

**CONSTITUTION**

**OF THE**

**YUKON**

**FEDERATION OF LABOUR**

**(CLC)**

*(Chartered by the Canadian Labour Congress - January 27, 1980)*

**As amended by Convention - December 10, 2010**  
**Approved by CLC Canadian Council - June 7, 2011**



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## **ARTICLE 1 - NAME**

**Section 1.** This Federation shall be known as the **Yukon Federation of Labour** and is chartered by the Canadian Labour Congress. It shall consist of organizations affiliated to, or chartered by, the Canadian Labour Congress which became affiliated to this Federation. These organizations shall conform to the Constitution and the Rules and Regulations of this Federation as set forth herewith. This Federation shall not be dissolved while there are three (3) affiliates of three (3) organizations remaining in affiliation.

**Section 2.** In the event that the affiliated organizations of this Federation shall fall below the required number as set forth in this Article, all funds and property of any character shall revert to the Canadian Labour Congress which shall, to the extent appropriate, hold such funds and property in trust until such time as the Federation be reorganized and be able to conform with the Constitution and Laws of the Canadian Labour Congress.

## **ARTICLE 2 - PURPOSE**

**Section 1.** The purposes of this Federation are:

- 1.** To support the Principles and Policies of the Canadian Labour Congress.
- 2.** To promote the interests of its affiliates and generally to advance the economic and social welfare of the workers of the Yukon:
  - (a)** to assist affiliated organizations in extending the benefits of mutual assistance and collective bargaining to workers; and
  - (b)** to assist in the organization of the unorganized into unions for their mutual aid, protection and advancement, giving recognition to the principle that both craft and industrial unions are appropriate, equal and necessary as methods of union organization.
- 3.** To encourage all workers, without regard to race, colour, creed, sex, sexual orientation, age or national origin, to share in the full benefits of union organization.

- 4.** To secure legislation which will safeguard the rights of workers and promote the principle of free collective bargaining and the security and welfare of all people.
- 5.** To protect and strengthen our democratic institution, to secure full recognition and enjoyment of the rights and liberties to which we are justly entitled and to preserve and perpetuate the cherished traditions of our democracy.
- 6.** To promote the cause of peace and freedom in the world and to assist and cooperate with free and democratic labour movements throughout the world.
- 7.** To aid and encourage the sale and use of union-made goods and union services through the use of the Union Label and other symbols; to promote the labour press and other means of furthering the education of the labour movement.
- 8.** To protect the labour movement from all corrupt influences and from any agencies which are opposed to the basic principles of democracy and free and democratic unionism.
- 9.** To actively encourage the elimination of conflicting and duplicating organizations and jurisdictions through agreement, merger and other means.
- 10.** To preserve the independence of the labour movement from political control; to encourage workers to vote; to exercise their full rights and responsibilities of citizenship; and to perform their rightful part in the political life of the municipality, territory and at the federal levels.
- 11.** To promote labour representation on government and public boards and commissions.
- 12.** To safeguard the democratic character of the labour movement and to observe and respect the autonomy of each affiliated union.

## ARTICLE 3 - MEMBERSHIP

**Section 1.** The Federation shall be composed of:

- (a) local unions, branches and lodges of national, and international unions, regional and provincial and territorial organizations affiliated to the Canadian Labour Congress;
- (b) local unions with the territory chartered by the Canadian Labour Congress; and
- (c) labour councils with the Territory chartered by the Canadian Labour Congress.

The application of the above shall not be deemed in any way to provide for dual representation. In order to be seated as a delegate, a member shall have membership in the local union, branch or lodge affiliated with the Federation in which the delegate holds membership, or a full-time union representative assigned to service the membership of an affiliated organization.

**Section 2.** Any organization affiliated with this Federation may be expelled from affiliation by a two-thirds (2/3) Roll Call Vote of the Convention. Any decision to expel may be appealed to the Canadian Council of the Canadian Labour Congress within two (2) months. The decision shall be in force and effect during appeal.

**Section 3.** Each affiliated organization shall be encouraged to furnish the Secretary of the Federation with the following:

- (a) all official reports which deal with matters within the purview of the Federation;
- (b) such other reports as will facilitate and make more effective the work of the Federation; and
- (c) a statement of their membership in good standing.

