

**ESSENTIELLES**

**ON S'ORGANISE!**



**FSSS-CSN Constitution and By-laws  
November 2021**

## **FSSS-CSN Constitution and By-laws**

including the amendments approved by the  
November 2021 Convention and changes for  
consistency

Note:

- In the French version, the wording has been feminized on the basis of recommendations from the Office québécois de la langue française and internal CSN rules



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## **CHAPTER I – GENERAL PROVISIONS**

### **Article 1 – Name**

The unions adhering to this constitution and by-laws constitute a Federation of unions based on the provisions of the *Professional Syndicates Act* and taking the name of Fédération de la santé et des services sociaux–CSN (health and social services federation-CSN).

### **Article 2 – Purpose**

The purpose of the Federation is to:

- a) promote and safeguard the health, safety and interests of workers covered by a union that is affiliated or in the process of affiliating with it. These interests may be economic, occupational, institutional, intellectual, moral, social, national or political.

It must also promote and safeguard the rights of these workers against all forms of discrimination and harassment;

- b) promote union life at the local, regional and national levels;
- c) develop the greatest possible fraternity, solidarity and unity in fulfilling its mandates;
- d) represent its members within the Confédération des syndicats nationaux (CSN) by submitting all matters of general interest to the latter organization;
- e) represent its members, together with the CSN, wherever the general interests of workers justify it;
- f) help conclude and enforce collective agreements and group agreements that improve working conditions to the advantage of affiliated unions;
- g) take part from time to time, together with the organizing department of the CSN, in establishing new unions, and help them achieve their own goals;

- h) co-operate in the union education of workers and the training of union officers and members;
- i) foster inter-union relations so as to create and preserve unity and harmony within the CSN;
- j) provide services to its affiliated unions;
- k) foster and establish inter-union ties with other workers in the public and parapublic sectors and the private sectors in Quebec and Canada.

### **Article 3 – Character**

Any union representing workers in the health and social services sector or in educational childcare services may be affiliated with this Federation.

## **Article 4 – Declaration of Principles**

The Federation adheres to the CSN's *Declaration of Principles*, and turns to it for inspiration in its action.

## **Article 5 – Headquarters**

The headquarters of the Fédération de la santé et des services sociaux-CSN are located in Montréal.

## **Article 6 – Jurisdiction**

The Federation has jurisdiction over the organization of workers in the health and social services sector and in educational childcare services.

## **Article 7 – Collective agreement**

Each affiliated union must send the Federation a copy of its contract demands and the wording of its collective agreement.

## **Article 8 – Union by-laws**

Unions affiliated with the Federation may adopt the by-laws needed for their own administration. Any such by-laws must, however, be consistent with the by-laws of the Federation, the CSN and the relevant central council.

## **Article 9 – Initiation fees**

Initiation fees corresponding to the minimum amount specified in the *Professional Syndicates Act* are included in a new union's first monthly remittance of per capita dues to the Federation.

## **CHAPTER II – AFFILIATION AND DISAFFILIATION, PARTICIPATION RIGHTS**

### **Article 10 – Affiliation**

The Executive Committee has full authority to grant affiliation to unions that have made the statements and signed the commitments required to join this Federation.

## **Article 11 – Disaffiliation procedure for unions**

The by-laws of an affiliated union must include the following provisions:

- a) An affiliated union may not discuss a resolution for disaffiliation from the Fédération de la santé et des services sociaux or dissolution of the union unless notice of motion has been given at least 90 days in advance.

The notice of motion and the resolution must be given and discussed at a duly convened regular or extraordinary general meeting;

- b) The notice of the general meeting must state the reasons for the resolution of disaffiliation or dissolution of the union;
- c) As soon as notice of motion to discuss disaffiliation from the Fédération de la santé et des services sociaux or dissolution of the union is given, it must be forwarded to the general secretaries of the CSN and the central

council as well as to the general secretary-treasurer of the Federation. Said notice of motion must be sent at least 90 days before the meeting is to be held;

- d) Once the notice of motion has been sent, the authorized representatives of the CSN, the Federation and the central council are automatically entitled to ask for a meeting with the executive committee of the union to discuss the reasons for the disaffiliation or dissolution, the procedure to be followed for disaffiliation or dissolution, the organization and holding of the general membership meeting and the organization of the vote. The union's executive committee is required to participate in such a meeting at least 60 days before the general membership meeting is to be held;
  
- e) If the union's executive committee fails to participate in such a meeting and come to an agreement in accordance with the CSN's Constitution and By-laws on the holding of the general meeting on disaffiliation or dissolution and the organization of the vote,

the general meeting will be considered to be improper, invalid and illegal;

- f) The only persons who may attend a general meeting on disaffiliation or dissolution are the dues-paying members of the union and the authorized representatives of the CSN, the Federation and the central council. No person from outside the union or from any organization other than those provided for in the CSN's Constitution and By-laws may attend the meeting;
- g) The authorized representatives of the CSN, the Federation and the central council are automatically entitled to present and defend their point of view for the period of time required for the debate to be understood;
- h) These authorized representatives may subsequently attend any meeting at which the resolution for disaffiliation or dissolution is discussed and give their point of view;
- i) To pass, the resolution of disaffiliation or dissolution must be supported by a majority



of the union's dues-paying members. The union's executive committee must send the list of dues-paying members to the representatives of the CSN, the Federation and the central council at the same time as the notice of motion is sent.

## **Article 12 – Expulsion or suspension of a union**

- 12.01 Expulsions, either for non-payment of dues to the Federation or for any other reason arising from failure to comply with its constitution, are decided by the convention.
- 12.02 However, in the event of a serious offence, the Federal Bureau may suspend the union at issue until the convention rules on the case. Suspension has the same effects as expulsion.
- 12.03 If a union does not comply with the Federation's by-laws, the FSSS

Executive Committee gives it written warning.

- 12.04 If the union refuses to remedy the situation, the FSSS Executive Committee may call a general meeting of the union's membership.
- 12.05 If the union still refuses to remedy the situation, the FSSS Executive Committee reports to the Federal Bureau, sending the union notice at least 30 days before the Federal Bureau meeting. The notice must state the accusations made against the union and the penalties it could incur.
- 12.06 To be reinstated by a Federal Bureau resolution (passed by a simple majority), any union suspended under this article must first pay up what it owes, including per capita dues for the three months following its suspension, or have signed a reimbursement agreement to this effect.

## **Article 13 - Organizations that leave, are suspended or expelled**

The sums paid by organizations that leave, are suspended or expelled continue to belong to the Federation, and the said organizations lose all rights to the property constituting the Federation's assets, subject to agreements concluded between the parties.

## **Article 14 - Participation in meetings of members and decision-making structures of affiliated unions**

- 14.01 Authorized representatives of the Federation may attend meetings of members and decision-making structures of affiliated unions and may take part in discussions, but without voting rights.
- 14.02 Authorized representatives of the CSN and the central council may attend any meeting and take part in discussions, but without voting rights.

- 14.03 The Federal Bureau may call an extraordinary general meeting of an affiliated union on grounds that are considered serious and that may be harmful to the interests of the members or the CSN. The cost of the meeting will be borne by the Federation.

### **Article 15 – Federation affiliation**

The Federation is affiliated with the Confédération des syndicats nationaux (CSN).

### **Article 16 – Disaffiliation procedure for the Federation**

- 16.01 A resolution to disaffiliate from the CSN may only be discussed by a convention.
- 16.02 Consideration of a resolution to disaffiliate must be preceded by notice of motion. The notice of motion must be given at least 90 days in advance of when the resolution is to be discussed.

- 16.03 The notice of motion must be sent to the CSN at least 90 days in advance of when the meeting to discuss the resolution is to be held.
- 16.04 Authorized representatives of the CSN are automatically entitled to attend the meeting at which the resolution is discussed and give their point of view, if they so desire.
- 16.05 To pass, a resolution to disaffiliate from the CSN must be supported by two thirds of the unions affiliated with the Federation, providing that the members of these unions constitute a majority of the membership of all affiliated unions.
- 16.06 The adoption of such a resolution does not result in the disaffiliation of the unions from the CSN.
- 16.07 The Federation must advise its affiliated unions of the grounds for disaffiliation at least 90 days in advance.

## **Article 17 – Participation in meetings of Federation structures**

### **a) Staff**

Federation staff attending a convention, Federal Council, Sectoral Federal Council or Regional Assembly may take part in discussions on an equal footing with official delegates, but do not have voting rights.

### **b) Committee members**

Members of a Federation committee who are not official delegates from their union and who attend a convention, Federal Council, Sectoral Federal Council or Regional Assembly in response to an invitation from the general secretary-treasurer may, for the period of the agenda spent on their report, speak in discussions on an equal footing with official delegates, but do not have voting rights.

