

**CANADIAN MEDIA GUILD**

**CWA/SCA Canada**

**CBC BRANCH BYLAWS**

**REVISED**

**July 2008**

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## **1. Preamble**

- a) The CBC Branch of the Canadian Media Guild (CMG) strongly promotes and defends the rights of its members and its collective agreement with the CBC.
- b) The CBC Branch is committed to the principles of democracy and due process in all its undertakings and activities.
- c) The CBC Branch commits itself to making decisions not only in its best interests but also in the interests of keeping the CMG strong and united.
- d) The CBC Branch supports, promotes and defends the principle of best practices of public broadcasting.
- e) The CBC Branch is committed to provide the same quality of service to all members and Location Units with fairness and respect.
- f) The CBC Branch believes in the equal rights of all of its members: those working on regional or national assignments, those in traditional or new media, those in production, technical, administrative or clerical work.
- g) The CBC Branch strongly believes and promotes permanent employment, secure and free of uncertainty for its members.
- h) The CBC Branch is committed to a progressive and healthy work environment.
- i) While dedicated to the defense of all its members' rights, the CBC Branch at the same time is committed to cooperative relations with CBC management.
- j) The CBC Branch is committed to promoting racial and ethnic diversity among its members and to a CBC, which is representative of the demographic characteristics of the Canadian population.
- k) The CBC Branch is dedicated to the spirit of volunteerism and the involvement of all its members in union's activities.

## **2. Membership of the CBC Branch**

### **2.1**

The membership of the CBC Branch is open to all permanent, contract and temporary employees working at the CBC in all Provinces and Territories, with the exception of those working in the province of Québec; and those working as Freelancers for the CBC, for whom a distinct and separate CMG Branch exists.

### **2.2**

Only card carrying members of the CMG in good standing and working at the CBC may run for office

### **3. Interpretation**

#### 3.1

The By-laws of the CBC Branch are subordinate to the By-laws of the Canadian Media Guild and CWA/SCA Canada and to the Constitutions of TNG and CWA and must be interpreted in conjunction with these By-laws and Constitutions.

#### 3.2

These By-laws shall be interpreted by the Branch Executive Council subject to appeal to the National Executive Committee (NEC) of the CMG.

### **4. Oath of office**

#### 4.1

All elected officials at Location Units and Branch Council levels must sign an oath upon taking office.

#### 4.2

The Oath shall pledge office holders to:

- a) Fulfill the duties of their positions to their utmost abilities for the benefit of their respective membership and the Union.
- b) Carry out their duties in an ethical manner, to the exclusion of any personal gains.

#### 4.3

The Branch Executive Council has the authority to revise the Oath of Office as long as these revisions are consistent with article 4.2.

#### 4.4

A copy of the Oath of Office is attached as Appendix 1 to this document.

### **5. Structure of the CBC Branch**

#### 5.1

The governing structure of the Branch shall consist of:

- a) The general membership,
- b) The Location Unit Executives,
- c) The Presidents' Council,
- d) The Branch Executive Council and its duly constituted committees.

#### 5.2

The general membership is the supreme authority of the Branch, with exclusive power to:

- a) Elect their Location Unit executives and, through that process, the members of the Presidents' Council,
- b) Elect the Branch Executive Council,
- c) Approve all by-laws,
- d) Approve, through referendum, all strike actions,
- e) Ratify the Collective Agreement.

5.3

Location Unit Executives are the executive decision-making bodies of the location units. They are accountable to their membership to:

- a) Provide overall leadership and supervise the affairs of their location unit.
- b) Administer and enforce all aspects of the collective agreement.
- c) Welcome and orient new members to the CMG and the CBC Branch, in accordance with article 18 of these bylaws.
- d) Ensure the Location Unit's money and assets are prudently managed and used for the optimum benefits of all Unit members in a manner which promotes the Union and its causes in the workplace.
- e) Develop and maintain a local mobilization network.
- f) Ensure effective communication within the Location Unit, with other Location Units, and with the CBC Branch Executive Council.
- g) Appoint and supervise such committees as are required in the CMG, the CBC Branch By-laws, and the Collective Agreement. Appoint and supervise any other committees as deemed necessary by the Location Unit Executive or Location Unit membership.
- h) Identify and put forward to the Branch Executive Council project proposals for special funding.