**Section 5.** Any organization affiliated to the Federation which can be shown to have engaged in strike-breaking or scabbing or to have aided or assisted any employer during a strike may be suspended from affiliation by a majority vote of the Executive Council. Any decision to suspend may be appealed by the suspended union to the following Convention and if such suspension is upheld by the Convention, the suspended organization shall have the right to appeal to the Canadian Council of the Canadian Labour Congress.

#### **ARTICLE 4 - CONVENTIONS, DELEGATES, RESOLUTIONS AND RULES OF ORDER**

**Section 1.** The Convention shall be the governing body of the Federation. Between Conventions the Federation shall be governed by the Executive Board and/or the Executive Council as set out in Article 5.

**Section 2.** Commencing in 1995, the Convention of the Yukon Federation of Labour shall begin within sixty (60) days of October 1st. The time and place for holding the Convention shall be determined by the Executive Council. The Convention Call shall give no less than sixty (60) days' notice of the Convention arrangements to all affiliates. The Convention shall be every three (3) years commencing in 2010. The Convention call shall include the following:

- (a) time and place of the Convention;
- (b) the number of delegates the affiliate is entitled to;
- (c) sufficient number of delegate credential forms (copy for local's file, copy to file with the Federation and a copy for the delegate to file at time of registration);
- (d) requirements for a person to be a delegate;
- (e) the amount of the registration fee;
- (f) deadline for receiving credentials; and
- (g) deadline for receiving resolutions.

**Section 3.** Special conventions may be called by direction from a regular convention by order of the Executive Council, Executive Board or on the request of affiliated organizations representing a majority of the total membership of the Federation, at the time of the request of a special convention. Regulations governing special conventions shall be as set out in Subsections (a), (b), (c) and (d).

- (a) Notice for a special convention shall be thirty (30) days and shall take the form set out in Section 2 above, and in addition shall include a statement of the business to be conducted at the special convention.
- (b) No business shall be conducted at the special convention other than the statement of business for which the special convention was called.
- (c) Except as set out in Subsection (b) above, a special convention shall have the same authority, and operate under the same Rules of Order as a regular convention.
- (d) Representation at a special convention shall be the same as that of a regular convention.

**Section 4.** Representation at conventions shall be from the affiliated organizations as follows:

- (a) two (2) delegates for the first one-hundred or less members;
- (b) one (1) additional delegate for each additional two-hundred members or major fraction thereof;
- (c) all members of the Executive Council shall be delegates to all conventions in addition to (a) and (b) above; and
- (d) each affiliate may register one (1) alternate delegate for each delegate registered for an additional fee of ten dollars (\$10.00) per alternate. No alternate delegate may be granted a delegate's badge where the delegate(s) is in possession of the delegate(s) badge.

The calculation of the number of delegates an affiliate is entitled to shall be based on the six(6) months for which per capita tax was paid, preceding the month in which the Convention Call was made. For a new affiliate, it shall be the average of the per capita tax paid for the number of months such payment was made.

**Section 5.** To be credentialed as a delegate, a person must be a member in good standing of an affiliated organization, or a full-time union representative assigned to service the membership of an affiliated organization and:

- (a) must have filed with the Federation for the appropriate delegate's credential and registration fee; ten (10) days prior to the opening date of the Convention; or
- (b) present the appropriate delegate (or alternate delegate) credentials to the Convention Credentials Committee together with a cheque covering both the registration fee, as set by the Executive Council, and a ten dollar (\$10.00) late registration penalty fee; and
- (c) all delegates and alternates shall present their credential to the Convention Credentials Committee at the registration desk for the Convention. The Credentials Committee shall make a report to the Convention with recommendations on all credentials received.

**Section 6.** A registration fee shall be charged to each delegate. The amount of the registration fee shall be determined by the Executive Council.

**Section 7.** Any organization suspended or expelled by the Canadian Labour Congress or this Federation, shall not, while under such penalty, be allowed representation in the Federation. Any organization which, at the opening date of the Convention, is in arrears to the Federation for per capita tax for three (3) months or more, shall not be entitled to recognition or representation in the Convention, save that any organization otherwise entitled, the majority of which was on strike at the opening date of Convention, shall be allowed for the purpose of representation at the Convention to consider the period while on strike as being paid up, provided the organization was paid in full up to the time the strike commenced.

