



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

# **Local modifications to Branch Rules**

**1984 – 2024**

Last administrative update: October 3, 2024

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## **90001 – Newfoundland and Labrador Branch**

**May 2015 – Separating the Branch Executive positions of Secretary and Treasurer (reversing Branch Rule modification of May 1990). Also, the Third Vice-President position will not be filled.**

### Branch Rule 9 – Branch Executive

The Branch Executive shall consist of:

- (a) the Branch President;
- (b) the First Vice-President;
- (c) the Second Vice-President;
- (d) the Vice-President, Finance
- (e) the Vice-President, Communication; and
- (f) Executive Stewards, as required

### **May 2015 – Addition of Subsection (a)**

#### Branch Rule 13, Section 1 – Tenure of Office

Subsection (a):

Any Branch Officer who accepts an excluded term position as manager shall vacate his or her position within the Branch until such time as the term position as manager expires.

## **60004 – New Brunswick Branch**

### **October 1998 – Addition of new Section 5**

#### Branch Rule 19 – Salaries and Honorariums *Section 5*

No member of the New Brunswick Branch shall be entitled to receive reimbursement for loss of wages from branch funds for attending any Branch business.

### **March 2021 – Amendment to quorum**

#### Branch Rule 11 - Meetings *Section 8 – Quorum*

- (3) A quorum for the conduct of business at General Membership meetings shall be the majority of the Branch Executive plus one member.

## **March 2021 – Addition of Subsection (a)**

### Branch Rule 13, Section 1 – Tenure of Office

#### Subsection (a):

Any Union Branch Officer including all Executive Members, Stewards, Committee Members and Employee representatives, who accepts a position of a Manager, Acting Supervisor or other Managerial position, or excluded position shall be considered to have vacated their position as a Union Representative and shall notify the Union Executive when their managerial term has expired should they wish to return to their Union position. Their return to the Union position they vacated shall then be put to a vote by the Steward Body (50% + 1 required to carry the vote).

## **00018 – Windsor Branch**

### **November 2018 – Addition of Subsection (a)**

### Branch Rule 13, Section 1 – Tenure of Office

#### Subsection (a):

Any Union Branch Officer including all Executive Members, Stewards, Committee Members and Employee representatives, who accepts a position of a Manager, Acting Supervisor or other Managerial position, or excluded position shall be considered to have vacated their position as a Union Representative and shall notify the Union Executive when their managerial term has expired should they wish to return to their Union position. Their return to the Union position they vacated shall then be put to a vote by the Steward Body (50% + 1 required to carry the vote).

## **00019 – Sarnia Branch**

### **February 2014 – Amendment to Branch Executive**

**3<sup>rd</sup> VP will not have distinctive Immigration responsibilities and Chief Steward position be eliminated from the Executive**

### Branch Rule 9 – 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
- e) The Vice-President, Communications
- f) The Vice-President, Finance

## **00020 – Hamilton Branch**

### **October 1998 – New Sub-section**

#### Branch Rule 13 – Tenure of Office *Section 1, Sub-section (a)*

Any Branch Officer, who accepts a term as a manager in a position which is normally excluded, shall vacate his or her position within the Branch until such time as the term as manager expires.

### **October 2003 – Amendment to quorum**

#### Branch Rule 11 – Meetings *Section 8 – Quorum*

- 3) A quorum for the conduct of business at Branch Membership meetings shall be the presence of the majority of the Branch Executive and five members of the Branch Membership who do not hold a Union position.

## **00024 – Toronto Branch**

### **January 2005 – Addition of 3<sup>rd</sup> Vice-President**

#### Branch Rule 9 – 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
- e) The Vice-President, Communications
- f) The Vice-President, Finance
- g) Executive Stewards as required

### **April 2005 – Amendment to quorum**

#### Branch Rule 11 – Meetings *Section 8 – Quorum*

- 3) A quorum for the conduct of business at Branch Membership meetings shall be quorum of the Steward Body plus ten (10) members in good standing.

## **April 2019 – Amendment to quorum**

### Branch Rule 11 – Meetings

#### *Section 8 – Quorum*

- 3) A quorum for the conduct of business at AGM or emergency membership meetings shall be:
  - 5% of members in good standing; and
  - 50% plus one of the steward body; and
  - 50% plus one of the Branch Executive in attendance

## **October 2021 – addition of Human Rights and Young Worker Representatives**

### Branch Rule 9 – 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
- e) The Vice-President, Communications
- f) The Vice-President, Finance
- g) Executive Stewards as required
- h) Human Rights Representative
- i) Young Worker Representative

## **September 2024 – addition of Vice-President titles and responsibilities/duties**

### Branch Rule 9 – 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
- e) The Vice-President, Communications
- f) The Vice-President, Finance
- g) Executive Stewards as required
- h) Vice-President, Human Rights
- i) Vice-President, Young Worker

### Branch Rule 16 – Duties and Authorities of Branch Officers

#### **Vice-President, Young Worker**

Only members in good standing and who identify as a young worker member, 35 years of age or younger, at the time of elections shall be eligible to hold office as the VP, Young Worker.