### **c) Fraternal delegates**

Fraternal delegates attending a convention, Federal Council, Sectoral Federal Council or Regional Assembly may speak in discussions

after official delegates, but do not have voting rights.

d) Status of Women, LGBT+, Youth, and Intercultural committee members

Members of the Status of Women, LGBT+, Youth, and Intercultural committees who attend a convention, Federal Council, Sectoral Federal Council or Regional Assembly as fraternal delegates may speak in discussions on an equal footing with official delegates, but do not have voting rights.

e) Former Executive Committee and Federal Bureau members and retired Federation employees

Federal Bureau members, retired Federation employees and former members of the Executive Committee may attend a convention, Federal Council, Sectoral Federal Council or Regional Assembly, but do not have speaking or voting rights.

## **CHAPTER III – THE FEDERATION CONVENTION**

### **Article 18 – Opening**

The convention begins with a minute of silence in memory of all those who have fought for the workers' cause down through history. The convention officially begins when the president calls the convention to order.

### **Article 19 – Powers**

The convention has full powers. It exercises the following prerogatives among others:

- a) It decides on the Federation's policies.
- b) It approves the minutes of the previous convention, receives the reports of the Executive Committee, the Federal Bureau, the service co-ordinators and the various standing committees of the Federation, and disposes of them.
- c) It receives the financial statements.



- d) It decides on the budget.
- e) It elects the members of the Executive Committee and ratifies the election of regional vice-presidents, representatives for the private sectors and the representatives for the public sector classes.
- f) It makes all decisions pertaining to the smooth running of the Federation.
- g) It rules on suspensions and makes decisions about expulsions.
- h) It decides on the number and groupings of regions in the Federation.
- i) It decides on the number of sectors and classes and their definition.
- j) It alone may amend this constitution;
- k) If the convention is held in virtual mode, it may refer proposed amendments to this constitution and by-laws to the Federal Council.

## **Article 20 – Regular and extraordinary conventions**

### **a) Regular convention**

The Federation holds a regular convention every three years, in the place decided by the Executive Committee. The delegates from the unions affiliated with the Federation meet at this convention. The convention takes place between May 1 and June 30. When circumstances so require, however, the Federal Council is authorized to postpone or bring forward the date of the convention in the interests of affiliated unions. Such a decision must, however, be supported by two thirds of the official delegates present at the Federal Council meeting. The Federation conducts a round of pre-convention meetings.

### **b) Extraordinary convention**

The convention, the Federal Council or the Federal Bureau may convene an extraordinary convention with the same authority as a regular convention to discuss any urgent matter of general interest for the Federation. The delegation for an extraordinary

convention is the same as that defined in Article 21 of the Federation's constitution and by-laws.

## **Article 21 – Delegation**

21.01 The convention is composed of delegates from affiliated unions and members of the Federal Bureau.

21.02 Each affiliated union is entitled to at least one official delegate. If a union has at least 125 dues-paying members, it is entitled to two official delegates.

If it has at least 300 dues-paying members, it is entitled to three official delegates. Unions with more than 300 dues-paying members are entitled to one additional official delegate for each additional 175 dues-paying members.

21.03 A union that represents members from more than one employer and has more than two certifications is entitled to one additional official delegate. A union that

that has more than 10 certifications is entitled to two additional official delegates.

## **Article 22 - Calculation of the delegation**

- 22.01 The general secretary-treasurer of the Federation decides the number of official delegates to which each union is entitled on the basis of the average per capita dues paid by the union for the last 12 months. The calculation of the average stops 90 days before the convention.
- 22.02 For newly affiliated unions, the number of official delegates is based on the average dues paid since their affiliation.
- 22.03 For unions that have not yet paid dues to the Federation, the number of official delegates is based on the number of members in good standing.

## **Article 23 – Voting rights and credentials**

- 23.01 An official delegate is entitled to one vote.
- 23.02 Each delegate must be accredited by credentials from the union he or she represents, and of which he or she is a member in good standing.
- 23.03 Credentials must be signed by the president or the secretary of the union that issues them.
- 23.04 The same credentials are used to accredit more than one delegate from a given union.
- 23.05 Credentials must be sent out by the Federation's general secretary-treasurer at least 60 days before the opening day of the convention, and must be returned to him or her no later than 15 days before the first day of the convention, unless there are special reasons deemed valid by the credentials committee.

The general secretary-treasurer gives the credentials to the credentials committee when the latter meets.

23.06 Registration and changes in delegations end at the close of the period for nominations to office on the Executive Committee.

23.07 In the case of a virtual convention, registration and changes in delegations close at the time determined by the general secretary-treasurer, which is indicated when the credentials are sent.

## **Article 24 – Convention committees**

24.01 At least one month before the convention, the Federal Bureau appoints the members of the following committees:  
- the credentials committee;  
- the resolutions committee.

24.02 Each of these committees is composed of three members, who meet before the convention at the invitation of the general

secretary-treasurer. They report to the convention.

## **Article 25 – Participation**

Unions must have paid up all their dues and fees owed to the Federation and have paid their per capita on dues collected within a maximum of 45 days in order to have an official or fraternal delegation to the convention. Unions must also be in good standing with the CSN and their central councils, on the conditions set by the latter organizations.

In the case of a virtual convention, if a particular situation so requires, the general secretary-treasurer may extend by 30 days the deadline for payment of dues to the Fédération de la santé et des services sociaux.

## **Article 26 – Majority**

Convention decisions are made by a majority of votes cast unless indicated otherwise in either the CSN's *Rules of Order* or this constitution and

by-laws. In the event of a tie, the person chairing the meeting casts the deciding vote.

## **Article 27 – Expenses and fees**

- 27.01 The Federation pays convention expenses as well as expenses and registration fees for Federal Bureau members for the entire duration of the convention.
- 27.02 Members of the Federation's various committees who are invited by the general secretary-treasurer for the period spent on committees on the convention's agenda and who are not delegates to the convention for their unions have their expenses reimbursed by the Federation for this period.
- 27.03 The Executive Committee is responsible for setting registration fees for a convention.
- 27.04 A copy of the minutes of a convention is sent out to each union in the Federation within six months of the convention.



27.05 A record of decisions is sent out to each union in the Federation within 30 days of a convention.

### **Article 28 – Presentation of resolutions**

Affiliated unions and members who wish to submit resolutions to the convention must send the wording of their resolutions to the general secretary-treasurer at least one month before the opening day of the convention. The general secretary-treasurer gives them to the resolutions committee when the latter meets. No other resolution may be presented unless the convention so authorizes by a two thirds majority. Precedence is given to resolutions sent in to the general secretary-treasurer in advance.

### **Article 29 – Quorum**

The quorum required for the convention to proceed is at least one half of the registered delegates. When the president calls the meeting to order, he or she must make sure that there is a quorum. If a delegate believes that there is not a

quorum, he or she must draw the president's attention to this fact. The latter must then immediately ascertain whether there is in fact a quorum. Failing a quorum, the president must adjourn the session. Convention proceedings are valid until such time as the lack of quorum is ascertained.

## **CHAPTER IV – THE FEDERAL COUNCIL**

### **Article 30 – Composition**

The Federal Council is composed of delegates from affiliated unions and members of the Federal Bureau.

### **Article 31 – Powers of the Federal Council**

Between conventions, the Federation is led and run by the Federal Council.

- a) The Federal Council has full authority over provincial alignments that concern members as a whole, within the framework of the policies set by the convention.

- b) It shares responsibility for and if need be harmonizes policies with the sectors and classes on matters that concern more than one sector or class.
- c) It discusses matters of provincial interest submitted to it by the Federal Bureau or the Executive Committee.
- d) It adjusts the budget and may review any matter pertaining to the administration of the Federation.
- e) It is responsible for basic areas of province-wide work such as the status of women, health and safety, consolidation and group insurance.
- f) It completes the Federation's delegation to the Confederal Council of the CSN.
- g) It adopts the financial statements once a year.
- h) It receives reports from the Sectoral Federal Councils.

## **Article 32 - Delegation of powers**

The Federal Council may delegate some or all of its powers to the Federal Bureau.

## **Article 33 - Federal Council delegation**

- 33.01 Each union is entitled to one official delegate.
- 33.02 If a union has 350 dues-paying members, it is entitled to two official delegates, and beyond this to one additional official delegate for each additional 350 dues-paying members.
- 33.03 A union that represents members from more than one employer and has more than two certifications is entitled to one additional official delegate. A union that has more than 10 certifications is entitled to two additional official delegates.
- 33.04 The general secretary-treasurer determines the number of delegates, in accordance with the procedure set out in

Article 22. The treasurer informs unions of any changes in the number of delegates to which they are entitled.

33.05 The notice of meeting is sent to the president and secretary of each union. The credentials are sent to the president.

33.06 Unions must have paid up all their dues and fees owed to the Federation and have paid their per capita on dues collected within a maximum of 45 days in order to take part in the Federal Council and exercise their right to vote. Unions must also be in good standing with the CSN and their central councils, on the conditions set by the latter organizations.

### **Article 34 – Meetings**

34.01 The Federal Council meets at least once a year at times and in places decided by the Executive Committee.

34.02 If need be, the Federal Bureau or the Executive Committee may call regular or

extraordinary meetings of the Federal Council more often.

