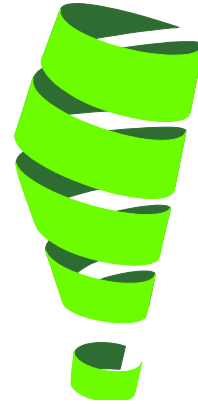


*Alberta  
Federation  
of Labour*



**2021 Constitution  
of the  
Alberta Federation of Labour, CLC**

Adopted in Convention  
September 19, 1956  
with amendments up to and including  
the 2021 Convention  
*(approved by the CLC October 26, 2021)*

# ALBERTA FEDERATION OF LABOUR 2021 CONSTITUTION INDEX

INDEX .....	1
PREAMBLE .....	4
1.1.0 – NAME AND HEADQUARTERS .....	4
1.1.1 – Name .....	4
1.1.2 – Headquarters .....	4
1.2.0 – PURPOSES .....	5
1.3.0 – MEMBERSHIP .....	5
1.3.1 – Composition .....	5
1.3.2 – Expel from Affiliation .....	6
1.4.0 – CONVENTIONS .....	6
1.4.1 – Governing Body .....	6
1.4.2 – Convention Call .....	6
1.4.3 – Representation at Conventions .....	7
1.4.4 – Credential Entitlement .....	7
1.4.5 – Registration Fee .....	7
1.4.6 – Restrictions on Organizations .....	7
1.4.7 – Restrictions on Persons .....	8
1.4.8 – Restrictions on Non-Affiliates .....	8
1.4.9 – Credentials Committee .....	8
1.4.10 – Credentials for Full-time Officers .....	8
1.4.11 – Fraternal .....	8
1.4.12 – Resolutions, Petitions and Appeals .....	8
1.4.13 – Convention Committees .....	9
1.4.14 – Quorum .....	9
1.4.15 – Rules of Order .....	9
1.4.16 – Convention Policy .....	10
1.5.0 – MEMBERSHIP FORUM .....	11
1.6.0 – OFFICERS .....	11
1.6.1 – Compendium of Officers .....	11
1.6.2 – Officers in Good Standing .....	12
1.6.3 – Terms and Conditions for Officers .....	12

1.6.4 – Oath of Office.....	12
1.6.5 – Term of Office .....	13
1.6.6 – Vacancies .....	13
1.6.7 – Title to Real Estate.....	13
1.7.0 – DUTIES OF THE PRESIDENT .....	13
1.7.1 – Function and Remuneration of the President .....	13
1.7.2 – Duties .....	14
1.7.3 – Interpretation of Constitution .....	14
1.7.4 – Report to Convention .....	14
1.7.5 – Assume Duties of Secretary Treasurer .....	14
1.8.0 – DUTIES OF THE SECRETARY TREASURER.....	14
1.8.1 – Function and Remuneration of the Secretary Treasurer .....	14
1.8.2 – Record Keeping .....	14
1.8.3 – Financial Statements.....	14
1.8.4 – Annual Audit.....	14
1.8.5 – Investment of Surplus Funds .....	14
1.8.6 – Bonding.....	14
1.8.7 – Statistical Data.....	15
1.8.8 – Records of Proceedings .....	15
1.8.9 – Administrative Staff .....	15
1.8.10 – Report to Convention .....	15
1.8.11 – Assume Duties of the President .....	15
1.9.0 – DUTIES OF VICE PRESIDENTS AND COUNCIL MEMBERS .....	15
1.9.1 – Duties of Vice Presidents .....	15
1.9.2 – Duties of Vice Presidents.....	15
1.9.3 – Duties of Council Members .....	15
1.10.0 – EXECUTIVE COUNCIL .....	15
1.10.1 – Makeup of Executive Council.....	15
1.10.2 – Role/Duties of Executive Council.....	18
1.10.3 – Meetings of Executive Council .....	18
1.10.4 – Report to Convention .....	18
1.10.5 – Quorum .....	18
1.10.6 – Standing Committees .....	18
1.11.0 – EXECUTIVE COMMITTEE.....	18

1.11.1 – Makeup of Executive Committee.....	18
1.11.2 – Role/Duties of Executive Committee.....	18
1.11.3 – Expenses .....	19
1.11.4 – Executive Staff .....	19
1.11.5 – Meetings of Executive Committee.....	19
1.12.0 – CHILD CARE, ELDER CARE AND DEPENDENT CARE .....	19
1.13.0 – REVENUE.....	19
1.13.1 – Per Capita Tax.....	19
1.13.2 – Fee Structure – Affiliates .....	19
b) Political Action Fund .....	19
1.13.4 – Penalty for Non-Payment .....	20
1.13.5 – Grace for Non-Payment .....	20
1.14.0 – WORKERS’ HEALTH CENTRE FUNDING .....	20
1.14.1 – Annual Assessment .....	20
1.14.2 – Non-Payment of Annual Assessment .....	20
1.15.0 – AMENDMENTS.....	20
1.16.0 – RULES AND REGULATIONS.....	20
1.17.0 – OMBUDSPERSON .....	21
1.17.1 – Complaints/Grievances to Ombudsperson.....	21
1.17.2 – Authority of Ombudsperson .....	21

# CONSTITUTION OF THE ALBERTA FEDERATION OF LABOUR, CLC

Adopted in Convention September 19, 1956  
with amendments up to and including the 2021 Convention

## PREAMBLE

The Alberta Federation of Labour is dedicated to the proposition that Albertans, as workers, are entitled to jobs, to fair and adequate wages, to union representation, to free collective bargaining and the right to strike; and that, as members of society, they are entitled to basic human rights, to political freedom, to social security, to good government, to a safe and healthful environment, to a just and equitable society, and to a peaceful world.