The Vice-President, Young Worker shall:

- a) Chair any Branch Young Worker Committees;

- b) Promote young worker involvement and leadership development opportunities for CIU 24 – GTA young workers;
- c) Facilitate programs that foster interaction amongst the young workers of CIU 24 GTA;
- d) Build and strengthen the relationship and involvement of young workers within CIU 24 – GTA;
- 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 Workers Committees;
- h) Make efforts to attend PSAC Young Worker Committee meetings on behalf of the Branch;
- i) Provide reports to the Branch, for further distribution to their Branch membership;
- j) Attend CIU 24 – GTA 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.

### **Vice-President, Human Rights**

Only members in good standing and who identify as a member of one or more of the following equity-seeking groups: Racialized Person, Indigenous person, Person with a Disability, Woman, 2SLGBTQIA+ (2 spirited, lesbian, gay, bi-sexual, transgender, queer, intersex, asexual) shall be eligible to hold office as the VP Human Rights.

The Vice-President, Human Rights shall:

- a) Chair the Branch CIU Human Rights Committees;
- b) Be responsible to bring forward equal opportunities issues that arise from within the Component;
- c) Promote Equity, Diversity, Inclusion, Intersectionality and leadership development opportunities for CIU 24 – GTA equity members;
- d) Facilitate programs that foster interaction amongst the equity members of CIU 24 – GTA;
- e) Build and strengthen the relationship and involvement of equity members within CIU 24 – GTA;
- f) Be responsible for bringing forward human rights issues that arise from within the Branch;
- g) Provide advice to the Branch on human rights issues;
- h) Make efforts to attend PSAC Human Rights Committee meetings on behalf of the Branch;
- i) Provide reports to the Branch, for further distribution to their Branch membership;
- j) Attend CIU 24 – GTA Branch Executive and Stewards meetings;
- k) In consultation with the Branch Executive, draft guidelines for determining Branch delegates to PSAC equity conferences;
- l) Obtain training, if required, with emphasis on PSAC courses

### Branch Rule 17- Finances, Section 5 – Disbursements

From:

- (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.

To:

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

## **00026 – Northern Ontario Branch**

### **June 2003 – Addition of Vice-Presidents**

#### Branch Rule 9 – Branch Executive

The Branch Executive shall consist of:

- a) The Branch President
- b) The First Vice-President
- c) The Second Vice-President
- d) The Vice-President, Operations Northwest Ontario
- e) The Vice-President, Communications Northwest Ontario
- f) The Secretary
- g) The Treasurer
- h) Executive Stewards as required

### **June 2003 – Amendment to Branch Elections to add new Sub-section (c)**

#### Branch Rule 12 – Branch Elections

##### *Section 5, Sub-section (c)*

Vice-Presidents for Northwest Ontario will be elected from the members of that geographic location.

### **June 2003 – Amendment to quorum**

#### Branch Rule 11 – Meetings

##### *Section 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 of the membership of that body. With regards to conducting business within the geographic areas of Northwestern Ontario (Thunder Bay, Fort Frances, Rainy River and Pigeon River) and respectively the area of Northern Ontario (Sault Ste. Marie, Sudbury and North



Bay) a quorum will be considered to have been achieved when more than fifty percent of the members of the Executive body from that area, are present and the business conducted for these two separate areas deals with their area only. Regular Branch Rules will apply for all business pertaining to the entire Branch.

- 3) A quorum for the conduct of business at Branch Membership Meetings shall be the presence of more than ten percent of the Branch Membership. With regards to business within the Thunder Bay, Fort Frances, Pigeon River and Rainy River geographic area the quorum for the conduct of business pertaining strictly to their area shall be the presence of more than ten percent of the membership of their area. The sample rule will apply for the Sault Ste. Marie, Sudbury and North Bay geographic area. A quorum will be defined as a presence of more than ten percent of this area's members and include business pertaining to this area only. Regular Branch Rules will apply to all business pertaining to the entire Branch.