34.03 A summary description of the agenda is included with the credentials sent out to unions.

34.04 The agenda of a regular Federal Council meeting may include workshops.

### **Article 35 - Majority**

At Federal Council meetings, decisions are made by a majority of the votes cast, unless otherwise indicated in either the CSN's *Rules of Order* or this constitution and by-laws.

In the event of a tie, the person chairing the meeting casts the deciding vote.

### **Article 36 - Quorum**

The quorum required for the Federal Council to proceed is at least one half of registered official delegates. When the president calls the meeting

to order, he or she must make sure that there is a quorum. If a delegate believes that there is not a quorum, he or she must draw the president's attention to this fact. The latter must then immediately ascertain whether there is in fact a quorum. Failing a quorum, the president must adjourn the session. Council proceedings are valid until such time as the lack of quorum is ascertained.

### **Article 37 - Calling an extraordinary meeting**

37.01 The general secretary-treasurer of the Federation is required to call an extraordinary meeting of the Federal Council if at least 10 delegates representing at least 10 different unions so demand, giving their reason or reasons in writing. The extraordinary meeting of the Federal Council must be held within 30 days of receiving such notice, unless a Council meeting or convention has already been called. In such a case, the grounds invoked by the petitioners are added to the agenda of the Council

meeting or convention already called. The petitioning unions must be present.

- 37.02 The Federal Bureau is required to call an extraordinary Federal Council meeting at the request of the CSN's Executive Committee for reasons deemed by the latter to be serious and in the interests of members and the CSN.

### **Article 38 - Minutes**

A copy of the minutes of a Federal Council meeting is sent to each union in the Federation within six months of the meeting.

A record of decisions is sent to each union affiliated with the Federation within 30 days of the Council meeting.

### **Article 39 - Expenses**

- 39.01 The Federation pays the expenses of Federal Bureau members for the entire duration of the Federal Council.



- 39.02 Expenses for members of the various committees who are not delegates to the Federal Council for their union and who are invited by the general secretary-treasurer for the period of the agenda spent on committees are borne by the Federation.
- 39.03 Members of the various committees are invited in accordance with the rules set out in Article 27.

### **Article 40 – Fees**

The Executive Committee is responsible for setting registration fees for the Federal Council. When, however, the Federation calls meetings of more than one Federal Council in the same week, the unions pay only one registration fee per delegate to participate.

## **CHAPTER V – THE SECTORAL FEDERAL COUNCIL**

### **Article 41 – Composition**

The Sectoral Federal Council is composed of delegates from unions that represent members in the sector or class concerned as well as the members of the Federal Bureau.

### **Article 42 – Powers of the Sectoral Federal Council**

The Sectoral Federal Council may deal with general matters specific to the sector or class or specific collective bargaining matters. The agenda determines the nature of the Sectoral Federal Council.

42.01 Between conventions, the Sectoral Federal Council decides on policies for its class or sector on matters that concern it specifically.

42.02 The Sectoral Federal Council has full authority in matters related to the

promotion and defence of specific interests related to the job title, class or sector.

- 42.03 It is the structure responsible for collective bargaining, subject to the responsibilities entrusted to the Bargaining Committee.
- 42.04 It elects the members of the Sectoral Bargaining Committee.
- 42.05 In the framework of collective bargaining by unions in the public and private sectors, the Sectoral Federal Council dealing with collective bargaining decides on the division of matters between the common table and the sectoral table, if applicable.
- 42.06 It deals with collective bargaining and recommends bargaining priorities for its class or sector.
- 42.07 It recommends the launching, suspension or termination of pressure tactics.

- 42.08 It decides which matter or matters will be handled jointly in the context of co-ordination of bargaining established by the Federation or the CSN.
- 42.09 It recommends the acceptance or rejection of the agreement in principle and the return to work, if need be.
- 42.10 Once a year, it submits to the Sectoral Federal Council a report on expenses under the budget provided for in article 1-6, Representation, Associative Life and Activities for Concerted Action, of the RI\_RTF group agreement.
- 42.11 Once a year, it submits to the Sectoral Federal Council a report on the home childcare provider (RSG) sector's expenses relating to the financial assistance agreement with the Ministère de la Famille.

## **Article 43 - Delegation**

- 43.01 Each union that represents members in the class or sector concerned is entitled to at least one official delegate. Unions do their best to be represented by official delegates from the class or sector concerned.
- 43.02 If a union has 125 dues-paying members in the class or sector concerned, it is entitled to two official delegates; if it has 350 dues-paying members, it is entitled to three official delegates; and beyond this, it is entitled to one additional official delegate for every additional 350 dues-paying members.
- 43.03 The general secretary-treasurer determines the number of official delegates in accordance with the procedure set out in Article 22. He or she informs unions of any changes in the number of delegates to which they are entitled.

- 43.04 The notice of meeting is sent to the president and secretary of each union. The credentials are sent to the president.
- 43.05 Unions must have paid up all their dues and fees owed to the Federation and have paid their per capita on dues collected within a maximum of 45 days in order to take part in the Sectoral Federal Council and exercise their right to vote. Unions must also be in good standing with the CSN and their central councils, on the conditions set by the latter organizations.

### **Article 44 – Voting rights**

Only official delegates from unions with members in the class or sector concerned and members of the Federal Bureau from the class or sector concerned have voting rights.

### **Article 45 – Meetings**

- 45.01 The Sectoral Federal Council meets as needed.

45.02 A summary description of the agenda is included with the notice of meeting sent out.

### **Article 46 – Majority**

At Sectoral Federal Council meetings, decisions are made by a majority of the votes cast, unless otherwise indicated in either the CSN's *Rules of Order* or this constitution and by-laws. In the event of a tie, the person chairing the meeting casts the deciding vote.

### **Article 47 – Quorum**

The quorum required for the Sectoral Federal Council to proceed is at least one half of registered official delegates. When the president calls the Sectoral Federal Council to order, he or she must make sure there is a quorum. If a delegate believes that there is not a quorum, he or she must draw the president's attention to this fact. The latter must then immediately ascertain whether there is in fact a quorum. Failing a quorum, the president must adjourn the session. Sectoral Federal Council proceedings are valid

until such time as the lack of quorum is ascertained.

### **Article 48 – Calling an extraordinary meeting**

The general secretary-treasurer of the Federation is required to call an extraordinary meeting of the Sectoral Federal Council if 10 signatories from 50% of the unions in a sector or class with 20 or fewer unions so demand, or if at least 10 signatories from at least 10 unions in the sector or class so demand.

The written request to call an extraordinary meeting must include the reason or reasons for the demand as well as evidence of signatures and the names of the unions.

The extraordinary meeting of the Sectoral Federal Council must be held within 30 days of receiving such notice, unless a Federal Council meeting, Sectoral Federal Council meeting or convention has already been called. In such a case, the grounds invoked by the petitioners are



added to the agenda. The petitioning unions must be present.

### **Article 49 – Minutes**

A copy of the minutes of a Sectoral Federal Council meeting is sent to unions in the class or sector concerned within six months of the meeting. A record of decisions is sent to each union in the class or sector concerned within 30 days of the meeting.

### **Article 50 – Expenses**

The Federation pays the expenses of Federal Bureau members for the entire duration of the Sectoral Federal Council meeting.

### **Article 51 – Fees**

The Executive Committee is responsible for setting registration fees for the Sectoral Federal Council. When, however, the Federation calls meetings of more than one Sectoral Council in the same week, unions pay only one registration fee per delegate to participate.

## **CHAPTER VI – DELEGATION TO THE CONFEDERAL BUREAU AND CONFEDERAL COUNCIL**

### **Article 52 – Delegation to the Confederal Bureau**

The Federation's delegates to the Confederal Bureau of the CSN are chosen by and from among the members of the Federation's Executive Committee. If the number of delegates to be chosen exceeds the number of Executive Committee members, the Federal Bureau completes the delegation by choosing the required number of persons from among its members.

### **Article 53 – Delegation to the Confederal Council**

The Confederal Council delegation is composed of the members of the Federal Bureau and is completed by members elected by the Federal Council.

## **Article 54 - Removal**

Any Confederal Council delegate who misses a Confederal Council meeting for the second time without a valid reason is deemed to have resigned.

## **CHAPTER VII - THE FEDERAL BUREAU**

### **Article 55 - Composition**

- 55.01 The Federal Bureau is composed of the members of the Executive Committee, regional vice-presidents, representatives for the public sector classes and representatives for the private sectors.
- 55.02 The service co-ordinators and one person officially delegated by the Federation's staff attend meetings of the Federal Bureau and may take part in discussions, but without voting rights.
- 55.03 In the event of a change in union affiliation during the term of an officer

sitting on the Federal Bureau, the officer must leave office and the vacant office will be filled in accordance with the terms provided in the constitution and by-laws.

