair shall be turned over to a member of the Branch Executive in sequence, following the order of Branch Executives listed in Rule 9.

3. Order of Business - Branch Executive and Steward Meetings

Business at meetings of the Branch Executive and meetings of the Steward Body shall be conducted in the following order:

- (a) Opening;
- (b) Roll Call;
- (c) Reading of Minutes of previous meeting by the VP, Communication;
- (d) Financial Statement from the Branch VP, Finance;
- (e) Reports of permanent Committees;
- (f) Reports of special or subsidiary Committees;
- (g) Reports of Branch President and Branch Vice-Presidents;
- (h) Reading of correspondence by VP, Communication;
- (i) Unfinished business and relative correspondence;
- (j) New Business and relative correspondence; and
- (k) Closing.

4. Order of Business - Annual Meetings of the Steward Body

Business at annual meetings of the Steward Body shall be conducted in the following order:

- (a) Opening;
- (b) Roll Call;
- (c) Reading of official report of previous meeting;
- (d) Audit report of Branch VP, Finance;
- (e) Auditors' comments;
- (f) Branch President's comments;
- (g) Guest speakers;
- (h) Receipt and study of reports from Committees;
- (i) Reading of correspondence;
- (j) Unfinished business;
- (k) New Business;
- (l) Amendments of Branch Rules; and
- (m) Closing

5. Matters of Business Not on the Agenda

- (1) Proposals and other matters of business submitted after the closing date of the agenda:
 - (a) will be referred to the meeting;
 - (b) will be dealt with as late resolutions;
 - (c) may be referred to the appropriate Officer or Committee; and
 - (d) will only be considered after business listed on the agenda has been dealt with.

6. Hours of Session

- (1) Hours of sitting of meetings of the Branch shall be determined in accordance with the Branch Rules.
- (2) In the absence of such Rule, the hours of sitting shall be determined by the meeting itself on recommendation of the Chair.

7. Speaking

- (1) When a member wishes to speak:
 - (a) They shall rise in their place; and
 - (b) When recognized by the Chair, shall:
 - (i) state their name;
 - (ii) state the body they represent;
 - (iii) state the purpose for which they rise; and
 - (iv) confine their remarks to the question at issue.
- (2) Speeches shall be limited to five (5) minutes.
- (3) A member shall not speak more than once upon a subject, until all who wish to speak have had an opportunity to do so.
- (4) A member shall not interrupt another, except to rise on a Point of Order or Question of Privilege.

8. Being Called to Order

If a member is called to order, they shall, at the request of the Chair, take their seat until the question of order has been decided.

9. Persisting in Unparliamentary Conduct

- (1) Should a member persist in Unparliamentary conduct, the Chair will be compelled to:
 - (a) name them; and
 - (b) submit their conduct to the judgment of the meeting.

- (2) In cases outlined in Rule 20, Section 9, Sub-section 1:
 - (a) the member whose conduct is in question should explain and then withdraw; and
 - (b) the meeting will determine what course to pursue in the matter.

10. Appealing a Decision of the Chair

- (1) A decision of the Chair may be appealed by any member, but the appeal shall require a Secunder.
- (2) Immediately and without debate, except that the appellant and the Chair may give their reasons for the appeal and the decision, respectively, the Chair shall put the question: "Shall the decision of the Chair be sustained?"

11. Motions

- (1) The following motions shall be in order:
 - (a) at any time; and
 - (b) in the order stated:
 - (i) to adjourn (not debatable if time fixed for next meeting);
 - (ii) to recess (not debatable if time fixed for next session);
 - (iii) question of Privilege (the Chair must rule immediately before going on to further business);
 - (iv) point of Order (the Chair must rule immediately before going on to further business);
 - (v) to lay on the table (not debatable);
 - (vi) to put the previous question (not debatable); and
 - (vii) to postpone to a future time (debatable only as to propriety or advisability).
- (2) None of these motions shall be moved a second time, until there has been an intermediate proceeding of business dealt with by the meeting.
- (3) All motions calling for the expenditures of money shall be:
 - (a) Placed in writing and, together with all proposals and amendments referring to same; and
 - (b) Referred to the appropriate committee or Officer responsible for finances, for consideration before any vote is entertained thereon.

12. Debate

- (1) When a motion has been made and seconded, the Chair shall state the motion and then ask: "Are you ready for the question?"
- (2) The Chair shall not take part in a debate unless they leave the Chair.
- (3) Having left the chair, the Chair shall not return to it until the matter in question has been disposed of.

13. The Previous Question

- (1) When the "previous question" is moved and seconded:
 - (a) no discussion or amendment to the main motion to which it is proposed is permitted; and
 - (b) the Chair must take a vote on the motion for the previous question immediately by asking: "Shall the question be now put?"
- (2) If a two-thirds (2/3) majority vote "that the question be now put", the main motion shall be put without debate.
- (3) If the motion to put the question is not passed by a two-thirds (2/3) majority vote, discussion will continue on the main motion.
- (4) The previous question cannot be proposed by a member who has spoken on the motion.

14. Amendment to Motion

- (1) Any motion or amendment to a motion may be amended, provided the amendment:
 - (a) is relevant to the question; and
 - (b) does not have the effect of simply negating the question.
- (2) If an amendment to an amendment has been moved and seconded, the Chair will not entertain any further amendments until the amendment to the amendment has been disposed of.
- (3) Amendments are always voted on in reverse order to their introduction; that is:
 - (a) the amendment to the amendment must be disposed of before the amendment; and
 - (b) the amendment must be voted on before the main motion.
- (4) Whether or not the amendment(s) has (have) carried, the main motion must always be voted on, otherwise the principle question remains undecided.