### **March 2019 – Addition of Subsection (a)**

#### Branch Rule 13, Section 1 – Tenure of Office Subsection (a):

Any Union Branch Officer including all Executive Members, Stewards, Committee Members and Employee representatives, who accepts a position of a Manager, Acting Supervisor or other Managerial position shall be considered to have vacated their position as a Union Representative and shall notify the Union Executive when their managerial term has expired should they wish to return to their Union position. Their return to the Union position they vacated shall then be put to a vote by the Union Executive (50% + 1 required to carry the vote).

## **50030 – Manitoba Branch**

### **April 2010 – Amendment to quorum**

#### Branch Rule 11 – Meetings *Section 8 – Quorum*

- (3) A quorum for the conduct of business at General Membership meetings shall be five percent (5%) of the membership.

### **March 2019 – Amendment to quorum**

#### Branch Rule 11 – Meetings *Section 8 – Quorum*

- (3) A quorum for the conduct of business at General Membership meetings shall be the majority of the Executive plus one member.

## **40031 – Saskatchewan Branch**

### **October 2006 – Changing the title of Secretary to Vice-President – Communications and changing the title of Treasurer to Vice-President – Finance**

#### **Branch Rule 9 – Branch Executive**

The Branch Executive shall consist of:

- a) The Branch President
- b) The First Vice-President
- c) The Second Vice-President
- d) The Vice-President, Communications
- e) The Vice-President, Finance
- f) The Membership Chair

### **April 2011 – Amendment to quorum**

#### **Branch Rule 11 – Meetings**

##### ***Section 8 – Quorum***

- (3) A quorum for the conduct of business at General Membership meetings shall be the majority of the executive plus one member.

### **April 2022 – Inclusion of Diversity and Equity**

#### **Branch Rule 9 – Branch Executive**

The Branch Executive shall consist of the:

- a) Branch President; and
- b) Vice-President; and
- c) Vice-President, Finance & Communications; and
- d) Women's Representative; and
- e) Human Rights Representative; and
- f) Young Workers Representative.

#### **Branch Rule 16 – Duties and Authorities of Branch Officers**

##### **3. Branch VP, Finance & Communications**

The Branch VP, Finance & Communication, 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.
- (o) be responsible to the Branch Executive for:
  - (i) all correspondence; and
  - (ii) all official documents on record in and for the Branch;
- (p) for all meetings (Branch Executive, Stewards, and General Membership):
  - (i) attend;
  - (ii) take notes; and
  - (iii) prepare Minutes;
- (q) sign Minutes jointly with the Branch President;
- (r) maintain all official records of Branch Minutes of meetings;
- (s) 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;
- (t) provide a filing system, such that all records and correspondence are kept with adequate security and are accessible to all authorized Branch Officers;
- (u) 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;
- (v) 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;
- (w) 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
- (x) 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.

#### Branch Rule 16 – Duties and Authorities of Branch Officers

##### 4. Duties of Women's Representative

The Women's Representative shall:

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

#### Branch Rule 16 – Duties and Authorities of Branch Officers

##### 5. Duties of Human Rights Representative

The Human Rights Representative shall:

- (a) Self-Identify in one or more of the following equity-seeking groups: Racialized Person; Person with Disability; Indigenous Person (First Nations, Inuit, and Metis); Woman; Lesbian, Gay, Bi-Sexual, Trans, Queer and 2-Spirit (LGBTQ2S)
- (b) Promote Equity, Diversity, Inclusion, Intersectionality and leadership development opportunities for CIU Saskatchewan equity members ;
- (c) Facilitate programs that foster interaction amongst the equity members of CIU Saskatchewan;
- (d) Build and strengthen the relationship and involvement of equity members within CIU Saskatchewan;
- (e) Be responsible for bringing forward human rights issues that arise from within the Branch;
- (f) Provide advice to the Branch on human rights issues;
- (g) Represent the Branch on CIU Human Rights Committees;
- (h) Represent the Branch on a PSAC Human Rights Committee;
- (i) Provide written reports to the Branch, for further distribution to their Branch membership;
- (j) Attend CIU Saskatchewan Branch Executive and Stewards meetings;
- (k) In consultation with the Branch Executive, draft guidelines for determining Branch delegates to PSAC equity conferences;
- (l) Obtain training, if required, with emphasis on PSAC courses.

### Branch Rule 16 – Duties and Authorities of Branch Officers

#### 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 Saskatchewan young workers;
- (c) Facilitate programs that foster interaction amongst the young workers of CIU Saskatchewan;
- (d) Build and strengthen the relationship and involvement of young workers within CIU Saskatchewan;
- (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 Saskatchewan 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.

### Branch Rule 19 – Salaries and Honorariums

Branch Rule 19 is repealed for the Saskatchewan Branch.