## **Article 56 – Powers and roles of the Federal Bureau**

In the framework of policies voted by decision-making bodies, the Federal Bureau:

- a) carries out the mandates given to it;
- b) at the Executive Committee's recommendation, submits policies for the Federation to the convention or Federal Council;
- c) examines all matters submitted to it by the Executive Committee or Federal Council, and makes recommendations;
- d) designates a regional vice-president to take political responsibility for each of the following committees: LGBT+, Youth, Intercultural;

- e) designates a regional vice-president to support the work of each of the following committees: Status of Women, and Occupational Health and Safety. The vice-president designated to support the work of the Status of Women Committee must, however, always be a woman;
- f) designates three regional vice-presidents to form the political action co-ordinating committee;
- g) designates three regional vice-presidents from the public sector, representing the Eastern, Central and Western regions, to form the information and action committee during public-sector bargaining;
- h) if a regional vice-president cannot be designated to sit on a committee or if there is a vacancy, the Federal Bureau can make other arrangements;
- i) is the rightful arbitrator of any disputes that may arise between affiliated unions;

- j) is consulted on the preparation of the triennial budget;
- k) makes recommendations to the Executive Committee, Federal Council and convention;
- l) receives and examines reports from the Executive Committee, standing committees and bargaining committees;
- m) is part of the provincial team;
- n) receives and examines financial statements once a year;
- o) in the context of forms of action and pressure tactics or resolutions decided upon in a region, may intervene when it deems it necessary;
- p) rules on suspensions, in accordance with the provisions of Article 12.

## **Article 57 - Mandate of the Political Action Co-ordinating Committee**

The committee's role is to:

- a) monitor the sociopolitical environment having an impact on our members' working conditions, on health and social services and on educational childcare services;
- b) submit its various analyses to the Federal Bureau;
- c) develop and propose action plans to the appropriate persons in charge.

## **Article 58 - Quorum**

The quorum for Federal Bureau meetings is defined as one half plus one of the members of the Federal Bureau.

## **Article 59 - Meetings**

59.01 The Federal Bureau meets at least four times a year at times and in places

decided by the Executive Committee. It holds its first meeting within three months of the end the convention at which it is elected, not including the months of July and August.

59.02 The president of the Federation may call meetings of the Federal Bureau more often.

### **Article 60 – Calling an extraordinary meeting**

60.01 The general secretary-treasurer of the Federation calls a meeting of the Federal Bureau when three members of the Bureau so demand, giving their reason or reasons in writing.

60.02 The meeting must be held within 10 days of when notice is received.

### **Article 61 – Delegation of powers**

The Federal Bureau may delegate some or all of its powers to the Executive Committee.



## **Article 62 - Expenses**

Expenses incurred by members of the Federal Bureau to attend its meetings are borne by the Federation.

## **CHAPTER VIII - BARGAINING AND MONITORING OF MATTERS FOR THE PUBLIC SECTOR AND PRIVATE SECTORS**

### **Article 63 - Sectoral bargaining and monitoring committee**

#### 63.01 – Composition

The sectoral bargaining and monitoring committees for the public sector and private sectors are composed of the representative for the class or sector concerned, two members from the class or sector concerned and elected by the Sectoral Federal Council and, without right to vote, the vice-presidents for the public sector and private sectors and a staff person assigned to the committee.

The bargaining and monitoring committee for the pre-hospital sector may, however, include one additional member. In that case, the vice-president for the private sectors has the right to vote in the event of a tie.

### 63.02 – Responsibilities

On the basis of the mandates voted by the decision-making bodies concerned and under the political responsibility of the representative for the sector or class, the bargaining and monitoring committees' responsibilities are to:

- a) take part in developing the final bargaining proposals to be submitted to the Sectoral Federal Council;
- b) conduct negotiations and identify leeway on the basis of mandates from the Sectoral Federal Council;
- c) report on its work to the Executive Committee and Federal Bureau and recommend the adoption of the agreement on renewing the

collective agreement or group agreement to the decision-making bodies concerned;

- d) adopt the wording of the collective agreement or group agreement resulting from the said agreements;
- e) ensure follow-up on negotiations in accordance with the agreements reached.

For the private sectors, the responsibilities described in Article 64 are assigned to the bargaining and monitoring committees for each sector.

## **SPECIFICS OF PUBLIC-SECTOR BARGAINING**

### **Article 64 – Public-sector bargaining team**

The representatives for the public sector classes on the Federal Bureau, with the support of staff persons on the bargaining team and the vice-president for the public sector, on the basis of the mandates voted by their respective decision-making bodies, have the following responsibilities:

- a) initiate all consultation processes with local unions for the purpose of identifying bargaining demands;
- b) develop the bargaining strategy and priorities to be submitted to the appropriate decision-making bodies;
- c) prepare the work of the Bargaining Committee;
- d) act as spokespersons for the Federation at the bargaining tables;
- e) ensure follow-up on negotiations in accordance with the agreements reached.

### **Article 65 - Consolidated sectoral bargaining**

- 65.01 Sectoral councils may give the Federation a mandate for consolidated bargaining.
- 65.02 When 65.01 applies, the bargaining committees of the sectors concerned are

then merged in a single consolidated bargaining committee.

65.03 The decision-making bodies of the classes concerned meet as a single consolidated decision-making body, chaired by the president of the Federation.

65.04 A proposal submitted by one class may be put to a vote by all classes. Each class continues, however, to vote separately on bargaining proposals.

65.05 Class workshops may be held as needed. If necessary, the bargaining committee acts as a workshop resolutions committee. It introduces the amendments voted and submits new proposals to the Sectoral Federal Council.

## **Article 66 – Permanent provincial bargaining committee**

Following the renewal of the collective agreement, a permanent provincial public-sector bargaining committee is formed. It is composed

of the class representatives, the vice-president for the public sector and staff persons from the Federation's sectoral bargaining committees, who do not have voting rights.

## **CHAPTER IX – CO-ORDINATION OF PUBLIC-SECTOR BARGAINING**

### **Article 67 – Purpose**

For each period of collective bargaining, the Federation establishes a voluntary mechanism for co-ordinating public-sector bargaining, the purpose of which is to co-ordinate bargaining work at the various tables, as well as action and information plans, on the basis of mandates received from the respective decision-making bodies concerned.

### **Article 68 – Composition**

The co-ordinating committee is composed of the president, the vice-president for the public sector, one of the service co-ordinators, representatives for the public sector classes,

members and staff persons from the bargaining committees concerned, as well as the three regional vice-presidents appointed to the information and action committee.

### **Article 69 – Information and action committee**

The information and action committee is composed of the vice-president for the public sector, the three regional vice-presidents from the public sector designated by the Federal Bureau and representing the east, centre and west, one of the service co-ordinators, the representatives for the public sector classes and, without voting rights, the staff persons for the bargaining committees and the staff persons in charge of information and action work for the duration of collective bargaining.

### **Article 70 – Mandate**

The role of this committee is to help draw up and implement province-wide information and action plans and implement sectoral information and action plans, if need be.

## **Article 71: Delegates to the CSN's co-ordinating committee for the public and parapublic sectors**

The public sector classes that decide to bargain jointly on all the bargaining items at the common table participate in the work of the CSN's co-ordinating committee for the public and parapublic sectors (CCSPP). The Federation's delegation to the CCSPP is the same as that described in Article 68.

The Federation's Executive Committee may, if necessary, increase the number of members on the co-ordinating committee for public-sector bargaining.

## **CHAPTER X - THE REGIONS**

### **Article 72 - Purpose of the regions**

The purpose of the regions is to:

- a) allow affiliated unions in a given region to take into account the specific realities of their



- region by sharing their thinking and union action;
- b) allow Federation decision-making bodies to take these regional specificities into account in their policies and actions;
  - c) ensure that unions are represented vis-à-vis their regional organizations and structures;
  - d) ensure the dissemination of the Federation's policies;
  - e) ensure consultations with unions on matters determined by the Federation or the region;
  - f) ensure the implementation of mandates from the Federation and the region;
  - g) promote solidarity among the unions for the Federation's various sectors;
  - h) promote solidarity and inter-union action.

## **Article 73 - The regions**

The Federation's regions are:

- 1A Gaspésie–Îles-de-la-Madeleine;
- 1B Bas-Saint-Laurent;
- 02 Saguenay–Lac-Saint-Jean;
- 03 Québec–Chaudière-Appalaches;
- 04 Cœur-du-Québec;
- 05 Estrie;
- 6A Montréal–Laval–Grand Nord;
- 6B Lanaudière;
- 6C Laurentides;
- 6D Montérégie;
- 07 Outaouais;
- 08 Abitibi-Témiscamingue–Nord-du-Québec;
- 09 Côte-Nord.

## **Article 74 - Role of the regional vice-president**

- 74.01 The regional vice-president co-ordinates union activities in his or her region.
- 74.02 He or she participates in organizing the union life of unions in his or her region in

- accordance with the Federation's mandates and policies.
- 74.03 He or she plans and chairs Regional Assemblies.
- 74.04 He or she sees that minutes are kept for each Assembly and sends them to the Federation's general secretary-treasurer.
- 74.05 He or she maintains constant ties between his or her region and the Federation.
- 74.06 He or she sees to disseminating and implementing decisions made by the convention, Federal Council, Sectoral Federal Council, Federal Bureau and Executive Committee, in co-operation with the staff of the Federation and the CSN.
- 74.07 He or she takes on any other responsibilities delegated to him or her by the Federal Bureau and the Executive Committee.

