

**CIVIC SERVICE UNION 52**  
Constitution



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## CSU 52 Constitution

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## **1. NAME**

### **1.01**

Apr 7/98 The name of this Organization shall be "Civic Service Union 52" (hereinafter referred to as "CSU 52").

### **1.02**

Oct 2/01 In this document, "CSU 52" may be substituted with "the Union."

## **2. OBJECTS**

### **2.01**

The objects of the Union are to:

- (a) increase the knowledge, skill and proficiency of its members;
- (b) promote harmonious relations between members of the Union and employers;
- (c) bargain collectively on behalf of employees and to regulate relations between employers and employees;
- (d) further the common and individual interests and welfare of its members;
- (e) provide a planned security program for its members and their dependants through approved insurance, pension, hospitalization, medical service group contracts and similar devices;
- (f) foster a wholesome fraternal spirit among members by assisting with the promotion of social activities and activities of a recreational and cultural nature;
- (g) advance and support the cause of worthy community interests and social well-being;
- (h) charter local unions to act as bargaining agents under the Alberta Labour Code, Canada Labour Code, or any other legislation that permits collective bargaining and any amendments thereto or successor legislation;
- (i) affiliate with any labour organization;
- Nov 3/92 (j) protect the jurisdiction of the members of the Union.

## **3. MEMBERSHIP**

### **3.01 Membership**

Apr 5/22 Membership in CSU 52 shall be automatic upon commencing employment in a position represented by one of the contractual bargaining units and paying Union Dues. CSU 52 is the exclusive agent for those employees represented by a CSU 52 Collective Agreement for the purpose of collective bargaining in respect to wages, hours of work, fringe benefits and working conditions.

Members with a Union Membership Card shall be designated as Good Standing, as per article 3.04 Good Standing.

Members without a Union Membership Card are entitled to representation from CSU 52 Labour Relations Officers and may vote on contract ratifications. No other privileges of Good Standing will be conferred upon a member without a Union Membership Card.

### **3.02 Honorary Membership**

Apr 5/22 Honorary Membership may be conferred upon:

- (a) Union Members in Good Standing upon retirement, or
- (b) Members of the public who have made an outstanding contribution to CSU 52.

An Honorary Member shall have the right to attend any General Meeting and shall be allowed to address such meetings. Honorary Members shall not be permitted to hold office in the Union nor vote on issues being considered by the Union.

The Honorary Member nomination procedure can be found in the CSU 52 Policy Manual.

### **3.03 Associate Membership**

Apr 5/22 Union Office staff with reversion rights to a CSU 52 contractual bargaining unit position must hold Associate Membership and pay CSU 52 dues to retain those rights and their seniority. No other Union Office staff shall be eligible for Associate Membership. Such Members shall not be permitted to hold office in the Union or sit on committees. They may vote on issues being considered by the Union with the exception of issues related to their United Steelworkers 1-207 Agreement.

### **3.04 Good Standing**

Apr 5/22 A Member in Good Standing is a person who has paid the prescribed initiation fee, has been issued a Union Membership Card and is currently paying dues to the Union, or has pre-paid their dues upon approved leave. All Members in Good Standing must subscribe to Union Principles and CSU 52 Governing documents. A Member can have their status of Good Standing revoked as per Bylaws Article 7.02.

Where the Constitution or Bylaws reference “Member”, it shall be construed to be and mean a Member in Good Standing.

The privileges of Good Standing are outlined in Policy.

## **4. MEMBERS & COMMUNITY SUPPORT COMMITTEE**

### **4.01**

Oct 4/05 The Committee is governed by the terms of the Bylaws of Union 52 Benevolent Society.

## **5. BOARDS OF CSU 52**

### **5.01 Board of Directors**

Apr 2/19 The CSU 52 Board of Directors shall comprise the following Directors:

- (a) President
- (b) First Vice-President
- (c) Second Vice-President/Secretary of the Board
- (d) Treasurer
- (e) Chief Trustee
- (f) Chief Shop Steward
- (g) One (1) Contractual Unit Director for each contractual bargaining unit

## **6. COMMITTEES**

### **6.01 Standing Committees**

Apr 4/23 The following Committees shall be Standing Committees of the Union:

- (a) Bylaws
- (b) Discipline
- (c) Financial Review
- (d) Grievance Appeal
- (e) Negotiations
- (f) Sergeant-at-Arms
- (g) Shop Stewards Assembly

These Standing Committees shall follow the CSU 52 Bylaws, Committee Terms of Reference and Policy & Procedures of the Union.

Other than the Negotiations Committee(s) and Shop Stewards Assembly, nominations and elections to committee positions will take place at the January General Meeting.

Negotiations Committees will be selected for collective bargaining, at the call of the Contractual Unit Director. Members of the contractual bargaining unit will be invited to submit an expression of interest to be on the Negotiations Committee. Interested participants will be reviewed and selected by the Contractual Unit Director, the Labour Relations Officer and the Director of Labour Relations.

The election process for the Shop Stewards Assembly is addressed in Article 7.01.

## 6.02 Other Committees

Apr 4/23

- (a) The following Committees shall be Other Committees of the Union. Nominations and elections to committee positions will take place at the January General Meeting. These Other Committees shall follow the CSU 52 Bylaws, Committee Terms of Reference and Policy & Procedures of the Union:
- (i) Anti-Racism & Anti-Discrimination, consisting of seven (7) members and a Board of Directors liaison
  - (ii) Community Relations, consisting of five (5) members and a Board of Directors liaison
  - (iii) Labour Advocacy, consisting of six (6) members
  - (iv) Social, consisting of five (5) members and a Board of Directors liaison
  - (v) Young Workers, consisting of five (5) members
- (b) As may be deemed necessary from time to time, committees may be appointed by the Board of Directors and approved by the Membership at a General or Special Meeting of the Union.