5.4

The CBC Presidents' Council consists of all the Presidents from each Location Unit. This Council is chaired by the President of the CBC Branch. The Presidents' Council exists to:

- a) Allow for broader, more inclusive consultation on specific issues of Branch importance where the direct involvement of the national membership is not practical.
- b) Strengthen the relationships among location units, and between the location units and the Branch Executive Council.
- c) Consult and vote on the recommendations of the BEC sub-committee tasked with reviewing all applications for the national bargaining and grievance committees.
- d) Help coordinate Branch actions surrounding collective bargaining and work stoppages.
- e) There will be a minimum of three (3) meetings and/or conference calls per year of the Presidents Council. The President of the CBC Branch will chair these meetings and will be responsible for scheduling and calling the meetings.

5.5

The CBC Branch Executive Council is the executive decision-making body of the CBC Branch. It is accountable to the membership to:

- a) Provide national leadership on matters of concern to the CBC Branch and its members.
- b) Support the activities and the interests of the CBC Location Units.
- c) Ensure enforcement of the CMG contract with the CBC.
- d) After consultation with the Presidents Council, the CBC Branch Executive shall appoint the Bargaining and Grievance Committees (subject to articles 13 and 14 of these by-laws).
- e) Maintain effective structures of communication with the membership of the Branch, with the National Executive Council, with other CMG branches and with the public.
- f) Promote a progressive and healthy work environment at the CBC.
- g) Institute policies for the smooth and efficient operation of the Branch.
- h) Develop an annual budget for the Branch and ensure the proper administration of the

Branch's funds.

- i) Consult with the Bargaining Committee, the Presidents' Council and the NEC on matters related to contract negotiation and the calling of strikes.
- j) Advance the objectives of the CBC Branch through social and union activism.
- k) Institute and direct the work of committees to assist in advancing the interests of the Branch membership.
- l) Review special requests from the Location Units for specific financial assistance.
- m) Contribute to the wellbeing and effective operation of the CMG as a whole.
- n) The CBC Branch Executive Council will act as an appeal board in disputes over the organization or conduct of Location Units elections.

## **6. Branch Executive Council Members' Duties and Responsibilities**

### 6.1

All members of the CBC Branch Executive Council must be members in good standing of the CBC Branch.

### 6.2 The Branch Executive Council shall consist of:

- a) President
- b) Vice-President
- c) Treasurer
- d) Secretary
- e) Director of New Media
- f) Director of Diversity and Human Rights
- g) Director of Education/Mobilization
- h) Director of New Members/Youth/Temporary Employees
- i) Director of SRC West (SRC West is the part of Canada west of the Ontario-Manitoba border)
- j) Director of SRC East (SRC East is the part of Canada east of the Manitoba-Ontario border)
- k) Regional Directors for Atlantic, Ontario (all the regions of this province with the exception of Toronto), Toronto, Prairies (from the Ontario-Manitoba border to the BC-Alberta border), BC and the North
- l) Director of Location Units under 50 members

### 6.3

The functions of the Table Officers will be as follow:

#### **a) President:**

Executive Officer of the CBC Branch, the President shall supervise the affairs of the Branch, promote its welfare, sign all official documents related to the Branch, preside at meetings of the Branch, chair the Branch Management Committee, oversee the development of strategies for the benefit of the Branch and ensure the roles and responsibilities of the Branch directors are carried out. The President shall be the official spokesperson of the CBC Branch.

The President of the CBC Branch oversees the ethical conduct of the Branch Executive Council, oversees the appointment of committees and implements the decisions of the CBC Branch Executive Council. The CBC Branch President is an ex-officio member of all CBC Branch committees and a member of the National Executive Council of the CMG.

The presidency of the CBC Branch is a full time paid position. However, the Branch Executive by a two-thirds majority vote may modify this requirement.

**b) Vice-President:**

Supports and assists the CBC Branch President in the execution of the President's office. The Vice-President performs the duties of the President in his or her absence or when delegated to do so, and performs such other duties as prescribed by the Branch Executive Council. The CBC Branch Vice-President is a member of the National Executive Council of the CMG. The Vice-President of the CBC Branch is a member of the Branch's Management Committee.

**c) Treasurer:**

Responsible for the annual preparation of the CBC Branch Budget, according to the direction given by the CBC Branch Executive Council, including forecasting expenditures for the CBC Branch and its Location Units, its committees and its executive council; prepares quarterly reports for the Branch Executive Council and as defined in his/her role as CBC Branch Treasurer on the NEC Finance Committee; acts in collaboration with the President and the Vice-President to develop policies and strategies for achieving the objectives of the CBC Branch. The CBC Branch Treasurer is a member of the National Executive Council of the CMG, the National Finance Committee and is a member of the Branch's Management committee.