- 74.08 He or she is the political representative of the Federation in the region, in accordance with the mandates and policies adopted by the Federation's various decision-making bodies.
- 74.09 He or she is the political representative of the Federation to the unions and supports them during visibility, support or action campaigns.
- 74.10 He or she is responsible for managing the regional budget as allocated by the Regional Assembly.
- 74.11 He or she assists the representative for the private sectors or public sector classes on the Federal Bureau, if necessary, when there is a Sectoral Federal Council meeting.
- 74.12 He or she participates in the provincial team.

74.13 He or she may be asked to replace a member of the Executive Committee for the Confederal Bureau meeting.

74.14 He or she is responsible for following up on action and information plans during the various bargaining periods.

### **Article 75 – Regional meeting of community of interests**

The regional vice-president may, if necessary, call and hold meetings of communities of interests.

### **Article 76 – Purpose and role of the regional meeting of community of interests**

The regional meeting of community of interests allows unions to meet on the basis of job title, mission or common issues related to union life or working conditions.

The regional meeting is not a decision-making body.

It allows the regional vice-president to take into account specific realities and forward them to the appropriate decision-making bodies.

### **Article 77 – Purpose and role of the Regional Assembly**

- 77.01 The Regional Assembly sees to the dissemination and implementation of decisions made by the Federation's various decision-making bodies.
- 77.02 It consults its members on major issues submitted to it by the Federation.
- 77.03 It sees to the circulation of information and materials about issues from the standing committees.
- 77.04 It makes decisions on matters referred to it by the Federation.
- 77.05 It decides on forms of action, pressure tactics and demonstrations and adapts them to regional realities, unless otherwise indicated at the national level.

- 77.06 It is responsible for allocating and adjusting the regional budget within the limits of the mandates decided by the convention.
- 77.07 It sees to creating a regional activist structure.
- 77.08 It is responsible for monitoring the evolution of health and social services and educational childcare services in the region and making the necessary representations to its regional organizations and structures.

### **Article 78 - Official delegation**

An affiliated union's official delegation to the Regional Assembly is the same as its delegation to the Federal Council, and Federal Bureau members have voting rights in their region.

## **Article 79 – Frequency and quorum**

- 79.01 The regional vice-president convenes an assembly of unions in his or her region as needed. He or she also convenes a Regional Assembly when at least three unions so demand, giving their reason or reasons in writing. The three unions must be present.
- 79.02 The quorum for a Regional Assembly is defined as at least 30% of the unions in the region.

## **Article 80 – Expenses and fees**

The cost of organizing and holding a Regional Assembly is borne by the Federation, out of the regional budget voted by the convention.

There are no registration fees for Regional Assemblies.



## **Article 81 – Pre-convention meetings**

The regional vice-president holds a Regional Assembly before the convention. This assembly replaces the round of pre-convention meetings.

## **Article 82 – Vote on a resolution from the Federation**

The Federation may put a resolution on a specific topic to a vote of affiliated unions at a Regional Assembly. In such a case, the vote is subject to the following rules:

- a) The resolution put to a vote at a Regional Assembly comes with a recommendation from the Federation's Executive Committee, Federal Bureau, Federal Council or Sectoral Federal Council.
  
- b) The general secretary-treasurer sends, in writing, the resolution to be submitted to unions meeting as a Regional Assembly.

- c) The resolution must be simple, requiring a straightforward response such as "yes" or "no", "for" or "against".
- d) The resolution cannot be amended at the Regional Assembly.
- e) The resolution is put to a vote by the regional vice-president and does not require a mover or seconder.
- f) Members of the Federal Bureau are entitled to vote in their region.
- g) Each union's official delegation corresponds to its official delegation to a Federal Council. The vote is conducted by secret ballot, with results tallied after each region holding an assembly has voted.
- h) The regional vice-president sends the results to the general secretary-treasurer, along with the attendance list giving the names of delegates and their unions.

- i) To pass, a resolution must be approved by 50% plus one of delegates from unions affiliated with the Federation that take part in the vote. Furthermore, a minimum of 50% plus one of unions concerned must take part in the vote.
- j) Such a decision is just as binding as a decision made by the Federal Council.

## **CHAPTER XI – THE SECTORS**

### **Article 83 – Purpose**

The Federation establishes sectors for the purpose of collective bargaining and representation on occupational or institutional matters.

### **Article 84 – Definition of public sector classes**

84.01 The public sector classes are:

1. Nursing and cardio-respiratory care personnel;

2. Paratechnical personnel and auxiliary services and trades personnel;
3. Office personnel and administrative technicians and professionals;
4. Health and social services technicians and professionals.

The names of the classes correspond to the classes of personnel stipulated for the health and social services system.

84.02 The private sectors are:

1. Childcare centres (CPE);
2. Pre-hospital sector;
3. Private institutions and community organizations;
4. Private residential care (CHP);
5. Home childcare providers (RSG);
6. Intermediate and family-type resources (RI-RTF).

Each of the sectors falls under the responsibility of a private-sector representative, with the exception of the private institutions and community organizations sector, which falls under

the responsibility of the vice-president for the private sectors on the Executive Committee.

### **Article 85 – Responsibilities**

Collective bargaining and monitoring of the evolution and development of each public sector class and private sector is done for each class and sector in accordance with the Federation's general policies.

### **Article 86 – Election of representatives for classes and private sectors**

Each of the classes and private sectors elects a representative for its class or sector, ratified by the convention or Federal Council, as the case may be. The representative must come from the class or sector concerned.

## **Article 87 – Responsibilities of representatives for classes and private sectors**

The responsibilities of representatives for the classes and private sectors are:

- a) He or she sees to carrying out mandates pertaining to his or her class or sector, in co-ordination with the vice-president for the public sector or vice-president for the private sectors on the Executive Committee.
- b) He or she is responsible for collective bargaining, monitoring and development of his or her class or sector in co-ordination with the vice-president for the public sector or the vice-president for the private sectors on the Executive Committee.
- c) He or she has political responsibility and is ex officio member of the bargaining committee for his or her class or sector.
- d) He or she sees to the development of policies and bargaining priorities for his or her class or

sector in co-ordination with the other classes or sectors, as the case may be.

- e) He or she represents his or her class or sector on occupational or institutional matters specific to the class or sector.
- f) He or she plans and chairs Sectoral Federal Council meetings of his or her class or sector, sees to it that minutes of the meetings are kept and sends them to the general secretary-treasurer.
- g) He or she has political responsibility for his or her class or sector in the context of Federation orientations and policies voted by the Federal Bureau, Federal Council or convention.
- h) He or she reports to the Executive Committee, Federal Bureau, Federal Council and Sectoral Federal Council.
- i) He or she must propose work plans to the decision-making bodies concerned. He or she is responsible for preparing and following up on these work plans as well as preparations

and follow-up on ad hoc committees set up to carry them out.

- j) He or she chairs Sectoral Federal Council meetings of his or her class or sector.
- k) He or she helps co-ordinate the public sector classes or private sectors.
- l) He or she maintains ties and follows up with the regional vice-presidents.
- m) He or she participates in the provincial team.
- n) He or she may be asked to replace a member of the Executive Committee for the Confederal Bureau meeting.
- o) Representatives of public sector classes participate in the CCSPP and share political responsibility for the CCSPP with the vice-president for the public sector.



## **CHAPTER XII – THE EXECUTIVE COMMITTEE**

### **Article 88 – Composition**

The Executive Committee is composed of five persons holding the following offices:

- president;
- general secretary-treasurer;
- first vice-president;
- vice-president for the public sector;
- vice-president for the private sectors.

### **Article 89 – Powers and roles of the Executive Committee**

The roles of the Executive Committee are:

89.01 The Executive Committee has full powers to represent the Federation within the framework of the mandates and policies adopted by the convention, Federal Council, Sectoral Federal Council or Federal Bureau.

89.02 It may take any measure it deems useful for ensuring the regular operations of the

Federation and implementing the decisions of the convention, Federal Council, Sectoral Federal Council or Federal Bureau.

- 89.03 It sees to the day-to-day administration of the Federation, within the limits of the budget approved by the convention.
- 89.04 It grants unions affiliation.
- 89.05 It is responsible for management of the Federation's staff.
- 89.06 It makes recommendations and suggestions to the Federation's various decision-making bodies.
- 89.07 It receives reports from the members of the Executive Committee, regional vice-presidents, representatives for the public sector classes and private sectors and Federation committees.
- 89.08 It receives, examines and disposes of reports from the service co-ordinators.

- 89.09 It prepares the agenda for the Federal Bureau, Federal Council and convention.
- 89.10 It prepares the triennial budget.
- 89.11 It may delegate some or all of its powers to one or more of its members.
- 89.12 It prepares budget adjustments and proposes them to the Federal Council.
- 89.13 At its regular meeting following the convention, the Executive Committee divides up its areas of work, making sure that a woman is always in charge of the work on the status of women.
- 89.14 It is responsible for co-ordinating standing committees.
- 89.15 It is responsible for the work on maintaining pay equity.
- 89.16 It is responsible for presenting the Federal Bureau's report to the convention.