**Section 8.** Any person suspended by, or expelled from, any organization affiliated to this Federation shall not be seated as a delegate nor allowed representation or recognition in this Federation.

**Section 9.** Any organization which has become affiliated to the Federation at least one (1) month prior to the Convention shall be allowed Convention representation.

- Section 10.** Prior to the opening date of the Convention, the President on the authority of the Executive Board, shall appoint a committee on credentials subject to the ratification of the Convention. Such Committee shall consist of not less than three (3) members chosen from those on whose behalf credentials have been received. The Committee shall pass on the validity of the credentials which have been received by the Federation and register those approved by the Committee. It shall report to the Convention on the first (1st) day thereof and subsequent days if necessary. The Convention shall be constituted for business and delegates deemed to be seated upon report by the Committee and acceptance thereof by the delegates so reported. Appeals from any decision of the Committee shall be laid before the Convention so constituted.
- Section 11.** All members of the Executive Council shall be deemed to be delegates to the Convention with all rights and privileges.
- Section 12.** Officers, Directors and Staff of the Canadian Labour Congress shall be accorded all the rights and privileges of Federation Officers except the right to vote, and running for office when attending meetings or conventions of the Federation.
- Section 13.** Except as provided in Subsection (d) of this Section, all resolutions, petitions and appeals to be considered by any Convention of the Federation must be received by the Secretary of the Federation at least ten (10) calendar days preceding the opening of the Convention.

All resolutions shall meet the following regulations:

- (a)** any resolutions to be accepted must be submitted by the Executive Council or by an organization affiliated to the Federation and signed by the presiding Officer and Secretary of the body submitting it. A resolution shall not deal with more than one (1) subject, and shall refer to the action which is proposed, and shall contain not more than one-hundred and fifty (150) words;
- (b)** resolutions, petitions or appeals properly received for consideration by the Convention shall be classified as to nature, contents and subject matter and referred to an appropriate Convention Committee, which shall report on all resolutions, petitions and appeals prior to the consideration of any such matter by the Convention;

- (c) any Constitutional amendment to be accepted must be submitted to the Secretary at least thirty (30) days in advance of the opening of the Convention. Such amendments may be submitted by the Executive Council or by an affiliate to the Federation and signed by the presiding Officer and Secretary of the body submitting it. Constitutional amendments must be passed by at least a two-thirds (2/3) majority to be adopted; and
- (d) resolutions, petitions and appeals received or submitted contrary to the above, including emergency resolutions, will be considered by the Executive Council and the Council may refer such proposal or proposals to the Convention with the understanding that consideration is dependant upon two-thirds (2/3) majority consent of the Convention.

**Section 14.** Prior to the opening date of the Convention, the President on the authority of the Executive Council shall appoint such committees as are necessary to conduct the affairs of the Convention. The Executive Board may request any such committee to meet prior to the Convention for the purpose of considering matters placed before it.

**Section 15.** One-fourth (1/4) of the registered delegates at any Convention shall constitute a quorum for the transaction of business.

**Section 16.** The Rules and Order of Business governing conventions shall be:

1. The President, or in the absence or at the request of the President, the First Vice-President shall take the Chair at the time specified at all regular and special conventions. In the absence of both the President and First Vice-President, a Chair shall be chosen by the Executive Board.
2. No question of a sectarian character shall be discussed.
3. Any delegate wishing to speak shall proceed to one (1) of the microphones provided for that purpose. When recognized by the Chair, the delegate shall give his or her name and the organization he or she represents and shall confine all remarks to the question at issue.
4. Speeches shall be limited to five (5) minutes except in moving a resolution when the delegate shall be allowed ten (10) minutes.