In the pursuit of these objectives, the Federation shall, through its Officers and affiliates, represent working men and women and promote their interests. As the voice of labour in Alberta, it shall speak forcefully to governments, to employers, and to the public, to ensure that the needs and rights of workers, unionized or otherwise, are clearly communicated.

When action is required on behalf of working people, as directed by Convention, Executive Committee or Council, the Federation shall mobilize its resources, coordinate the efforts of affiliates, and join with other progressive organizations in mounting provincial campaigns to achieve worthwhile goals.

The Federation shall work closely with Labour Councils and provide inspiration and leadership to its affiliates; encouragement and effective services to all deserving of its help. To these ends, the Officers and staff of the Federation shall be appropriately mandated and equipped.

In the carrying out of their mandate, the Officers, staff and members of the Executive Committee and of the Executive Council, will at all times be respectful of each others' opinions and of the integrity of all affiliates, and in all matters operate on the basis of trade union principles. They will strive, whenever possible, for consensus in making decisions and at all times for unity in action.

In all its endeavours, the Federation shall foster and defend the principles of democracy, and hold true to the ideals of social, economic and political justice on which the labour movement was founded.

## 1.1.0 – NAME AND HEADQUARTERS

### 1.1.1 – Name

This Federation shall be known as the Alberta Federation of Labour and is chartered by the Canadian Labour Congress. It shall consist of organizations affiliated with or chartered by the Canadian Labour Congress. These organizations shall conform to the constitution, rules and regulations of this Federation as set forth herewith. This Federation shall not be dissolved while there are ten (10) affiliates of five (5) organizations remaining in affiliation.

### 1.1.2 – Headquarters

The headquarters office of the Alberta Federation of Labour shall be located in Edmonton, Alberta.

## **1.2.0 – PURPOSES**

The purposes of this Federation are:

- a) To support the principles and policies of the Canadian Labour Congress.
- b) To promote the interest of its affiliates and generally to advance the economic and social welfare of the workers of Alberta.
- c) To assist affiliated organizations in extending the benefits of mutual assistance and collective bargaining to workers.
- d) To assist wherever possible in the organization of the unorganized into unions of their mutual aid, protection and advancement.
- e) To encourage all affiliates to extend union membership and organization in Alberta to workers regardless of race, colour, creed, sex, age, sexual orientation, gender identity, gender expression, disability or national origin.
- f) To secure provincial legislation which will safeguard and promote the principle of free collective bargaining, the rights of workers, and the security and welfare of all people.
- g) To protect and strengthen our democratic institutions, 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.
- h) 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 to that end.
- i) 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.
- j) To protect the labour movement from all corrupt influences and from the undermining efforts of all totalitarian agencies which are opposed to the basic principles of our democracy and free and democratic unionism.
- k) 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 municipal, provincial and federal governments.

## **1.3.0 – MEMBERSHIP**

### **1.3.1 – Composition**

The Federation shall be composed of:

- a) Local unions, branches and lodges of national and international unions; regional and provincial organizations affiliated to the Canadian Labour Congress;
- b) Local unions within the province chartered by the Canadian Labour Congress;

- c) Labour Councils within the province chartered by the Canadian Labour Congress;
- d) Labour Committees within the province;
- e) The Alberta Federation of Union Retirees.

The application of the above shall not be deemed in any way to provide for dual representation and a delegate is entitled to only one credential. In order to be seated as a delegate a member shall have membership in a local union, branch or lodge affiliated with the Federation.

### **1.3.2 – Expel from Affiliation**

Any organization affiliated with this Federation may be expelled from affiliation by a two-thirds majority roll call vote of the convention. Any decision to expel may be appealed to the Executive Council of the Canadian Labour Congress within two (2) months. The decision shall be in force and effect during appeal.

### **1.3.3 – Affiliate Responsibility**

It shall be the duty of each affiliated organization to furnish the Secretary Treasurer 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.
- c) A statement of their membership in good standing.

## **1.4.0 – CONVENTIONS**

### **1.4.1 – Governing Body**

The convention shall be the governing body of the Federation and, except as provided in 1.3.2, 1.4.12 and 1.15.0 its decision shall be by majority vote.

### **1.4.2 – Convention Call**

The regular convention of the Federation shall be held prior to November 30<sup>th</sup> of each odd year, the time and place for the regular conventions shall be determined by the Executive Council.

- a) Special conventions may be called by direction of a regular convention, by order of the Executive Council, or on the request of affiliated organizations representing a majority of the total membership of the Federation, as evidenced by the records of the Secretary Treasurer to the last convention.
- b) In the event a majority as provided in subsection a) requests a special convention, the Executive Council shall issue the call for the special convention within forty-five (45) calendar days of such request and shall give all organizations at least forty-five (45) calendar days notice of the time and place for holding the special convention, together with a statement of the business to be considered at such conventions.
- c) Representation to special conventions shall be on the same basis as regular conventions.
- d) Except as provided in subsection b), a special convention shall exercise the same authority as a regular convention.

### **1.4.3 – Representation at Conventions**

Representation at conventions as approved by the Executive Council of the Canadian Labour Congress shall be:

- a) From affiliated local unions, branches and lodges, two (2) delegates for the first one hundred (100) or less members, and one (1) additional delegate for each additional one hundred (100) members or major fraction thereof.