15. Reconsidering a Motion

- (1) A motion may be reconsidered, provided:
 - (a) the mover and seconder of the motion to reconsider have voted with the prevailing side; and
 - (b) notice of motion has been given for reconsideration at the previous meeting.
- (2) A motion to reconsider shall require a two-thirds (2/3) majority to pass.

16. Motion to Limit Debate

- (1) A motion to limit debate shall be in order, once the Chair has stated the question.
- (2) A motion to limit debate:
 - (a) may limit the number of speakers;
 - (b) may limit the time allotted; and
 - (c) must so state number of speakers or time allotted in the motion.
- (3) A motion to limit debate shall require a two-thirds (2/3) majority to pass.

17. Committees

- (1) Committees may:
 - (a) combine resolutions; or
 - (b) prepare a composite resolution to cover the intent of the question at issue.
- (2) Reports of Committees are not subject to amendment by the meeting, but a motion to refer back to the Committee for reconsideration with direction shall be in order.
- (3) Committees shall not sit while a meeting is in session, unless a majority of the members approve such action.
- (4) On presenting the Committee's recommendation to the meeting, the Chair of the Committee shall present a motion in one of the following forms:
 - (a) "I move, seconded by (name of Vice-Chair of the Committee) concurrence (or non-concurrence) in Resolution # ..."; or
 - (b) "I move, seconded by (name of Vice-Chair of the Committee) concurrence in Resolution # ..., as amended by the Committee"; or
 - (c) "I move, seconded by (name of Vice-Chair of Committee) concurrence in composite Resolution # ..., as prepared by the Committee"; or
 - (d) "I move, seconded by (name of Vice-Chair of Committee) acceptance of the Committee Recommendation".
- (5) A motion to refer, if seconded, may be debated only as to the propriety or advisability of such referral, but not as to the main question.
- (6) A motion to refer may include instructions to the Committee or officer to which the motion is referred.

- (7) The report of a Committee, when adopted, becomes the decision of the meeting which adopted it.

18. Voting

- (1) In the event of a tie vote on any matter other than the election of Officers, the motion is lost for want of a majority.
- (2) If the results of a voice vote, or a vote taken by a show of hands, as announced by the Chair is doubted, the Chair shall order a standing vote upon the request of any member.
- (3) A vote by secret ballot shall:
 - (a) be taken only on a substantive motion at the request of any five (5) of the members present;
 - (b) not be permitted on a procedural or dilatory motion with one exception: if the initial question was resolved by a secret ballot, a secret ballot will be permitted on a motion of reconsideration; and
 - (c) not be in order once the Chair has called the question.
- (4) When a standing vote or a vote by secret ballot has been ordered, no adjournment or recess shall take place until the results have been announced.
- (5) The Chair shall cause to have the number of members voting in the affirmative and the negative recorded.
- (6) When a standing vote or a vote by secret ballot has been called by the Chair, no one, except with permission of the Chair, shall be permitted to enter or leave the floor until the results of the vote have been announced.
- (7) Any two (2) members at the meeting may:
 - (a) request a recorded vote; and
 - (b) have a recorded vote ordered.
- (8) Upon receiving a request to have a recorded vote, the Chair shall require the VP, Communication to:
 - (a) call the roll; and
 - (b) record the names of those members voting in the affirmative and in the negative.

RULE 21 CIU CONVENTION DELEGATES

1. Election of Delegates

As a principle, each Branch shall be represented by a delegation headed by the Branch President and Delegates chosen according to CIU By-Law 8, Section 5 (Branch Election of Delegates / Alternates).

2. Financing

- (1) Financing of the duly accredited Delegates shall be in accordance with CIU By-Law 15, Section 2 (Expenses Incurred Attending CIU Conventions).
- (2) All other expenses not provided for under By-Law 15, Section 2, are to be paid from the Branch share of the funds.

RULE 22 PARTICIPATION IN AREA COUNCILS

1. Eligibility

Branch Executive Officers, including Executive Stewards, may be voting Delegates to any Area Council.

2. Office in Area Council

Voting Delegates to any Area Council:

- (a) may accept office in an Area Council, and
- (b) will be required to report to the Branch Executive on activities of the Area Council.

RULE 23 CHANGES TO BRANCH RULES

Any changes to these Branch Rules must be:

- (1) received and reviewed by the Standing By-Laws, Honours and Awards Committee to ensure compliance with CIU By-Laws, Regulations or Branch Rules;
- (2) if compliant pursuant to (1), recommended by a National Board of Directors Committee, for approval to the National Board of Directors;
- (3) approved by a simple majority of the National Board of Directors.

RULE 24 LOCAL MODIFICATION TO BRANCH RULES

1. Requests to Modify

- (1) A request to modify the Branch Rules must be approved by:
 - (a) The annual meeting of the Steward Body; or
 - (b) The annual General Membership meeting.
- (2) A Special meeting of the Steward Body or a Special General Membership meeting may also be called, as per Rule 11, Sections 5 and 6 for this purpose.

2. Written Notice

- (1) Written notice must be given to the VP, Communication, at least ten (10) working days prior to said meeting.
- (2) Such notice must be attached to the agenda of said meeting, as published by the VP, Communication.
- (3) The adoption of such recommendations requires a two-thirds (2/3) majority vote of the members present and eligible to vote at the meetings, where the modification is debated.

3. National Executive Approval

Any modification of the Branch Rules must be recommended to the National Executive for approval.