- 5.** A delegate shall not speak more than once upon a subject until all who wish to speak have had an opportunity to do so.
- 6.** A delegate shall not interrupt another except it be to call a Point of Order, Point of Information or Point of Privilege.
- 7.** A delegate upon being called to order at the request of the Chair shall take his or her seat until the question of order has been decided.
- 8.** Should a delegate persist in unparliamentary conduct, the Chair will be compelled to name the delegate and submit his or her conduct to the judgement of the Convention. In such case the delegate whose conduct is in question should explain and then withdraw, and the Convention will determine what course to pursue in the matter.
- 9.** When a question is put, the Chair after announcing the question shall ask: "Are you ready for the question?" If no delegate wishes to speak, the question shall be put.
- 10.** Questions may be decided by a show of hands, or a standing vote on the basis of one (1) vote per delegate. A Roll Call Vote may be demanded by one-third (1/3) of the delegates present. In a Roll Call Vote, each delegate shall be entitled to one (1) vote.
- 11.** A delegate may appeal the decision of the Chair. The question is not debatable. The delegate challenging the Chair may briefly state the reason for the challenge. The Chair may make an explanation of the ruling. The question shall then be put, thus, "Shall the decision of the Chair be sustained?"
- 12.** The Chair shall have the same rights as other delegates to vote on any question. In case of a tie vote, the Chair shall cast the deciding vote.
- 13.** When the previous question is moved, no discussion or amendment of either Motion is permitted. If the majority vote that "the question be now put," the original Motion has to be put without debate. If the Motion to put the question is defeated, discussion will continue on the original Motion.

14. Committees may combine resolutions or prepare a composite to cover the intent of the question at issue. Reports of Committees are not subject to amendment except such as is acceptable to the Committee, but a Motion to refer back to the Committee for reconsideration shall be in order.
15. A delegate shall not move a Motion to refer back after having spoken on the question at issue.
16. A Motion to refer back is not debatable, and when properly seconded the question shall be immediately put to the Convention.
17. If the report of a Committee is adopted it becomes the decision of the Convention. If defeated it may be referred back to the Committee for consideration.
18. When a question is pending before the Convention, no Motion shall be in order except to refer to put the previous question—to postpone for a definite time. If any of the foregoing Motions is negated, it cannot be renewed until after an intermediate proceeding.
19. A Motion may be reconsidered provided the mover of the Motion to reconsider voted with the majority, the Notice of Motion is given for consideration at the next sitting, and said Notice of Motion is supported by two-thirds (2/3) of the delegates qualified to vote.
20. The Executive Council is empowered to establish the hours of the Convention.
21. In all matters not regulated by these Rules of Order, *Bourinot's Rules of Order* shall govern.

**Section 17.** Unless otherwise specified, any decision taken by the Convention shall take effect immediately upon adjournment of the Convention.

## **ARTICLE 5 - OFFICER ELECTION AND VACANCIES**

- Section 1.** The members of the Executive Board shall be elected by the Convention delegates.
- Section 2.** Members of the Executive Board shall be residents of the Yukon and may be from any area of the Yukon, who can regularly attend the meetings (at least monthly). Members of the Executive Board shall be elected from among Convention delegates.
- Section 3.** The first calls for nomination for all Officers of the Federation and Executive Board shall be held at Convention not later than one (1) day before the day on which the final nominations and elections are held.
- Section 4.** Nomination and election for all members of the Executive Board shall be completed in the following order. Each office must be filled by election in order of (a) through (e) below, before proceeding to the final nomination and election of the next office.
- (a)** President.
  - (b)** First Vice-President.
  - (c)** Second Vice-President.
  - (d)** Secretary.
  - (e)** Treasurer.

All election of Officers shall be conducted by secret ballot. It shall require fifty percent plus one (50% + 1) of the ballots cast to be declared elected. If no nominee receives fifty percent plus one (50% + 1) of the ballots cast, the nominee with the lowest number of votes cast shall be dropped from the ballot and a new ballot conducted until such time as a declaration of election can be declared. In the case of a tie vote, the person conducting the election shall conduct a second (2nd) ballot of the Convention. In the case of a third (3rd) ballot, the person conducting the election shall have the authority to cast a ballot.

- Section 5.** At each Convention there shall be an election to maintain three (3) Trustees that shall be charged with the responsibility of auditing the books of the Federation. The persons elected as Trustees shall not be members of the Executive Council or the Executive Board of the Federation.

**Section 6.** All Officers, before assuming office in this Federation, shall take the following oath:

*“I do hereby, sincerely pledge my word and honour to perform my duties as an Officer of the Yukon Federation of Labour. I will attend, when able to do so, all meetings of the Executive Council or Executive Board of which I am a member. At the end of my term of office, I shall turn over to the Yukon Federation of Labour, or my successor all properties or funds in my possession that belong to the Federation.”*

**Section 7.** The term of the Officers of the Federation shall commence within thirty (30) days following the adjournment of the Convention, and shall be for a term of two (2) years.