One (1) additional credential shall be allocated to each affiliate for youth delegates under the age of thirty (30).

- b) Delegates from such bodies must be members of unions affiliated with the Federation.
- c) Such representation shall be based upon the average per capita membership to the Federation during the twelve (12) month period ending two (2) months prior to the month in which the convention is held.
- d) Two (2) credentialed delegates representing the Alberta Federation of Union Retirees (AFUR) who shall have voice and vote at the convention, but who shall not be eligible to run for any position on the AFL Executive Committee or Council.
- e) Each CLC chartered Labour Council shall be entitled to two (2) credentialed delegates to AFL conventions. Such delegates shall be members of unions affiliated to the Federation.

### **1.4.4 – Credential Entitlement**

Not less than one hundred and twenty (120) calendar days prior to the opening of each regular convention and not less than forty-five (45) calendar days prior to each special convention, the Secretary Treasurer will issue credentials to affiliated organizations. The credential will be in digital or paper format and will provide for the designation of an alternate delegate.

Upon receipt of the digital credential, the AFL will issue a copy of the credential to the delegate. This credential must be shown upon registering at the convention.

If a paper credential has been requested, the delegate keeps the original, signed form. The copy must be returned to the Secretary Treasurer at least 30 days before the convention.

A person must be a representative member of the local union, branch or lodge at the convention. Two (2) or more local unions, branches or lodges may combine to send a delegate. No credentials shall be accepted later than forty-five (45) calendar days prior to the opening date of a regular convention and twenty (20) days prior to a special convention. Conventions may permit seating of delegates upon recommendation of the Credentials Committee.

### **1.4.5 – Registration Fee**

A registration fee shall be charged to each delegate and to each registered visitor. The amount of such fee shall be established by the Executive Council.

### **1.4.6 – Restrictions on Organizations**

Any organization suspended or expelled by the Canadian Labour Congress or this Federation shall not, while under such penalty, be allowed representation in the convention. 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.

#### **1.4.7 – Restrictions on Persons**

Any person suspended or expelled from any organization affiliated to this Federation shall not be seated as a delegate.

#### **1.4.8 – Restrictions on Non-Affiliates**

Any organization which has not applied for affiliation at least one month prior to the convention shall not be allowed representation at the convention.

#### **1.4.9 – Credentials Committee**

Prior to the opening date of the convention, the President, on authority of the Executive Council, 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 the credentials have been submitted. The committee shall meet prior to the opening day of the convention, 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 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.

#### **1.4.10 – Credentials for Full-time Officers**

Elected full-time officers shall be deemed to be delegates to the convention with all rights and privileges.

#### **1.4.11 – Fraternal**

Officers of the Canadian Labour Congress and invited fraternal delegates attending conventions of the Federation shall be entitled to all rights of delegates other than voting or standing for office.

#### **1.4.12 – Resolutions, Petitions and Appeals**

- a) Except for Executive Council resolutions and except as provided in subsections c) and d) of this section all resolutions, petitions and appeals other than those provided in 1.4.9 hereof, to be considered by any convention of the Federation, must be received by the Secretary Treasurer sixty (60) calendar days immediately preceding the opening of the convention.
- b) Resolutions, in order to be accepted, must be submitted in either electronic or paper format by the Executive Council, or an organization affiliated with the Federation. It must be signed by the presiding officer. The signature can be either digital for electronic resolutions or written for paper resolutions.

A resolution shall not deal with more than one subject matter, except for Executive Council resolutions, include an action, and contain no more than two hundred (200) words.

- c) Resolutions, other than emergency, petitions and appeals received or submitted contrary to the above, shall be referred to the Executive Council and the council may refer such proposal or proposals to the convention with the understanding that consideration is dependent upon two-thirds majority consent of the convention.

- d) An affiliate may submit an emergency resolution to the Executive Council who shall refer such emergency resolution to the convention with the understanding that consideration is dependent upon two-thirds majority consent of the convention. An emergency resolution must deal with a subject matter that has arisen during the sixty (60) days immediately preceding the opening of the convention.
- e) 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 thereon to the convention prior to consideration of any such matter by the convention.

#### **1.4.13 – Convention Committees**

Prior to the opening date of the convention the President, by the authority of the Executive Council, shall appoint such committees as are necessary to conduct the affairs of the convention. The Executive Council may request any such committee to meet prior to the convention, for the purpose of considering matters placed before it, in which event the members thereof shall be paid by the Federation such amount of wages and expenses for such extra days as the Executive Council shall determine.

#### **1.4.14 – Quorum**

One-third of the registered delegates at any convention shall constitute a quorum for the transaction of business.

#### **1.4.15 – Rules of Order**

The rules of order of business governing conventions shall be:

- a) The President, or in the absence or at the request of the President, the Secretary Treasurer shall take the chair at the time specified at all regular and special conventions. In the absence of both the President or a designated representative of the President, a chairperson shall be chosen by the Executive Council.
- b) No question of a sectarian character shall be discussed.
- c) A delegate who wishes to speak shall proceed to one of the microphones provided for that purpose. When recognized by the chairperson the delegate shall state self identification as well as the organization represented and shall confine all remarks to the question at issue.
- d) Speeches shall be limited to five (5) minutes except in moving a motion, when the delegate shall be allowed ten (10) minutes.
- e) A delegate shall not speak more than once on a subject until all who wish to speak have had an opportunity to do so.
- f) A delegate shall not interrupt another except if it be to call to a point of order.
- g) Delegates being called to order shall, at the request of the chairperson, take a seat until the question of order has been decided.
- h) Should a delegate persist in unparliamentary conduct, the chairperson will be compelled to name the delegate and submit the conduct to the judgment 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.