**d) Secretary:**

Responsible for the proper recording and safe keeping of the minutes and records of the CBC Branch Executive Council; maintains an up to date list of Location Unit executives and membership, and the Branch's policy manual. The Secretary oversees administrative support to the Branch Executive Council. The Secretary is a member of the CBC Branch Communications Committee and is a member of the Branch's Management committee.

6.4

The Directors of the CBC Branch Executive Council shall:

- a) Represent and advance the interests of their respective constituencies or functional portfolios at the Branch Executive Council and within the Branch membership while actively promoting the national interests of the CBC Branch as a whole;
- b) Maintain effective communications with their respective constituencies and with their counterparts in the CMG's other branches and the NEC;
- c) Where appropriate, chair Committees to achieve the objectives of their respective constituencies or functional portfolios, consistent with the national interests of the CBC Branch.
- d) Actively participate in the CBC Branch Executive Council debates and discussions;
- e) Prepare quarterly reports on their respective activities for the Branch Executive Council.

6.5

In addition, the Directors of the SRC West and East are members of the SRC National Joint Committee.

6.5

Any elected officer of the Branch assigned by the CBC Branch Executive to a National Joint Committee of the Branch or the NEC, or to an NEC Committee will report on his/her

activities and meetings to the Branch Executive Council or the President of the Branch.

6.6

Joint and internal committees of the CBC Branch should include at least one member of the CBC Branch Executive Council. Whenever possible, such committees should be chaired by a member of the Branch Executive Council.

## **7. Branch Management Committee**

7.1

Once elected, the CBC Branch Executive Council will create a Management Committee to oversee the general affairs of the Branch between meetings of the Executive Council.

7.2

The members of this committee will be the President of the Branch, who will act as the Chair of the Committee, the Vice-President, the Treasurer, the Secretary and one other elected member chosen from among and by a simple majority of the CBC Branch Executive Council.

7.3

The Management Committee shall have the authority to establish policies and authorize spending up to \$5,000.00.

7.4

The Branch Management Committee will report on its activities to the Branch Executive Council.

## **8. Special LEC Funding**

8.1

In accordance with article 6.12 b) of the CMG Bylaws, Location Unit Executives may request additional funding from the Branch Executive Council. These funds may be needed for special projects or undertakings, or to support essential or exceptional activities within the LEC.

8.2

The Branch Executive Council may either recommend that the additional funding request be passed to the NEC for disposition or may decide to use Branch Funds to fulfill the request.

8.3

In order to receive funding, the LEC must provide in writing full financial information to support its request. This includes a current financial statement of the Location Unit with all revenues, the cost breakdown of the special project or service it wishes to provide, etc.

8.4

All LEC requests for additional funding will be decided by the Branch Executive Council in a timely fashion not to exceed six weeks. The Branch Management Committee, up to an amount of \$5,000, may deal with emergency requests.

8.5

Location Unit Executives will not be eligible for additional funding if they are not up to date on their quarterly financial reporting requirement to the CMG national office.

## **9. Vacancy/Removal from the Branch Executive Council**

9.1

The following circumstances shall lead to a position being declared vacant by the President of the CBC Branch Executive Council, with a two third majority vote of the CBC Branch Executive Council.

- a) Resignation,
- b) The member is deemed to be unable to perform his/her duties or is unable to satisfy the requirements of his/her office due to transfer or changes in employment status,
- c) Dereliction of duties.

9.2

As the President, Vice-President and Treasurer of the CBC Branch Executive are NEC members, and therefore, for the purposes of discipline and removal are subject to the CMG and CWA/SCA Canada bylaws, they shall be exempt from article 9 of the CBC Branch bylaws.

9.3

The following circumstances and/or actions shall constitute dereliction of duties and may be grounds for removal from the CBC Branch Executive Council:

- a) Absence without valid reasons for three consecutive meetings of the CBC Branch Executive Council;
- b) Violation of the criminal code which would bring the CBC Branch or the CBC Branch Executive into disrepute and/or undermine its credibility or the integrity of the person holding office;
- c) An inability to perform the assigned duties and responsibilities of the position in a manner acceptable to the Branch Executive Council.
- d) Violation of the Oath of Office.