## **30036 – Alberta Branch**

**April 2012 – The local modifications to Alberta Branch Rule 9 be amended to reflect Paragraph (g) and add Paragraph (h), so the Section would read as follows:**

### Branch Rule 9 – Branch Executive

The Branch Executive shall consist of:

- a) Branch President
- b) The First Vice President
- c) The Second Vice President
- d) The Third Vice President
- e) The Vice President, Finance
- f) The Vice President, Communication
- g) Youth Representative
- h) Executive Stewards, as required.

## **May 2017 – Amendment to quorum**

### Branch Rule 11 *Section 8 – Quorum*

- (3) A quorum for the conduct of business at General Membership meetings shall be the majority of the executive plus one member.

## **20040 – Vancouver Branch**

### **April 2007 – Quorum at Branch Membership Meetings**

#### Branch Rule 11 – Meetings *Section 8 – Quorum*

- (2) A quorum for the conduct of business at Stewards meetings shall be the presence of ten (10) Stewards.
- (3) A quorum for the conduct of business at Branch Membership meetings shall be the presence of the Branch Executive (or majority of same) plus ten (10) members.

## **20042 – B.C. Coastal Branch**

### **January 2021 – Amendment to quorum**

#### Branch Rule 11 - Meetings *Section 8 – Quorum*

- (3) A quorum for the conduct of business at General Membership meetings shall be the majority of the Branch Executive plus one member.

### **January 2021 – Addition of Subsection (a)**

#### Branch Rule 13, Section 1 – Tenure of Office Subsection (a):

Any Union Branch Officer including all Executive Members, Stewards and Employee representatives, when they accept a position of a Manager, Acting Supervisor or other Managerial position or excluded position shall be considered to have vacated their position as a Union Representative and shall notify the Union Executive when their managerial term begins. They shall then notify the Union Executive when the managerial term has expired, should they wish to return to their Union position. Their return to the Union position they vacated shall then be put to a vote by the Union Executive (50% + 1 required to carry the vote).

## **January 2021 – Addition of Section**

### Branch Rule 19 – Salaries and Honorariums *Section 5 – Honorarium for PSAC Courses*

5. Honorarium to be paid when loss of salary is not paid by the PSAC when members in good standing from CIU 20042 are attending PSAC Courses. CIU will pay participant(s) upon completion of course when confirmed by PSAC, an honorarium of \$50 per day when an expense claim is submitted and approved.

## **April 2024 – Working in an excluded position**

### Branch Rules 13, Section 1, Subsection (a) – Tenure of Office

Any Branch Executive Officer who occupies any excluded position or is acting in an excluded position shall be considered to have vacated the position as a union representative and shall notify the Branch Executive when their assignment begins and ends.

## **20045 – B.C. Southern Branch**

### **May 2013 – Amendment to quorum**

#### Branch Rule 11 - Meetings *Section 8 – Quorum*

- (2) A quorum for the conduct of Business at a meeting of the Steward Body shall be 25% of the Branch Stewards.
- (3) A quorum for the conduct of business at General Membership meetings shall be the majority of the Branch Executive plus at least one member not on the Executive.

### **May 2013 – Amendment to Branch Executive**

#### Branch Rule 9 – Branch Executive The Branch Executive shall consist of:

- (a) The Branch President
- (b) The First Vice-President
- (c) The Second Vice-President
- (d) The Vice-President, Finance and Communications
- (e) The Vice-President for The Okanagan and Kootenays
- (f) Executive Steward for the Okanagan
- (g) Executive Steward for the Kootenays
- (h) Two Executive Stewards for the Pacific Highway District.

The elections for the position of Vice-President for the Okanagan and Kootenays is limited to members in good standing from those districts for the purposes of voting and running for the position.

### **April 2024 – Working in an excluded position**

#### Branch Rules 13, Section 1, Subsection (a) – Tenure of Office

Any Branch Executive Officer who occupies any excluded position or is acting in an excluded position shall be considered to have vacated the position as a union representative and shall notify the Branch Executive when their assignment begins and ends.

## **70066 – Headquarters Branch**

### **January 1988 – Amendment of honorariums**

#### Branch Rule 19 – Salaries and Honorariums *Section 2*

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 10 cents per member per month maximum, divided at the discretion of the Branch Stewards meeting.

### **June 2005 – Amendment to quorum**

#### Branch Rule 11 - Meetings *Section 8 – Quorum*

- 3) A quorum of the Branch Annual General Membership meeting is recognized as a quorum of the Branch Executive plus five (5) members of the Branch.