- i) When a question is put, the chairperson, after announcing the question, shall ask: “Are you ready for the question?” If no delegate wishes to speak, the question shall be put.
- j) Questions may be decided by a show of hands, or a standing vote on the basis of one vote per delegate. A roll call vote may be demanded by one-third of the delegates present (In a roll call vote each delegate shall be entitled to one vote).
- k) Two (2) delegates may appeal the decision of the chair. The question shall not be debatable except by the mover of the appeal, who may state the reasons, and the chairperson may make an explanation of the decision. The chairperson shall then put the question thus: Shall the decision of the chair be sustained?”
- l) The chairperson shall have the same rights as other delegates to vote on any question. In case of a tie vote the chairperson shall cast the deciding vote.
- m) When the previous question is moved, no discussion or amendment of either motion is permitted. If a 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.
- n) 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.
- o) After speaking on the question at issue, a delegate shall not move a motion to refer back.
- p) A motion to refer back is not debatable and when properly seconded the question shall be immediately put to the convention.
- q) 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 reconsideration.
- r) When a question is pending before the convention, no motion shall be in order except to refer for the previous question to postpone for a definite time. If any of the foregoing motions is negated, it cannot be renewed until after an immediate proceeding.
- s) A motion may be reconsidered provided the mover of the motion to reconsider voted with the majority, and notice of motion is given for consideration at the next sitting, and said notice of motion is supported by two-thirds of the delegates qualified to vote.
- t) The Executive Council is empowered to establish the hours of the convention.
- u) In all matters not regulated by these rules of order, Bourinot’s Rules of Order shall govern.

#### **1.4.16 – Convention Policy**

Unless otherwise specified, any decision taken by the convention shall take effect immediately upon adjournment of the convention.

## **1.5.0 – MEMBERSHIP FORUM**

The Federation will hold a day-long general membership forum in the 12th month after convention where the Executive Council reports to the general membership, hears concerns and ideas from workers, and updates members through presentations, guest speakers, workshops, etc.

This forum is for mutual education, planning and mobilization of workers, not for dealing with resolutions, and is open to all members of affiliated Locals and Unions, through prior registration.

## **1.6.0 – OFFICERS**

### **1.6.1 – Compendium of Officers**

The officers of the Federation as approved by the Executive Council of the Canadian Labour Congress, shall consist of the following: President, Secretary Treasurer, and Vice Presidents, pursuant to the rules laid out in this Article:

- a) Each Provincial, National or International Union affiliated with the Alberta Federation of Labour with an average yearly membership of 2500 or more members shall be entitled to two (2) Vice Presidents to be selected from its convention delegates. The Union shall ensure that at least one of its nominees shall be a woman. Such union shall caucus and present the names of its nominees to the convention. In the event that no woman chooses to run, only one nominee will be selected. If a permanent vacancy occurs between conventions within this group of unions it shall be filled by a same gender nominee selected internally from the union experiencing the vacancy. Affiliates of the AFL are permitted to select alternate(s) to their Vice Presidents to the Executive Committee/Executive Council, should the need arise.
- b) Each Provincial, National or International Union affiliated with the Alberta Federation of Labour with an average yearly membership between 1000 and 2499 members shall be entitled to one (1) Vice President to be selected from its convention delegates. If a permanent vacancy occurs between conventions within this group of unions it shall be filled by a nominee selected internally from the union experiencing the vacancy. Affiliates of the AFL are permitted to select alternate(s) to their Vice Presidents to the Executive Committee/Executive Council, should the need arise.
- c) Unions affiliated with the Alberta Federation of Labour with an average yearly membership of 999 or less shall in combination be entitled to one (1) Vice President and one alternate Vice President. Such unions shall caucus and present their nominees to the convention. Affiliates referred to in this section shall elect by and from their caucus an alternate who shall take office if the Vice President from this group of unions permanently vacates that office during the term. Affiliates of the AFL are permitted to select alternate(s) to their Vice Presidents to the Executive Committee/Executive Council, should the need arise.
- d) Construction Division Unions affiliated to the Federation with an average yearly membership of under 999 members shall in combination be entitled to one (1) Vice President to be elected from their convention delegates. Such unions shall caucus and present the name of their nominee to the Convention. Affiliates referred to in this section shall elect by and from their caucus an alternate who shall take office if the Vice President permanently vacates that office during the term. Affiliates of the AFL are permitted to select alternate(s) to their Vice Presidents to the Executive Committee/Executive Council, should the need arise.

### **1.6.2 – Officers in Good Standing**

Each officer shall be a member in good standing of an affiliated union, lodge, local or branch.