89.17 Should the office of president or general secretary-treasurer become vacant, the Executive Committee appoints another of its members to be the second signing officer for banking purposes.

### **Article 90 – Role of the president**

The role of the president is as follows:

- a) He or she chairs the convention, Federal Council, Federal Bureau and Executive Committee.
- b) He or she sees to it that the Federation runs smoothly and that each member of the Federal Bureau fulfils the duties of his or her office.
- c) He or she signs all the Federation's official documents and cheques.
- d) He or she is the person who officially represents the Federation.

- e) He or she may be represented by another member of the Executive Committee should he or she deem it appropriate.
- f) He or she is responsible for information, political action and the political action co-ordinating committee.
- g) He or she is responsible for the work to safeguard and enhance the health and social services system and educational childcare services.
- h) He or she is the political representative of the Federation on the general bargaining co-ordinating committee.
- i) He or she is the political representative of the Federation on the co-ordinating committee for the public and parapublic sectors and shares this responsibility with the vice-president for the public sector.
- j) He or she shares the duties and powers of the Executive Committee with its other members.

- k) He or she is automatically a member of all committees.
- l) He or she reports on his or her mandate at each regular convention.

### **Article 91 – Role of the general secretary-treasurer**

The role of the general secretary-treasurer is as follows:

- a) He or she is responsible for the secretariat of the Federation and for collecting all amounts owing to it from affiliated unions.
- b) He or she is responsible for calling meetings and keeping minutes of all the Federation's decision-making bodies and committees.
- c) He or she has custody of all the Federation's funds, property and securities, and all its archives. He or she keeps the inventory of the Federation's property up to date.

- d) He or she receives and deposits all amounts remitted to him or her in the bank on behalf of the Federation. Any withdrawal must be made by cheque bearing his or her and the president's signatures and any withdrawal by credit card or bank transfer must be made with his or her authorization.
  
- e) He or she provides the auditor and the financial oversight committee with the books, along with all the vouchers and supporting documents required by them.
  
- f) He or she is accountable to the convention for the administration of the Federation, and to this end presents a report on its financial situation.
  
- g) He or she pays invoices and applies the purchasing policies established by the Federation.
  
- h) He or she takes out a guarantee policy for the Federation in an amount decided by the Federal Council.

- i) He or she is responsible for developing and implementing various administrative policies.
- j) He or she has political responsibility for the Federation's insurance committee.
- k) He or she compiles statistics on the membership of the Federation and keeps them up-to-date.
- l) He or she has political responsibility for the Federation's human resources and represents the Federation on the CSN's human resources co-ordinating committee.
- m) He or she may conduct an audit of the books of any affiliated unions at any time.
- n) He or she shares the duties and powers of the Executive Committee with its other members.



## **Article 92 – Role of the first vice-president**

The role of the first vice-president is as follows:

- a) He or she replaces the president when the president is absent.
- b) He or she has political responsibility for implementing actions related to the work on union life at the local, regional and provincial levels, in co-ordination with the representatives for the public sector classes and the private sectors, as well as the regional vice-presidents.
- c) He or she is responsible for co-ordinating and monitoring regional union life and related regional matters.
- d) He or she has political responsibility for monitoring the various action plans and mobilization arising from various campaigns.
- e) He or she has political responsibility for Federation activities related to the various periods for changes in union affiliation for

both the public sector and the private sectors, in co-ordination with the vice-president for the public sector and the vice-president for the private sectors on the Executive Committee.

- f) He or she has political responsibility for activities related to the organizing department of the CSN.
- g) He or she has political responsibility for monitoring union education.
- h) He or she has political responsibility for the following standing committees:
  - the health and safety committee;
  - the status of women committee;
  - the LGBT+ (lesbian, gay, bisexuals and transgendered) committee;
  - the youth committee;
  - the intercultural committee.

The status of women committee falls under the political responsibility of a female member of the Executive Committee.

- i) He or she shares the duties and powers of the Executive Committee with its other members.

### **Article 93 – Role of the vice-president for the public sector**

The role of the vice-president for the public sector is as follows:

- a) He or she has political responsibility for co-ordinating the various public sector classes.
- b) He or she is responsible for co-ordinating collective bargaining, monitoring and development of all classes and shares political responsibility with the representatives for the four classes.
- c) He or she shares responsibility for political representation of the FSSS to the CCSPP with the president.
- d) He or she oversees the work related to the committees arising out of the collective agreement, as well as activities of the various

classes, in co-ordination with the class representatives.

- e) He or she is responsible for overseeing the work on pay equity in the public sector.
- f) He or she is responsible for co-ordinating the work on occupational or institutional matters and shares political responsibility with the class representatives.
- g) He or she shares the duties and powers of the Executive Committee with its other members.

### **Article 94 – Role of the vice-president for the private sectors**

The role of the vice-president for the private sectors is as follows:

- a) He or she is responsible for overseeing collective bargaining and for monitoring the evolution and development of these sectors in co-ordination with sector representatives.

- b) He or she has political responsibility for the private institutions and community organizations sector.
- c) He or she has political responsibility for the bargaining committees for the private sectors and for the committees provided for in the collective agreements and group agreements of these sectors.
- d) He or she sees to the development of policies and bargaining priorities in the private sectors in co-ordination with sector representatives.
- e) He or she is responsible for co-ordinating committees and activities of the private sectors.
- f) He or she has political responsibility for overseeing the work on occupational or institutional matters and shares political responsibility with the sector representatives.
- g) He or she is responsible for overseeing the work on pay equity in the private sectors.

- h) He or she shares the duties and powers of the Executive Committee with its other members.

### **Article 95 – Meetings**

The Executive Committee meets as necessary.

### **Article 96 – Expenses**

Expenses incurred by members of the Executive Committee in the performance of their duties are borne by the Federation.

## **CHAPTER XIII – FEDERATION COMMITTEES**

### **Article 97 – Committees**

The Federation has various committees:

1. Standing committees;
2. Ad hoc committees;
3. The Insurance Committee provided for in the public sector collective agreement;
4. Convention committees.

## COMMITTEE MANDATES AND COMPOSITION

### Article 98 – Standing committees

- 98.01 Standing committees receive their mandates from the convention and report to it. They also submit interim reports to the Federal Council, Federal Bureau and Executive Committee as needed.
- 98.02 The six standing committees are:
- the financial oversight committee, 3 members;
  - the health and safety committee, 3 members;
  - the status of women committee, 3 members.
  - the LGBT+ (lesbian, gay, bisexuals and transgendered) committee, 3 members;
  - the youth committee, 3 members;
  - the intercultural committee, 3 members.
- 98.03 Two members of each committee are elected to the Federal Council following

the convention, with the exception of the financial oversight committee, whose three members are elected by the Council. If there are not enough candidates at the Federal Council to form a committee, however, the Federal Council can decide to make other arrangements.

When an office has been vacant for more than three months, the Federal Bureau makes sure there is a procedure for filling the vacant offices on the federal committees.

98.04 Members of the Federal Bureau and the Executive Committee designated to take political responsibility for committees are on the committees, with the exception of the financial oversight committee.

A person who is a member of the sectoral bargaining committee cannot be a member of a standing committee.

## **Article 99 – Ad hoc committees**



- 99.01 In order to ensure the development and advancement of work on specific issues and encourage reflection by unions and members on occupational or institutional matters, the Executive Committee, Federal Bureau, Federal Council or Sectoral Federal Council may establish ad hoc committees on a temporary basis.
- 99.02 These committees are composed of active members of the Federation, and may include Federal Bureau members.

### **Article 100 - Insurance Committee provided for in the public sector collective agreement**

- 100.01 The mandate of the insurance committee provided for in the public sector collective agreement is that defined by the collective agreement. The mandate is valid for the duration of the collective agreement.
- 100.02 Members of the insurance committee are elected by official delegates to the Federal Council meeting following the adoption of

the agreement in principle for the renewal of the collective agreement(s) in the public sector.

100.03 Vacancies on this committee are filled by the Federal Council, if necessary.

### **Article 101 – Committee operations**

In the framework of the policies and budgets voted by decision-making bodies:

- a) each committee adopts the working structures that are needed and compatible with its requirements;
- b) each committee must send the general secretary-treasurer the minutes of its meetings and relevant documents.

## **CHAPTER XIV – ELECTIONS OF THE EXECUTIVE COMMITTEE, REGIONAL VICE-PRESIDENTS AND CLASS OR PRIVATE SECTOR REPRESENTATIVES**

### **Article 102 – Holding of elections**

Elections for the Executive Committee, regional vice-presidents and representatives for the public sector classes or private sectors are held at a regular convention.