**Section 8.** Vacancies in the positions of President and First Vice-President, between Yukon Federation of Labour Conventions on the Executive Board, shall be filled in order of rank including the Second Vice-President. Vacancies in the positions of Second Vice-President, Secretary and Treasurer, between Yukon Federation of Labour Conventions on the Executive Board, shall be filled by election from, and by Executive Council members. Only the Executive Council shall have the authority to conduct an election to fill vacancies on the Executive Council, the Executive Board and Trustees between conventions.

**Section 9.** At the call of the President, or on the request of two (2) of the four (4) Executive Council Members, a meeting of the Executive Council shall be convened within thirty-five (35) days of such a request or call.

**Section 10.** The Officers of the Federation, while engaged in business of the Federation, shall be compensated for lost wages, transportation, and hotel accommodation as per the current Treasury Board Guidelines while on travel status as approved by the President.

## **ARTICLE 6 - DUTIES OF THE PRESIDENT**

- Section 1.** The President shall function as the Chief Executive Officer of the Federation. The President shall exercise supervision over the affairs of the Federation, sign all official documents and preside at regular conventions, special conventions, and at meetings of the Executive Board and Council. In the event of a tie vote, the President shall cast the deciding vote.
- Section 2.** Subject to appeal to the Canadian Labour Congress, the President shall have authority to interpret this Constitution, and the interpretation shall be conclusive and in full force and effect unless reversed or changed by the Executive Council or a Convention.
- Section 3.** The President shall make a report on the administration of the office and on the affairs of the Federation to the Convention through the report of the Executive Council.
- Section 4.** The President shall be an ex-officio member of all Committees with voice but no vote.
- Section 5.** The President may appoint such interim committees as may be necessary to conduct any of the affairs of the Federation.
- Section 6.** The President shall with approval of the Executive Board, employ, direct and fix compensation for all administrative help necessary for the proper functioning of the Federation.

## **ARTICLE 7 - DUTIES OF THE VICE-PRESIDENT**

- Section 1.** The First Vice-President shall perform the duties of the President in case of the absence or resignation of that Officer until a successor is chosen by the Executive Council.
- Section 2.** The First Vice-President shall perform other such duties as may be assigned by the President or the Executive Council.

## **ARTICLE 8 - DUTIES OF THE SECRETARY**

- Section 1.** The Secretary shall be in charge of affiliate lists, documents, files and effects which shall at all times be subject to the inspection of the President and the Executive Council.
- Section 2.** The Secretary shall maintain an up-to-date affiliate phone and mailing list.
- Section 3.** The Secretary is empowered to require affiliated organizations to provide statistical data in their possession relating to membership of their organizations.
- Section 4.** The Secretary shall issue the call for, and act as Secretary at all Conventions, and shall cause the proceedings of all Conventions and all sessions of the Executive Board and Council to be recorded. Copies of all proceedings shall be forwarded to the Canadian Labour Congress.
- Section 5.** The Secretary shall report to the Convention of the Federation through the report of the Executive Council.
- Section 6.** The Secretary shall prepare reports, correspondence or perform other duties as directed by the President or Executive Council.

## **ARTICLE 9 - DUTIES OF THE TREASURER**

- Section 1.** The Treasurer shall be in charge of all books and documents of a financial nature which shall at all times be subject to the inspection of the President and Executive Council.
- Section 2.** The Treasurer shall prepare a financial statement of the Federation for each meeting of the Executive Council. A copy of this statement shall be forwarded to the Canadian Labour Congress.
- Section 3.** The Treasurer shall cause the books of the Federation to be audited by the Trustees at least once per year. Such audits shall be reported to the Executive Board, the Executive Council and the Annual Convention. A copy shall be forwarded to the Canadian Labour Congress.
- Section 4.** The Treasurer shall subject to the approval of the Executive Council invest the surplus funds of the Federation in securities or deposit them in a bank, or banks or credit union.

- Section 5.** The Treasurer shall be bonded in such amount as may be determined by the Executive Council.
- Section 6.** The Treasurer is empowered to require affiliated organizations to provide statistical data in their possession relating to the membership of their organizations.
- Section 7.** The Treasurer shall report to the Convention of the Federation through the report of the Executive Council.
- Section 8.** The Treasurer shall perform other duties as directed by the President or Executive Council.