9.4

The following procedures will be used to follow up on reasonable grounds of dereliction of duties:

- a) Where allegations of dereliction have arisen, the President of the Branch shall, by a motion of the Branch Executive Council, convene a Review Committee of five persons to examine the circumstances.
- b) Within thirty days of convening, the Review Committee will present its findings and recommendations to the Branch Executive Council.
- c) If the Review Committee determines a blatant dereliction of duties has occurred, it shall recommend, as a first step, that the member be asked to resign. As a second step, the member could be removed from Office by a two third majority vote of the Branch Executive Council.

9.5

A member removed from office following the application of article 9.4 can appeal this removal to the National Executive Committee of the Canadian Media Guild.

## **10. Meetings of CBC Branch**

### 10.1

The CBC Branch Executive Council will have a minimum of four meetings a year of which at least two will be face-to-face meetings.

### 10.2

For reasons of economy, whenever possible the face-to-face meetings of the Branch will be held in conjunction with other national activities or meetings.

### 10.3

The dates and location of these meetings will be determined by the CBC Branch Executive Council in session. When there is no unanimity, the final decision will be made by the President of the CBC Branch.

### 10.4

A quorum shall constitute a simple majority of the members of the Branch Executive Council.

### 10.5

Any member in good standing of the CBC Branch can attend meetings of the CBC Branch Executive Council, Branch Conventions or other general meetings organized by the CBC Branch. Active participation of any person in such meetings is subject to the following conditions:

- a) The participation of non-elected and/or non-delegate members at the meeting is limited to the invitation of the Chair of the meeting.
- b) Non-elected members and/or non-delegates have no vote.

### 10.6

When deemed necessary, by a two third majority vote of the attending members of the Council, the Branch Executive can limit attendance to its proceeding to members of the Council.

### 10.7

A Special CBC Branch Executive Council meeting may be called by means of a petition to the President of the CMG provided the petition has been signed by two-thirds of the members of the Branch Executive Council. The petition must include the reason for the Special meeting. No other item will be discussed.

### 10.8

Meetings of the CBC Branch Executive Council and any other meeting it calls shall be governed by Robert's Rules of Order.

## **11. Democratic Rights**

### 11.1

The CBC Branch is committed to protect the democratic rights of its members in all aspect of its activities, especially in matters related to their fundamental right to vote.

11.2

Towards that goal, the CBC Branch seeks the greatest possible participation of members in all Branch and Location Unit elections and votes.

11.3

The CBC Branch, in partnership with the CMG's Election committee, will play an active role in determining the rules and regulations associated with the conduct of elections:

- a) for its Executive Council and other offices in its Branch,
- b) for its Location Units Executives,
- c) on votes affecting its contract with the CBC.

11.4

Any complaint from members will be dealt with expeditiously in accordance with the philosophy stated in this article.

## **12. Elections**

12.1

Branch Executive Council elections, with the exception of the Director of Toronto, will be held every three years and will be supervised by the CMG's National Election Committee. The election will be held no later than December 10 of the election year.

12.2

The following Executive Council positions will be elected by the national membership at large:

- a) President
- b) Vice-President
- c) Treasurer
- d) Secretary
- e) Director of Education/Mobilization
- f) Director of Diversity and Human Rights
- g) Director of New Members/Youth/Temporary Employees
- h) Director of New Media

12.3

The following Directors shall come from within their respective regional or administrative jurisdictions and be elected by the membership at large within that region or constituency:

- a) All five Regional Directors (Atlantic, Ontario, Prairies, BC, the North)
- b) Director of Location Units under 50 members
- c) Director, SRC East
- d) Director, SRC West

12.4

The following Directors shall be fluent in French, work for the SRC, and work within their respective regional jurisdictions:

- a) Director of SRC West
- b) Director of SRC East

12.5

The candidate for Director of New Media shall be employed primarily in the field of New Media at CBC.

12.6

At the time of the election, the candidate for Director of New Members/Youth/Temporary Employees shall either have been employed by the Corporation for less than three years or be under 35 years of age.

12.7

The Director of Toronto will be the sitting Toronto Location Unit President, elected as stipulated in Article 6.14 of the CMG bylaws.