### **Article 103 – General eligibility and re-eligibility conditions, voting rights of outgoing officers**

103.01 To be eligible for a position on the Executive Committee, regional vice-president or representative for a class or private sector, each official delegate who wishes to run must come from a union, i.e. be a dues-paying member of a union in good standing with the FSSS and the CSN, and have an employment relationship with the employer covered by the union's certification, or be covered by the union's

scope of representation when this jurisdiction does not refer to an employer.

Regular employees of the CSN, executive assistants and managers are all eligible to run for election to one of the positions on the Executive Committee.

A person may not run for more than one position. Members of the Executive Committee, regional vice-presidents and representatives for classes or private sectors have voting rights in the region to which they belong.

A candidate for the position of vice-president responsible for the public sector must come from the public sector.

A candidate for the position of vice-president responsible for the private sectors must come from one of the private sectors.

A candidate for a position of representative for a class or private

sector must come from the class or sector concerned.

103.02 These persons are, however, again eligible for elected office even if they are not delegates from their union to the convention, providing that they are members of a union affiliated with the Federation.

### **Article 104 – Election president**

104.01 The convention chooses a person to act as election president and another to act as election secretary. They are chosen from among the members of the Executive Committee of the CSN, a central council or another federation, or staff or persons active in the CSN.

104.02 In the case of a virtual convention, the Federal Council designates a person to act as election president and another to act as election secretary at its last meeting preceding the convention. They are chosen from among the members of the

executive committee of the CSN, a central council or another federation, or staff or persons active in the CSN.

104.03 The election president designates the persons in charge of balloting.

104.04 In the case of a virtual convention, in addition to designating the persons in charge of the virtual vote, the election president is responsible for the smooth conduct of the vote and ensuring the secrecy of the ballot.

## **Article 105 – Election procedures**

105.01 All elections are conducted by secret ballot, and require an absolute majority. Spoiled ballots are not counted in the total used to determine the absolute majority.

105.02 Each time that there are more than two candidates for a position and none obtains an absolute majority, there are successive rounds of balloting,

eliminating the candidate with the fewest votes in each round of balloting.

105.03 Voting is done with printed ballots listing the names of the candidates for each position.

105.04 In the case of a virtual convention, the vote is conducted on a specialized, secure voting platform.

## ELECTIONS OF THE EXECUTIVE COMMITTEE

### **Article 106 – Nominations and eligibility**

106.01 An official statement of candidacy is established for anyone who wishes to run for one of the positions on the Executive Committee of the Federation.

106.02 Candidates must fill out and sign a form prepared for this purpose by the Federation and have it countersigned by five official delegates.

In virtual mode, each candidate must also fill out and sign a form prepared for this purpose by the Federation and have it countersigned by five official delegates.

In this case, the election president submits explanations and procedures with respect to the countersignatures when the nominating period opens.

106.03 The form must be turned in to the secretary of the convention by the deadline set by the convention.

In virtual mode, the form must be turned in to the election president or the election secretary electronically, at the designated address and by the deadline set by the convention.

106.04 Candidates must explicitly state the Executive Committee position for which they are running.

106.05 The secretary of the convention turns the forms received in accordance with the



prescribed conditions and deadlines over to the election president. Only candidates who have duly filled out the statement of candidacy may be formally nominated for election.

106.06 The list of candidates for elective office on the Executive Committee of the Federation is distributed to delegates one day before the elections; it includes brief information about each candidate (curriculum vitae).

### **Article 107 – Order of elections**

The order of election is: president, general secretary-treasurer, first vice-president, vice-president for the public sector and vice-president for the private sectors.

### **Article 108 – Vacancy**

108.01 Any vacancy on the Executive Committee is filled in accordance with the provisions of Articles 105, 106 and 107.

108.02 The person who is elected completes the term of office of the person he or she replaces, as the case may be.

### **Article 109 – Temporary vacancy**

When a member is expected to be absent for more than six months, the Executive Committee assesses the need for a substitute or other arrangements. In the event that a substitute is needed, the Federal Council proceeds to elect an interim member of the Executive Committee.

## **ELECTION OF REGIONAL VICE-PRESIDENTS**

### **Article 110 – Nominations and eligibility**

110.01 An official statement of candidacy is established for anyone who wishes to run for one of the positions of regional vice-president.

110.02 Each candidate must fill out and sign a form prepared for this purpose by the Federation and have it countersigned by

three official delegates from his or her region.

In virtual mode, each candidate must also fill out and sign a form prepared for this purpose by the Federation and have it countersigned by three official delegates from his or her region.

In this case, the election president submits explanations and procedures with respect to the countersignatures when the nominating period opens.

110.03 The form must be turned in to the secretary of the convention by the deadline set by the convention.

In virtual mode, the form must be turned in to the election president or the election secretary electronically, at the designated address and by the deadline set by the convention.

- 110.04 Candidates are formally nominated during the convention by delegates from each region to be represented.
- 110.05 The regional vice-president must come from the region concerned and is elected by the official delegates from his or her region.
- 110.06 The secretary of the convention turns the forms received in accordance with the prescribed conditions and deadlines over to the election president. Only candidates who have duly filled out the statement of candidacy may be formally nominated for election.

### **Article 111 – Voting rights**

Only official delegates from the region and those provided for in Article 103.01 are entitled to vote.

### **Article 112 – Ratification**

The results of the election are ratified by the convention.

### **Article 113 - Order of elections**

The order of elections for regional vice-presidents follows the numerical order of the Federation's regions.

### **Article 114 - Vacancy**

114.01 Official delegates from the region concerned fill the position of regional vice-president at a Regional Assembly or Federal Council meeting. The Federal Council ratifies the results of the election.

114.02 The person who is elected completes the term of office of the person he or she replaces.

### **Article 115 - Temporary vacancy**

When a regional vice-president is expected to be absent for more than three months, the Regional Assembly assesses the need for a substitute or

other arrangements. In the event that a substitute is needed, the Regional Assembly proceeds to elect an interim regional vice-president. The election must be ratified by the Federal Council.

## ELECTIONS OF CLASS AND PRIVATE SECTOR REPRESENTATIVES

### **Article 116 – Nominations and eligibility**

- 116.01 An official statement of candidacy is established for anyone who wishes to run for one of the positions of representative for a class or private sector.
- 116.02 Candidates must fill out and sign a form prepared for this purpose by the Federation and have it countersigned by three official delegates from the class or private sector concerned.

In virtual mode, candidates must also fill out and sign a form prepared for this purpose by the Federation and have it countersigned by three official delegates from the class or private sector concerned.

In this case, the election president submits explanations and procedures with respect to the countersignatures when the nominating period opens.

116.03 The form must be turned in to the secretary of the convention by the deadline set by the convention.

In virtual mode, the form must be turned in to the election president or the election secretary electronically, at the designated address and by the deadline set by the convention.

116.04 Candidates must explicitly state the class or private sector they are running to represent.

116.05 The representative for a class or private sector must come from the class or sector concerned and is elected by the official delegates from that class or sector.

116.06 The secretary of the convention turns the forms received in accordance with the prescribed conditions and deadlines over to the election president. Only candidates who have duly filled out the statement of candidacy may be formally nominated for election.

### **Article 117 – Voting rights**

Only official delegates to the convention from the unions concerned are entitled to vote.

### **Article 118 – Ratification**

The results of the election are ratified by the convention.

### **Article 119 – Order of elections**

The order of elections follows the order in which the classes and sectors are listed in Articles 84.01 and 84.02.



## **Article 120 – Vacancy**

The Federal Council or Sectoral Federal Council fills any position of representative for a class or private sector that is vacant.

## **Article 121 – Temporary vacancy**

When a representative for a class or private sector is expected to be absent for more than three months, the Federal Council or Sectoral Federal Council, as the case may be, assesses the need for a substitute or other arrangements. In the event that a substitute is needed, the Federal Council or Sectoral Federal Council, as the case may be, proceeds to elect an interim representative for the class or sector.

## **Article 122 – Ratification of elections of regional vice-presidents and class or private sector representatives**

When a decision-making body (convention, Federal Council or Sectoral Federal Council) has to ratify the persons chosen for positions of regional vice-president or representative for a

class or private sector and refuses to ratify the choice of one or more such representatives, the region, class or sector whose choice is refused must submit another name to the decision-making body.

If the election does not take place at the meeting that is to ratify the results, the election must be brought back for ratification at the following meeting of the decision-making body. While awaiting ratification, the person elected takes on the full duties of his or her position in the various bodies of the Federation.

### **Article 123 – Term of office for elected officers**

123.01 The term of office for members of the Federal Bureau is three years.

123.02 Regional vice-presidents and class and sector representatives fulfil their duties until the end of the convention at which a new election is held.

123.03 The Executive Committee remains in office until the new Executive Committee is chosen; and during a transition period of two weeks following an election, an outgoing officer initiates his or her successor.

### **Article 124 – Swearing-in of elected officers**

The swearing-in of members of the Federal Bureau is done by the election president, using the official oath.