## **ARTICLE 10 - EXECUTIVE COUNCIL**

- Section 1.** The Executive Council is the governing body between each Yukon Federation of Labour Convention. Executive Council shall meet every February, May, August and November. The quorum of the Executive Council shall be three (3) of the five (5) Executive Board members and one third (1/3) of the affiliate members. (The number shall be the fixed number at the time delegate entitlement is determined for each Yukon Federation of Labour Convention.) Each member of the Executive Council must be a resident of the Yukon and is required to resign should they no longer reside in the Yukon. Each Executive Council member is entitled to one (1) vote. The Chair shall only vote to break a tie vote at meetings of the Executive Council.
- Section 2.** The Executive Council shall consist of:
- (a)** the Executive Board;
  - (b)** designated representation from affiliated unions as follows:
    - i)** one (1) representative for the first one-thousand members (1,000) or less at the time delegate entitlement is determined for each Convention;
    - ii)** one (1) representative for each additional one-thousand members (1,000) or major fraction thereof at the time delegate entitlement is determined for each Convention;
  - (c)** a youth representative;

- (d) an equity representative; and
- (e) affiliate heads of unions shall be members of Executive Council with full voice and vote without having to be elected at Convention.

- Section 3.** No travel, lost time or expenses shall be paid to members of the Executive Council for attendance at Executive Council meetings if the member is a resident of Whitehorse or resides within one-hundred and twenty (120) kilometres distance of Whitehorse. Consideration shall be given to Executive Council members who have lost time due to shift work to attend at Executive Council meetings.
- Section 4.** General members of the Executive Council must be prepared to attend two (2) Council meetings per year, Yukon Federation of Labour Conventions, and provide a written summary report of their activities to each Executive Council meeting.
- Section 5.** The Executive Council shall hear appeals from decisions of the Executive Board.
- Section 6.** The Executive Council shall present to the Convention a report of the activities of the Federation between conventions.
- Section 7.** The Federation shall not be held responsible for any debts incurred by any of its Officers unless authorized in writing by the President and Treasurer.
- Section 8.** The Executive Council, upon receipt of any complaint against an affiliated organization or a member(s) of the Federation, shall strike an independent committee to conduct an investigation within sixty (60) days, and prepare a recommendation report to the Executive Council. Decisions of the Executive Council based upon the Committee's investigation report can be appealed to a Special Yukon Federation of Labour Convention, the next Yukon Federation of Labour Convention or to the Canadian Labour Congress. The decisions of the Executive Council remain in force and effect during this appeal period.

**Section 9.** Labour representatives who fail to comply with the Principles of the Canadian Labour Congress or the Yukon Federation of Labour Constitutions shall be requested to be removed from their appointed position by a simple majority vote of the Executive Council upon review of an independent committee's "investigation report" recommending their removal. The Labour representative so removed retains his or her right of appeal as defined in the Canadian Labour Congress and Federation of Labour Constitutions.

## **ARTICLE 11 - EXECUTIVE BOARD**

**Section 1.** The composition of the Executive Board shall be a President, a First Vice-President, a Second Vice-President, a Secretary, and a Treasurer. These positions shall be filled in the order as listed by election at each convention of the Federation.

**Section 2.** The Executive Board is the governing body between Executive Council meetings and shall meet monthly, whenever possible. The quorum shall be four (4) out of five (5) Executive Board members. Each Executive Board member is entitled to one (1) vote. The Chair shall only vote to break a tie vote at meetings of the Executive Board.

**Section 3.** It shall be the duty of the Executive Board to initiate legislative action in the interests of working people.

**Section 4.** The Executive Board shall have the power to conduct an investigation of any situation in which there is reason to believe that any affiliated organization may be dominated, controlled or substantially influenced in the conduct of its affairs by a corrupt influence, or that its Policies or activities are contrary to the Principles or Policies of the Federation. Upon the completion of such an investigation, including a hearing if requested, the Executive Board shall report to the Executive Council who shall have the authority to make recommendations to the organization involved and the Canadian Labour Congress. It shall have the further authority upon a two-thirds (2/3) vote of the Executive Council to suspend any organization. Any action of the Executive Council under this Section may be appealed to the following convention.