12.8

CBC Branch Executive Council vacancies shall be filled as follows:

- a) A by-election will be held within 90 days of an office becoming vacant at any time within the term of office. The standing Election Committee shall supervise the by-election in accordance with the CBC Branch and the CMG Bylaws, at the direction of the CBC Branch Executive Council, as envisioned in article 11 of these Bylaws.
- b) If an office becomes vacant after June 15 of an election year, the CBC Branch Executive Council shall appoint a replacement.
- c) In situations where no candidate in a by-election has come forward for a position, the election committee must conduct a second nomination process. If there are still no candidates, the Branch Executive Council may choose either a) to assign the responsibilities of that portfolio to one of the current elected officer of the CBC Branch Executive; b) to appoint a Branch member in good standing chosen by a simple majority vote of the CBC Branch Executive Council.

### **13. CBC Branch National convention**

13.1

Every two years in conjunction with the CMG Biennial Convention, or when special circumstances warrant, the CBC Branch shall hold a national convention to:

- a) Direct the CBC Branch Executive Council on policy issues through the
- b) consideration and passage of resolutions;
- c) Foster communication and understanding between the Location Unit Executives and regions represented by the CBC Branch;
- d) Receive, consider and approve or reject amendments to the bylaws (see article 23).

13.2

The CBC Branch is responsible for the organization of the convention and shall strike a Convention Committee no later than six (6) months prior to each convention. No later than sixty (60) days prior to the convention the CBC Branch Executive shall ensure that each Location Unit is advised in writing of the time and place of the convention, the delegate and observer entitlement and any other relevant information.

13.3

Delegates to the Branch National Convention and the CMG Biennial Convention shall be one and the same and be elected by secret ballot by members in their respective Location Units. Delegate selection and voting will be done according to the rules specified by the CMG's National Executive Council and any additional CBC Branch rules made pursuant to the NEC's rules.

13.4

In order to fulfill its commitment of equity and positive action, the CBC Branch Executive Council will direct its Location Units to encourage members of under represented groups (such as gender, visible minorities, age, official languages and disability) to run as delegates to its national conventions.

13.5

A Location Unit may designate one or more of its allocated convention seats to a systemically under-represented or disadvantaged group within the location unit.

13.6

Members of the location unit will be notified by the LEC of the intent to designate such seats, as described in 13.5, at least 14 days before the Location Unit's delegate selection vote in order to allow the matter to be considered and debated.

13.7

The Branch Executive Council will create an annual fund to allow for minority representation at the conventions and conferences organized by the Union.

## **14. National Grievance Committee**

14.1

The CBC Branch National Grievance Committee shall:

- a) Handle all grievances.
- b) Recommend to the Branch Executive Council the referral of grievances to
- c) national arbitration or to the Canadian Industrial Relations Board.

14.2

The size of the National Grievance Committee will be established by the Collective Agreement.

14.3

The committee's members will be selected by the Branch Executive Council at the beginning of its new term in consultation with the Presidents' Council

14.4

The Branch Executive Council may extend the term of the National Grievance Committee members if circumstances dictate (e.g. Expiration date of Collective Agreement).

14.5

Committee members will serve for three-year terms and must remain Branch members in good standing for the length of their terms.

14.6

The composition of committee members shall respect the need for broad regional and occupational representation and the need for continuity within the committee. At least one member shall be from SRC.

14.7

The chair of the National Grievance Committee shall be elected by a majority vote of the committee members.

14.8

The National Grievance Committee shall be supported and assisted by a Staff Representative of the Union. The staff serving on this committee will be recommended by the President of the CBC Branch in consultation with the CBC Branch Executive Council.

14.9

Members of the National Grievance Committee may be considered for honoraria by the Branch Executive Council.

## **15. Bargaining Committee**

15.1

The CBC Branch Bargaining Committee is mandated to negotiate a new Collective Agreement with the CBC on behalf of the CMG members at the CBC.

15.2

The size of the Branch's Bargaining Committee will be established by the CBC Branch Executive in accordance with the CMG By-laws.

15.3

The BEC will establish a sub-committee to review all applications for the national bargaining committee against established criteria. This sub-committee will make its recommendations to the BEC and Presidents' Council for final approval in accordance with Article 5.4 c):

- a) This sub-committee will include at least two (2) location unit presidents selected by the presidents, the staff representative responsible for bargaining, and two members of the BEC selected by the BEC.
- b) The Bargaining Committee will be selected nine months prior to the expiration of the CMG/CBC collective agreement.