### **Article 125 – Suspension or removal of a member of the Federal Bureau**

125.01 Any accusation against a person holding office as a member of the Federal Bureau must be made in writing.

125.02 Any person holding office as a member of the Federal Bureau may be suspended or removed from office for any of the following reasons:

- a) causing serious prejudice to the Federation, the CSN or a central council;
- b) being absent more than three times without a valid reason from meetings of the Executive Committee, Federal Bureau, Federal Council or Sectoral Federal Council;
- c) refusing to fulfil the duties of his or her office.

125.03 Suspension or removal is pronounced by the Federal Council following a secret ballot on the matter carried by at least two thirds ( $\frac{2}{3}$ ) of the members present. Any individual so suspended or removed may appeal the decision to the convention.

## **CHAPTER XV – RULES CONCERNING GENERAL STRIKE ACTION, ACCEPTANCE OF AN AGREEMENT IN PRINCIPLE AND THE RETURN TO WORK**

### **Article 126 – Scope**

The following provisions apply to sectoral bargaining and co-ordinated public-sector bargaining.

### **Article 127 – Strike vote**

In accordance with the by-laws of the Professional Defence Fund, unions must conduct a strike vote by secret ballot by bargaining unit.

### **Article 128 – Percentage required to bind the Federation**

128.01 The class or sector has a general strike mandate when an absolute majority of the unions concerned have voted in favour of the strike, provided that the dues-paying members of these unions add up to at least 50% plus one of the

dues-paying members of all the unions concerned that are affiliated with the Federation.

However, once at least two unions and 66 $\frac{2}{3}$ % of the dues-paying members in a class or sector have voted in favour of the strike, the class or sector has a strike mandate.

128.02 The Sectoral Federal Council dealing with sectoral or consolidated bargaining sets the deadline for receiving the results of the vote, and compilations are done with the results known by that time. In cases of force majeure, however, the Executive Committee may extend the deadline.

128.03 Results are compiled in accordance with the rules set out in Article 129.

### **Article 129 – Method of compilation**

The provincial compilation of a strike vote or a vote on an agreement in principle must be done in the following way:

- a) The result that counts is the mandate given by each union rather than the number of votes for or against. The mandates given by each union, by bargaining unit, are then compiled and prorated to the number of dues-paying members, by bargaining unit, for the average of months paid up within the last 12 months.

For newly affiliated unions, the number of dues-paying members by bargaining unit is determined on the basis of the average of months paid up since their affiliation. For unions that have not yet paid dues to the Federation, the number of members is based on the number of members in good standing, by bargaining unit, at the time the vote is held.

- b) For information purposes, the union must send the Federation the results of the compilation of a strike vote, by bargaining unit.

## **Article 130 – Acceptance of an agreement in principle and the return to work**

- 130.01 The Sectoral Bargaining Committee or Consolidated Bargaining Committee recommends an agreement in principle. An extraordinary meeting of the Federal Council dealing with sectoral or consolidated bargaining must be called within two days if a sector of the Federation is on strike.
- 130.02 At this extraordinary meeting of the Federal Council dealing with sectoral or consolidated bargaining, the majority of official delegates from unions on strike has a veto and retains that veto as long as the unions remain on strike.
- 130.03 At this extraordinary meeting, the Federal Council dealing with sectoral or consolidated bargaining does not have the authority to accept an agreement in principle on its own, but it does have the authority to recommend its acceptance to the general meetings of unions.



In all cases, however, the general meetings of unions must decide, by bargaining unit, on the final outcome of collective bargaining, on the basis of a recommendation from their Federal Council dealing with sectoral or consolidated bargaining.

130.04 If the Federal Council dealing with sectoral or consolidated bargaining recommends at its extraordinary meeting that unions accept an agreement in principle, each union is required to call a general meeting within three days of the extraordinary meeting of the Federal Council dealing with sectoral or consolidated bargaining and to report on the council's recommendation at that meeting. Each union must immediately forward the results of the vote on the agreement in principle, by bargaining unit, to the Federation. If a union fails to vote on the matter within the timeframe set by the bargaining committee or committees, it is deemed to have

abstained and is no longer counted in the total number of unions for the purpose of calculating the percentages set out in Article 130.05.

130.05 The Federation cannot order a return to work, suspend a strike call or sign an agreement in principle unless the following condition is met: an absolute majority of the unions on strike in a class or sector have voted in favour of the agreement in principle, provided that the dues-paying members of these unions total at least 50% of the dues-paying members of all the unions on strike in this class or sector that are affiliated with the Federation.

Once at least two unions representing at least  $66\frac{2}{3}\%$  of the dues-paying members in the class or sector have voted in favour of the agreement in principle, the Federation is mandated to order a return to work.

The Federation must nonetheless make sure that there are always an absolute majority of the unions and members or at least two unions and 66 $\frac{2}{3}$ % of the dues-paying members remaining on strike. Failing this, the executive committee must order a return to work and call a Federal Council meeting on sectoral or consolidated bargaining within 10 days.

The percentage stipulated in this article is determined in accordance with the rules set out in Article 129.

## **CHAPTER XVI - THE FEDERATION'S FINANCES**

### **Article 131 - Auditing**

An authorized representative of the CSN may audit the Federation's books at any time. The Federation must make available the books and all the vouchers and supporting documents required by this person to conduct the audit.

## **Article 132 – Revenue and payment of fees or dues**

The Federation's revenue comes from the following sources:

- a) Each affiliated union pays the Federation the per capita dues set by the convention for all the monthly dues collected. Any change in this amount requires the consent of two thirds of official delegates to a convention.

Each union must submit its per capita on dues collected to the general secretary-treasurer of the Federation within a maximum of 45 days. Each union sets its own union dues;

- b) The sale of books, paper, items and objects purchased by affiliated unions from the Federation;
- c) Special levies decreed by the authority with jurisdiction. All amounts due for the current month must be paid before the 30th day of the following month. The general secretary-treasurers of affiliated unions include with

their payment to the Federation a report stating the number of dues-paying members in the union. The report must be made using the forms supplied by the Federation or the CSN.

When a special levy is voted by either the convention or the Federal Council, unions must pay it within 60 days.

Should it be impossible for a union to comply with this rule, arrangements must be made in writing with the Federation's general secretary-treasurer, failing which the provisions of Article 12 apply;

- d) The Federation sets up and manages special indemnity funds for the benefit of its members.

### **Article 133 – Financial oversight committee**

133.01 The financial oversight committee is charged with overseeing the Federation's finances. Its responsibilities are:

- a) examine the Federation's revenues and expenses;
- b) examine and check bank reconciliations;
- c) ensure compliance of reimbursement of expenses with administrative policies in force;
- d) ensure that elected members take or have taken the CSN's financial oversight committee training;
- e) fulfil the duty of making the recommendations it deems useful to the various bodies of the Federation.

133.02 It is authorized to convene some or all of the Executive Committee and/or the service co-ordinators. It may require that it be received by the Federal Bureau concerning a specific agenda item, at the meeting following receipt of its request.

133.03 The financial oversight committee meets at least three times a year.

133.04 It receives all the minutes of the Executive Committee and the Federal Bureau.

### **Article 134 – Financial audit**

The general secretary-treasurer's triennial financial report to the convention must be audited by a firm of chartered accountants chosen by the Federal Bureau.

### **Article 135 – Financial period**

The Federation's financial period begins on March 1 of a given year and ends on the last day of February of the third year thereafter.

## **CHAPTER XVII – SERVICE CO-ORDINATORS**

### **Article 136 –Roles and duties of the service co-ordinators**

In the framework of policies voted by decision-making bodies:

- a) The main role of the service co-ordinators is to co-ordinate, plan and oversee the implementation of collective bargaining and collective agreements and group agreements.

They report to the Executive Committee in carrying out their role.

- b) To this end, they lead, co-ordinate and plan the work of the Federation's employees.
- c) Under Article 7 of the Federation's constitution, they establish the procedures required to have each affiliated union submit to the Federation for approval any proposed collective agreement or group agreement or any proposed amendments to a collective



agreement or group agreement to be negotiated.

- d) The service co-ordinators give the Executive Committee a report on their activities and work and on the activities and work of the staff employed by the Federation. They also report to the convention.

When the circumstances so require and they deem it appropriate, the service co-ordinators intervene directly in collective bargaining, after consulting the interested parties.

They also report in writing to each convention.

- e) Any complaint about services must be forwarded to the service co-ordinators, who investigate and report back to the Executive Committee and the union concerned.

## **CHAPTER XVIII – PROCEDURE FOR AMENDING THE CONSTITUTION, AND VOLUNTARY DISSOLUTION**

### **Article 137 – Amendments to the constitution**

- 137.01 This constitution and by-laws may only be amended with the consent of two thirds of the delegates at a convention.
- 137.02 The wording of any proposed amendment must be sent to the general secretary-treasurer at least two months before the opening day of the convention.
- 137.03 The general secretary-treasurer must send a copy of proposed amendments to all affiliated unions at least 30 days before the opening day of the convention. In the event, however, that amendments to the constitution and by-laws prove to be urgently needed in the interests of the Federation without it being possible to respect the procedure outlined above, the convention may pass amendments.

## **Article 138 - Dissolution**

The Federation may not be dissolved as long as three affiliated unions wish to keep it in existence.

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