## 6.03 Membership

- Oct 20/15 (a) No member, other than the President, may sit on more than two (2) paid Committees, excluding the Shop Stewards Assembly.
- Oct 2/07 (b) Wage Replacement Committees are not considered paid Committees.

# 7. SHOP STEWARDS ASSEMBLY

## 7.01 Shop Stewards Assembly

Apr 4/23 Shall consist of Shop Stewards elected by Members in Good Standing in November of odd years in a Department or Section, provided:

- Apr 2/19 (a) The members represented total fifteen to thirty (15-30). In the event that there are less than fifteen (15) members in a Department or Section, the Shop Steward shall represent one hundred percent (100%) of those members.
- Oct 20/15 (b) The Chief Shop Steward shall determine eligibility if set criteria for situations in Article 7.01(a) do not apply.

# 8. TERMS OF OFFICE

## 8.01 Terms of Office

Apr 3/18

- (a) Directors and Delegates elected or appointed shall assume the duties of office on January 1<sup>st</sup> of each year.
- (i) The President and Second Vice-President/Secretary of the Board shall be elected for a two (2) year term in even years.
  - (ii) The First Vice-President and Treasurer shall be elected for a two (2) year term in odd years.
  - (iii) The Contractual Unit Directors from the City of Edmonton and Edmonton Space & Science Foundation shall be elected for two (2) year terms in odd years, and the representatives from

EPCOR, Capital Power and Edmonton Public Library shall be elected for two (2) year terms in even years.

- Apr 6/21 (iv) The Chief Shop Steward shall be elected by the Shop Stewards for a two (2) year term in even years, commencing 2022. Position will be elected in 2021 for a one (1) year term. If the Chief Shop Steward is not reelected as a Shop Steward in the following year, they will remain in the Chief Shop Steward role for the remainder of the two (2) year term.
- (v) The Chief Trustee will be elected for a two (2) year term in even years.

- Apr 4/23 (b) After two (2) consecutive terms in office, Director(s) may not be re-elected to the same position until they have one (1) full term break in service. If there are no other nominees for the position, the Director may be re-elected by acclamation according to Bylaws Article 5.02(e), providing that the timed-out incumbent Director has submitted completed nomination papers according to Bylaws Article 5.02(a)(ii). This clause does not exclude Directors from running for a different position on the Board of Directors from the one they currently hold.

If the timed-out incumbent Director does not put their nomination forward at the October General Meeting, according to bylaw requirements, and no other member(s) put their name forward at the October General Meeting, then the position will be declared vacant and filled according to Constitution Article 8.03.

- (c) Committee Members elected or appointed shall assume the duties of office on the second Tuesday of January of each year.

## 8.02 Ratification

- Apr 2/19 Ratification shall take place at the first meeting following their elections.

### 8.03 Vacancies

- Oct 3/06 (a) A vacancy may occur on the Board of Directors, Shop Stewards Assembly or Committees through death, resignation, suspension or any other cause.
- Apr 4/23 (b) A vacancy on the Board of Directors (other than the President) and on Committees shall be filled by election at a General Meeting (and only in the case of the Chief Shop Steward, at a General Meeting or Shop Steward Training Session) for the duration of the departing member's term.
- (i) If there is not a scheduled General Meeting, and/or Shop Steward Training Session in the case of the election of the Chief Shop Steward, within the next thirty-one (31) days, then a Special Meeting shall be called as an election meeting to elect a Board member to fill the vacant position.
- (ii) Nominations for the vacancy must abide by Bylaws 5.02 Nominations (a), (b), (c), (d) and (e) with the timeline adjusted to accommodate the next General or Shop Steward (for Chief Shop Steward) meeting date. Voting will be done by secret ballot, whether virtual or in person and counting of the votes will be overseen by the Financial Review Committee.
- Oct 3/06 (c) In the event the Office of the President becomes vacant, the First Vice-President shall automatically assume the Presidency for the remainder of the term in office, or until the next October Board of Directors election if the vacancy occurs in the first year of the President's term. The Second Vice-President/Secretary of the Board shall assume the position of the First Vice-President.
- Apr 5/16 (d) In the event the Assistant Chief Shop Steward's position becomes vacant, the Shop Stewards shall elect, at their next meeting, a Shop Steward to assume the duties of the Assistant Chief Shop Steward for the remainder of the term in office.
- Oct 3/06 (e) In the event a Shop Steward's position becomes vacant, the members in the Department or Section shall elect a Shop Steward for the remainder of the term in office.

### 8.04 Declaration to Office

Apr 3/18 The newly elected Directors of the Board and Committee Members of CSU 52 will be affirmed in the presence of the General Members. All newly elected Directors and Committee Members must sign a Declaration to Oath form bearing the text of the oath, before assuming office.

The following Oath of Office shall be declared:

I, \_\_\_\_\_, do most solemnly declare that I will perform the duties of my office for my elected term to the best of my ability as described in the CSU 52 Constitution & Bylaws.

I will seek to know and abide by all the bylaws, applicable policies and legislation as required for me to perform the duties of my office in CSU 52.

I will preserve the dignity of CSU 52. I will lead by example, conduct myself in a professional manner, and will preserve confidential Union matters as such.

Within fourteen (14) days of the end of my term in office, I will return all property belonging to CSU 52.