### **1.6.3 – Terms and Conditions for Officers**

- a) The President and the Secretary Treasurer shall be paid full-time positions elected by a majority vote for a two-year term by convention. The incumbents shall be eligible for re-election.
- b) All Vice Presidents shall be elected by majority vote for a two (2) year term by convention subject to the following conditions:
  - i) If a Provincial, National or International Union affiliated with the AFL has an increase in their membership accelerating their entitlement to one or two Vice Presidents, a vacancy shall have occurred. The vacancy shall be filled in accordance with Article 1.6.1 a) and b).
  - ii) The Alberta Federation of Labour shall review its average membership by union every six months. If a union membership has decreased so as to reduce its entitlement of Vice President, the Union will be notified and the Union will take appropriate action.
- c) The Executive Council will arrange a special session of the convention before the election of the President and Secretary Treasurer where delegates can question candidates. Prior to the meeting, the Executive Council will choose a Chairperson for the special session. At the beginning of the meeting, the Chairperson will call forth all potential candidates who are willing to answer questions from the delegates and allot equal time to each candidate.
- d) Election of officers shall be by secret ballot. A majority of votes cast shall be required before any candidate can be declared elected and second and subsequent ballots shall be taken if necessary to obtain such a majority.
- e) When two or more nominees are to be elected to any office by ballot, each delegate voting shall be required to vote for the full number of candidates to be elected or the delegate's ballot shall be declared spoiled.
- f) On the second and subsequent ballots the candidate receiving the lowest number of votes in the previous ballot shall be dropped. In case of a tie vote the presiding officer may cast the deciding vote.
- g) When voting for Vice Presidents for a ballot to be valid each delegate voting shall be required to vote for at least one (1) woman where such a requirement is indicated.
- h) In the election of the President and Secretary Treasurer, the election of the President shall be completed before nominations are tabled on the floor for the position of Secretary Treasurer. The election of the Secretary Treasurer shall be completed before nominations are accepted for any other position.
- i) Delegates who want to let their names stand for the position of President and/or Secretary Treasurer will declare their intention and submit a written nomination form to the AFL office by the completion of business on the first day of convention.

### **1.6.4 – Oath of Office**

After election and before taking office the incoming members of the Executive Committee and Council shall publicly take the following oath:

“I will truly and faithfully perform my duties on behalf of the Alberta Federation of Labour. I will uphold the Constitution, principles and policies of the Federation and of the Canadian Labour Congress. I will work to build harmony and solidarity in the labour movement. Wherever possible I will support other affiliates in their struggles and will not attempt to recruit their members. I will act to expand the reach, size and scope of our movement.”

### **1.6.5 – Term of Office**

The term of the officers of the Federation shall commence on the day of the election and continue until a successor is elected by a convention of the Federation.

### **1.6.6 – Vacancies**

In the event of a vacancy in any of the offices of the Federation, such vacancies shall be filled as follows:

- a) President: The Secretary Treasurer shall assume the office and call a meeting of the Executive Council. The Executive Council shall be empowered to appoint a President until the following convention or call a special convention for the purpose of electing a President for the unexpired term of office.
- b) Secretary Treasurer: The Executive Council shall be empowered to appoint a Secretary Treasurer until the next convention of the Federation.
- c) In the event that a Labour Council representative on the Executive Council ceases to conform with 1.10.1 b), or if for any other reason a Labour Council position on the Executive Council becomes vacant, the President may, after consultation with the affected Labour Council, appoint a representative to act until the next convention which is held in an even year.
- d) In the event that a Labour Committee representative on the Executive Council ceases to conform with 1.10.1 c), or if for any other reason a Labour Committee position on Executive Council becomes vacant, the President may, after consultation with the affected Labour Committee, appoint a representative to act until the next convention.
- e) Equity Representatives: In the event that an elected and alternate caucus equity representative on Council resigns or leaves for any reason after being elected under Article 1.10.1, the AFL Executive Council shall be empowered to appoint an equity representative to fill the vacant position to sit on the Council with voice and vote until the next convention of the Federation. The person appointed must be endorsed by their union.

### **1.6.7 – Title to Real Estate**

The Executive officers shall hold title to any real estate of the Federation as trustees for the Federation. They shall have no right to purchase, sell, convey or encumber any real estate without first submitting the proposition to a convention and such proposition is approved.

## **1.7.0 – DUTIES OF THE PRESIDENT**

### **1.7.1 – Function and Remuneration of the President**

The President shall function as the chief executive officer of the Federation and shall be remunerated as determined by the Executive Committee pursuant to its duties in s.1.11.2 b).

### **1.7.2 – Duties**

The President shall exercise supervision over the affairs of the Federation, act as chief spokesperson, sign all official documents and preside at regular and special conventions, and at meetings of the Executive Council and Executive Committee. The President shall be responsible for all public relations with outside organizations, represent the Federation at the CLC level, direct executive staff, and attend all meetings of affiliates when the Federation is requested to attend and when able to do so.

### **1.7.3 – Interpretation of Constitution**

Subject to an appeal to the Canadian Labour Congress, the President shall have the authority to interpret this constitution and that interpretation shall be conclusive and in full force and effect unless reversed or changed by the Executive Council or a convention or the Canadian Labour Congress.

### **1.7.4 – Report to Convention**

The President shall make a report on the administration of the office of the President and on the affairs of the Federation to the convention through the report of the Executive Council.

### **1.7.5 – Assume Duties of Secretary Treasurer**

The President shall assume the duties of the Secretary Treasurer in the absence of the Secretary Treasurer.

## **1.8.0 – DUTIES OF THE SECRETARY TREASURER**

### **1.8.1 – Function and Remuneration of the Secretary Treasurer**

The Secretary Treasurer shall be the chief financial and administrative officer of the Federation and shall be remunerated as determined by the Executive Committee pursuant to its duties in s.1.11.2 b).

### **1.8.2 – Record Keeping**

The Secretary Treasurer shall be in charge of books, documents, files and effects of the Federation which shall at all times be subject to the inspection of the President and Executive Council.