**Section 5.** No travel, lost time or expenses shall be paid to members of the Executive Board for attendance at Executive Board meetings if the member is a resident of Whitehorse or resides within one-hundred and twenty (120) kilometres distance of Whitehorse. Consideration shall be given to Executive Council members who have lost time due to shift work for attendance at Executive Council meetings.

**Section 6.** The Executive Board is authorized to reimburse members of the Executive Council for necessary expenses in performing their duties for the Federation. Each member of the Board shall have signing authority. The Treasurer and one (1) other Board member shall sign all financial documents (i.e., cheques).

## **ARTICLE 12 - COMMITTEES**

**Section 1.** The Executive Council shall establish any committee necessary to accomplish the direction and mandate issued at each Convention. Each Committee shall cease to exist at the conclusion of the following Convention. The Chair of each Committee so formed shall be a member of the Executive Council. Other members of any Committee shall be selected by, but not members of, the Executive Council.

**Section 2.** Each Committee shall establish its own operational procedures subject only to the provisions and Principles of the Constitution. No Committee so formed by the Executive Council shall enter into a contract or commitment on behalf of, or use the name of the Yukon Federation of Labour or the Canadian Labour Congress without first obtaining written consent from the Executive Council.

**Section 3.** The Executive Council shall establish a Finance Committee to be Chaired by the Treasurer. This Committee is to be established with the express purpose of overseeing the financial matters of the Federation and shall prepare the formal financial statements and any recommendations directly to the Executive Board, the Executive Council and to the Yukon Federation of Labour Convention.

## **ARTICLE 13 - REVENUE**

- Section 1.** A per capita tax shall be paid upon the full, paid-up membership of each organization residing or employed in the geographical area of the Federation.
- Section 2.** Each affiliated local union, branch or lodge shall pay to the Yukon Federation of Labour a per capita tax of two dollars and fifty-five cents (\$2.55) per member per month beginning January 2011, two-dollars and seventy-five cents (\$2.75) beginning in January 2012, and two-dollars and ninety-five cents (\$2.95) beginning in January 2013, or an amount equal to the Canadian Labour Congress per capita taxes, whichever is greater. This tax shall be paid before the last day of each month for the preceding month. This per capita tax may be reduced to one dollar and forty-eight cents (\$1.48) per member if, upon application by the local union, branch or lodge, the Executive Council approves the reduction.
- Section 3.** Any organization which does not pay its per capita tax on, or before the time specified, shall be notified of that fact by the Treasurer of the Federation. Any organization four (4) months in arrears in payment of per capita dues may become suspended from membership, and shall not be reinstated until all arrears have been paid.
- Section 4.** The fiscal year of the Federation shall be from the first (1st) day of April to the 31st day of March each year.

## **ARTICLE 14 - OMBUDSPERSON**

- Section 1.** If a delegate from a local union affiliated to the Federation has a complaint or grievance against an Officer of the Federation that cannot be resolved by the procedures set forth in this Constitution, the delegate shall have the right to submit his or her case, with all relevant material and supporting evidence, to the Ombudsperson appointed by the Canadian Labour Congress.
- Section 2.** The Ombudsperson will, under the authority vested in him or her by the Canadian Labour Congress, undertake such inquiries, hearings or meetings, as he or she deems advisable and report his or her findings as soon as possible to the parties to the complaint.

## **ARTICLE 15 - AMENDMENTS**

**Section 1.** Amendments to this Constitution, so long as they do not conflict with the Constitution of the Canadian Labour Congress, or its Principles and Policies, may be adopted by a two-thirds (2/3) majority vote of those present in Convention and voting. Any amendments shall only become effective after approval by the Canadian Council of the Canadian Labour Congress.

## **ARTICLE 16 - APPOINTMENTS**

**Section 1.** Where an emergency appointment is necessary, the Executive Board shall make the appointment without calling upon affiliates.

## **ARTICLE 17 - RULES AND REGULATIONS**

**Section 1.** This Federation may adopt such Rules and Regulations as do not conflict with, nor are inconsistent with, this Constitution or the Constitution, Principles and Policies of the Canadian Labour Congress.

## **ARTICLE 18 - BOUNDARIES**

**Section 1.** The Yukon Territorial boundaries shall be the boundaries of this Federation.