### **1.8.3 – Financial Statements**

The Secretary Treasurer shall prepare a financial statement of the Federation for each meeting of the Executive Council at least. Copy of this statement shall be forwarded to the Canadian Labour Congress.

### **1.8.4 – Annual Audit**

The Secretary Treasurer shall have the books of the Federation audited at least once a year by a registered firm of chartered accountants selected by the President and approved by the Executive Council. Such audits shall be furnished to the Executive Council and to the convention, and a copy shall be forwarded to the Canadian Labour Congress.

### **1.8.5 – Investment of Surplus Funds**

The Secretary Treasurer shall invest the surplus funds of the Alberta Federation of Labour at the direction of the Executive Council.

### **1.8.6 – Bonding**

The Secretary Treasurer shall be bonded in such amount as may be determined by the Executive Council.

### **1.8.7 – Statistical Data**

The Secretary Treasurer is empowered to require affiliated organizations to provide statistical data in their possession relating to membership of their organizations.

### **1.8.8 – Records of Proceedings**

The Secretary Treasurer shall issue the call for and act as secretary of conventions, and shall cause the proceedings of all conventions and all sessions of the Executive Council to be recorded. Copies of all proceedings shall be forwarded to the Canadian Labour Congress.

### **1.8.9 – Administrative Staff**

The Secretary Treasurer shall, with the approval of the President, employ and direct all administrative staff necessary for the proper functioning of the Federation.

### **1.8.10 – Report to Convention**

The Secretary Treasurer shall report to the convention of the Federation.

### **1.8.11 – Assume Duties of the President**

The Secretary Treasurer shall assume the duties of the President in the absence of the President.

## **1.9.0 – DUTIES OF VICE PRESIDENTS AND COUNCIL MEMBERS**

### **1.9.1 – Duties of Vice Presidents**

The Vice President selected by the President or where possible the Executive Committee shall assume the President's duties when the President and Secretary Treasurer are unable to attend meetings or other functions.

### **1.9.2 – Duties of Vice Presidents**

It shall be the duty of all Vice Presidents to cooperate with the President and Secretary Treasurer of the Federation and to coordinate the work of the Federation. They shall solicit the affiliation of local unions and other organizations entitled to such affiliation with the Federation, and shall carry on organizing work wherever possible. They shall perform such other duties as assigned to them by the President and/or Secretary Treasurer and/or Executive Council.

### **1.9.3 – Duties of Council Members**

It shall be the duty of Council members to cooperate with the President and Secretary Treasurer of the Federation and to coordinate the work of the Federation. They shall solicit the affiliation of local unions and other organizations entitled to such affiliation with the Federation, and shall carry on organizing work wherever possible. They shall perform such duties as are assigned to them by the President and/or Secretary Treasurer and/or Executive Committee and/or Council.

## **1.10.0 – EXECUTIVE COUNCIL**

### **1.10.1 – Makeup of Executive Council**

- a) The Executive Council shall consist of the President, Secretary Treasurer, all Vice Presidents elected in accordance with Article 1.6.1, one representative from each of the CLC Chartered Labour Councils and Labour Committees and two (2) representatives of the Caucus of Women delegates to Convention, two (2) representatives of the Ethnically Diverse Caucus at Convention,



two (2) representatives of the Caucus of Indigenous Workers at Convention, two (2) representatives of the Caucus of Young Workers at Convention, and two (2) representatives of the Pride and Solidarity Workers at Convention. Affiliates of the AFL are permitted to select alternate(s) to their Vice Presidents to the Executive Committee/Executive Council, should the need arise.

- b) Each Labour Council shall place in nomination the name of the delegate to the Labour Council and to the Federation convention whose local union, branch or lodge is affiliated to the Labour Council and the Federation and who is a member of the executive of the Labour Council nominated to represent. Further nominations for representatives of the Labour Council can be made from the floor of the convention; however, the person nominated must be a member of the executive of the nominating Labour Council and a member of a local union, branch or lodge which is affiliated to that Labour Council and to the Federation. The convention as a whole shall then vote in accordance with 1.6.3 d) and f) of the Constitution. Affiliates of the AFL are permitted to select alternate(s) to their Vice Presidents to the Executive Committee/Executive Council, should the need arise.
- c) Each Labour Committee shall place in nomination the name of the delegate to Labour Committee and to the Federation convention whose local union, branch or lodge is affiliated to the Labour Committee and the Federation and who is a member of the executive of that Labour Committee. Further nominations for representative of Labour Committees can be made from the floor of the convention, however, the person nominated must be a member of the executive of the nominating Labour Committee and a member of the local union, branch or lodge affiliated to the Labour Committee and the Federation. The convention as a whole shall then vote in accordance with 1.6.3 d) and f) of the Constitution. Labour Committee representatives shall have voice but no vote at Executive Council meetings. Affiliates of the AFL are permitted to select alternate(s) to their Vice Presidents to the Executive Committee/Executive Council, should the need arise.
- d) The Caucus of Women delegates to Convention shall place in nomination the name of one (1) woman delegate and one (1) woman alternate, of whom shall be a member of an affiliated private sector union to the Federation convention. The caucus of women delegates to Convention shall place in nomination the name of one (1) woman delegate and one (1) alternate, of whom shall be a member of an affiliated public sector union to the Federation convention. Further nominations for these affirmative action positions can be made from the floor of the convention, however, the two (2) positions and the two (2) alternates must be filled as specified above. The convention as a whole shall then vote in accordance with 1.6.3 d) and f) of the Constitution. Affiliates of the AFL are permitted to select alternate(s) to their Vice Presidents to the Executive Committee/Executive Council, should the need arise. In the event that both the elected and alternate caucus equity representatives on Council resign or leave for any reason, the Committee shall have the power to nominate a representative(s) for the approval of the AFL Executive Council. The representative(s) would have voice and vote on the AFL Council until the next convention. Workers seeking these positions must be endorsed by their affiliated union or local before standing for nomination.
- e) The Ethnically Diverse Caucus at convention shall place in nomination the names of two (2) delegates and two (2) alternates, to the Federation convention who shall be members of affiliated local unions. The caucus shall ensure that at least one of the nominees shall be female. In the event that no female chooses to run from the Ethnically Diverse Caucus delegates at convention the male alternate will be the second representative with voice and vote. The reverse shall also apply. Further nominations for these positions can be made from the floor of the convention however, the two

(2) positions and (2) alternates must be filled as specified above. The convention as a whole shall then vote in accordance with 1.6.3 d) and f). Affiliates of the AFL are permitted to select alternate(s) to their Vice Presidents to the Executive Committee/Executive Council, should the need arise. In the event that both the elected and alternate caucus equity representatives on Council resign or leave for any reason, the Committee shall have the power to nominate a representative(s) for the approval of the AFL Executive Council. The representative(s) would have voice and vote on the AFL Council until the next convention. Workers seeking these positions must be endorsed by their affiliated union or local before standing for nomination.

- f) The Caucus of Indigenous Workers at Convention shall place in nomination the names of two (2) delegates and two (2) alternates, to the Federation Convention who shall be members of affiliated local unions. The caucus shall ensure that at least one of the nominees shall be female. In the event that no female chooses to run from the caucus of the Indigenous Workers at convention the male alternate will be the second representative with voice and vote. The reverse shall also apply. Further nominations for these positions can be made from the floor of the convention, however the two (2) positions and (2) alternates must be filled as specified above. The convention as a whole shall then vote in accordance with 1.6.3 d) and f). Affiliates of the AFL are permitted to select alternate(s) to their Vice Presidents to the Executive Committee/Executive Council, should the need arise. In the event that both the elected and alternate caucus equity representatives on Council resign or leave for any reason, the Committee shall have the power to nominate a representative(s) for the approval of the AFL Executive Council. The representative(s) would have voice and vote on the AFL Council until the next convention. Workers seeking these positions must be endorsed by their affiliated union or local before standing for nomination.
- g) The Caucus of Young Workers at Convention shall be open to all delegates under the age of thirty (30). The caucus shall place in nomination the name of two (2) youth delegates and two (2) alternates, to the Federation Convention. The caucus shall ensure that at least one of the nominees shall be female. In the event that no female chooses to run from the caucus of the Young Workers at convention the male alternate will be the second representative with voice and vote. The reverse shall also apply. Further nominations for these positions can be made from the floor of the convention however the two (2) positions and two (2) alternates must be filled as specified above. All nominees must be members of an affiliated local union. The convention as a whole shall then vote in accordance with 1.6.3 d) and f). Affiliates of the AFL are permitted to select alternate(s) to their Vice Presidents to the Executive Committee/Executive Council, should the need arise. In the event that both the elected and alternate caucus equity representatives on Council resign or leave for any reason, the Committee shall have the power to nominate a representative(s) for the approval of the AFL Executive Council. The representative(s) would have voice and vote on the AFL Council until the next convention. Workers seeking these positions must be endorsed by their affiliated union or local before standing for nomination.
- h) The Caucus of Pride and Solidarity Workers at Convention shall place in nomination the names of two (2) delegates and two (2) alternates, to the Federation Convention who shall be members of affiliated local unions. The caucus shall ensure that at least one of the nominees shall be female. In the event that no female chooses to run from the caucus of Pride and Solidarity Workers at convention the male alternate will be the second representative with voice and vote. The reverse shall also apply. Further nominations for these positions can be made from the floor of the convention, however the two (2) positions and (2) alternates must be filled as specified above. The convention as a whole shall then vote in accordance with 1.6.3 d) and f). In the event that both the elected and alternate caucus equity representatives on Council resign or leave for

any reason, the Committee shall have the power to nominate a representative(s) for the approval of the AFL Executive Council. The representative(s) would have voice and vote on the AFL Council until the next convention. Workers seeking these positions must be endorsed by their affiliated union or local before standing for nomination.

### **1.10.2 – Role/Duties of Executive Council**

The Executive Council shall take such action and render such decisions as may be necessary to carry out fully the decisions and instructions of conventions and/or the Executive Committee, to enforce the provisions contained in this Constitution.

### **1.10.3 – Meetings of Executive Council**

The Executive Council shall meet at least three (3) times a year.

### **1.10.4 – Report to Convention**

The Executive Council shall present to the convention a report of the activities of the Federation between conventions.

### **1.10.5 – Quorum**

A majority of the members of the Executive Council shall constitute a quorum for the transaction of the business of the council.

### **1.10.6 – Standing Committees**

- a) The Executive Council shall strike such standing committees as they deem necessary to carry out the mandate of the Federation. The Executive Council shall appoint the members of the committees and a liaison to each committee. The committees shall select their own chairpersons and secretaries.
- b) Affiliates of the Alberta Federation of Labour may identify alternates for their representatives to the AFL Standing Committees. It is the representative's responsibility to ensure that their alternate(s) is up-to-date and informed about the issues related to their Committee.

## **1.11.0 – EXECUTIVE COMMITTEE**

### **1.11.1 – Makeup of Executive Committee**

The Executive Committee of the Alberta Federation of Labour shall consist of the President, Secretary Treasurer, and the Vice President(s) elected in accordance with Article 1.6.1 of this Constitution.

### **1.11.2 – Role/Duties of Executive Committee**

- a) The Executive Committee shall be responsible for the administration of the affairs of the Federation as adopted by the convention. The Executive Committee shall also conduct the activities of the Federation between Executive Council meetings.
- b) The Executive Committee, on the recommendation of the Human Resources and Finance Committees will determine the remuneration and benefits of the Executive Officers in conjunction with the annual budgeting process. The Executive Officers will not participate in these deliberations.

- c) The Executive Committee is authorized to seat new affiliates of the Federation in accordance with this Article and Article 1.3.1.

### **1.11.3 – Expenses**

The Executive Committee is authorized to reimburse members of the council for necessary expenses in performing their duties for the Federation.

### **1.11.4 – Executive Staff**

The Executive Committee shall appoint and employ such staff as required who shall perform such duties as the Executive Committee deems necessary.

### **1.11.5 – Meetings of Executive Committee**

The Executive Committee shall meet a minimum of three (3) times per year or at the call of the President as may be required to carry on the business of the Federation, and a majority of the Committee shall constitute a quorum.

## **1.12.0 – CHILD CARE, ELDER CARE AND DEPENDENT CARE**

- a) The AFL will reimburse receipted expenses for child/elder/dependent care incurred by affiliate participants with dependents, while doing the work of the Federation, where such care is not provided by the Federation, and where affiliates do not already cover these expenses.
- b) Expenses will be reimbursed up to a maximum of \$50 daily and would be those expenses over and above the normal expenses incurred for child/elder/dependent care.
- c) The Secretary Treasurer shall ensure that the AFL and its Officers are protected against any legal actions that may arise as a result of these services being offered by the AFL.

## **1.13.0 – REVENUE**

### **1.13.1 – Per Capita Tax**

A per capita tax shall be paid upon the full, paid-up membership in each organization.

### **1.13.2 – Fee Structure – Affiliates**

- a) Each affiliated local union, branch or lodge shall pay before the last day of each month for the preceding month a per capita tax of one dollar and twenty-five cents (\$1.25) per member per month effective January 1, 2021, one dollar and twenty-seven cents (\$1.27) per member per month effective January 1, 2022, and one dollar and twenty-nine cents (\$1.29) per member per month effective January 1, 2023.

- b) **Political Action Fund**

Each affiliated local union, branch or lodge shall pay before the last day of July each year beginning 2015, the amount of two dollars (\$2.00) per member per year to be used for democracy, advocacy and engagement work designed to create more worker-friendly governments.

### **1.13.3 – Fee Structure – Labour Councils, Labour Committees & the Alberta Federation of Union Retirees**

Each local Labour Council, Labour Committee and the Alberta Federation of Union Retirees shall pay twelve dollars (\$12.00) per year. The per capita tax from local Labour Councils, Labour Committees and the Alberta Federation of Union Retirees shall be payable in advance on or before the 31st day of March of each year.

### **1.13.4 – Penalty for Non-Payment**

Any organization three (3) months in arrears in payment of per capita tax may become suspended from membership in the Federation. Any affiliated organization which does not pay its per capita tax on or before the time specified in the constitution, shall be notified of that fact by the Secretary Treasurer of the Federation. The Executive Council shall be empowered to determine conditions of re-affiliation for organizations which have been formally suspended or are in arrears in their per capita tax payments.

### **1.13.5 – Grace for Non-Payment**

Notwithstanding the foregoing sections in this Article, no per capita tax shall be assessed for those members in any affiliated local union, branch or lodge for each full month they have been engaged in either a legal lockout or union authorized strike.

## **1.14.0 – WORKERS’ HEALTH CENTRE FUNDING**

### **1.14.1 – Annual Assessment**

Each affiliated local union, branch or lodge shall pay to the Alberta Workers’ Health Centre an annual assessment of \$2.75 per member per year.

### **1.14.2 – Non-Payment of Annual Assessment**

Any organization which has not paid the annual assessment set out in 1.14.1 above, three (3) months prior to the opening date of the AFL annual convention, shall be notified of that fact by the Secretary Treasurer of the AFL.

## **1.15.0 – AMENDMENTS**

Amendments to this constitution, so long as they do not conflict with the constitution of the Canadian Labour Congress, nor its principles and policies, may be adopted by two-thirds majority vote of those present in convention and voting. Any amendments shall only become effective after approval by the Executive Council of the Canadian Labour Congress.

## **1.16.0 – RULES AND REGULATIONS**

The Alberta Federation of Labour may adopt such rules and regulations as do not conflict with, nor are inconsistent with, the provisions of the constitution or the policies of the Canadian Labour Congress.

## **1.17.0 – OMBUDSPERSON**

### **1.17.1 – Complaints/Grievances to Ombudsperson**

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 procedure presently set forth in this constitution, the delegate shall have the right to submit the case, with all relevant material and supporting evidence, to the Ombudsperson appointed by the Canadian Labour Congress.

### **1.17.2 – Authority of Ombudsperson**

The Ombudsperson will, under the authority vested by the Congress, undertake such inquiries, hearings or meetings as is deemed advisable and report all findings as soon as possible to the parties to the complaint.

LL\*cope225