15.4

The composition of the Committee shall take into account the need for broad regional and occupational representation. At least one member shall be from SRC. A member of the sitting National Grievance Committee will be invited to be a member of the Bargaining Committee.

15.5

If a member of the Bargaining Committee resigns from the committee, the Branch President in consultation with the Branch Executive Council and the Bargaining Committee shall decide to appoint a replacement or to leave the position vacant.

15.6

Although it is recognized that the lead negotiator in bargaining is usually a staff representative of the Union, a Chair of the Bargaining Committee shall be elected by a majority vote of the committee members. The Chair of the Committee shall be selected from the appointed members of the committee and shall be the Spokesperson of the Bargaining Committee for statements to membership and the public.

15.7

No proposal will be signed in the absence of, or which contravene the express wishes and direction of the elected members of the committee.

15.8

Members of the Bargaining Committee may be considered for honoraria by the Branch Executive Council.

15.9

For purpose of accountability and in order to contain cost, the bargaining committee must appoint a financial oversight committee of three people chosen from among themselves and led by the Chair of the Bargaining Committee, to keep track of its expenditures and review them on a periodic basis with the Branch Executive Council.

## **16. Honoraria**

16.1

Branch Executive Council Members, certain other CBC Branch Committee members and Location Units Officers may be paid honoraria in accordance with the CMG by-laws.

16.2

In the case of LECs, honoraria resolutions shall be approved by a two third majority vote of the location unit general membership. Thirty days advance notice of such a referendum must be given to the membership and to the President of the CBC Branch. These honoraria will be funded by the Location Unit.

16.3

In the case of CBC Branch Executive Council members and other CBC Branch Committee members, honoraria shall be approved either by simple majority vote of Branch members or by a two third majority vote of the CBC Branch delegates at a CBC Branch Convention. In all cases, the CBC Branch general membership must be given thirty days advance notice of the wording of the resolution.

## **17. Communication with Members**

### 17.1

The CBC Branch Executive shall communicate its activities and its decisions to the membership in a timely fashion.

### 17.2

Minutes of all BEC meetings will be made available to the membership through the CMG website within two weeks, once approved by the BEC and translated.

## **18. Outreach to New Members**

### 18.1

The CBC Branch through its New Members program encourages Location Unit Executives to supply new members, within one month of their employment, with an orientation kit containing at least the following:

- a) Web direct references to the CBC Branch and CMG bylaws,
- b) A copy of the CBC Collective Agreement,
- c) A CMG membership card,
- d) CWA/TNG, CWA/SCA Canada, CMG and CBC Branch information material.

## **19. Linguistic Equality**

### 19.1

The CBC Branch is dedicated to the principle of official Bilingualism. It also encourages all Location Units to adhere to this principle.

### 19.2

The CBC Branch Executive Council will ensure all communication with its members is delivered in both official languages; furthermore, all conventions of the CBC Branch shall be conducted with simultaneous interpretation in both official languages.

### 19.3

This principle will be applied to all structures of the CBC Branch where feasible. Where simultaneous interpretation is not feasible for financial or other reasons, and where possible, the Chair of the Branch Council or concerned committees will ensure the distribution of all pertinent information and reports to all concerned members is done in both official languages.

## **20. Human Rights and Equity**

### 20.1

The CBC Branch shall monitor the CBC compliance with all human rights provisions in our contract and to hold the CBC accountable for any violations of these provisions either through grievance and arbitration procedures or through referral to the Canadian Human Rights Commission.

### 20.2

The CBC Branch will ensure that its members, executive members and staff are educated about human rights within the workplace with specific attention to what constitutes harassment and

discrimination and the procedures for handling complaints.

## **21. Community/Political Activity**

### 21.1

The CBC Branch Executive may adopt resolutions on public policy issues affecting the welfare of its members, the CBC, and Public Broadcasting.

### 21.2

When dealing publicly with matters related to the CBC, its policies or its relations with its employees, the President of the CBC Branch shall be the official spokesperson for the CBC Branch.

### 21.3

The Branch will encourage all location units to support their local and/or regional labour councils and federations and to become involved in their community, to be engaged in community service.

## **22. Branch Policies**

### 22.1

The CBC Branch Executive Council may adopt such policies as are necessary for the efficient operations of the Branch Executive Council, Location Units and the CBC Branch as a whole.

### 22.2

Members of the CBC Branch will be notified of all policies approved by the Branch Executive Council not more than thirty days after adoption. Each Location Unit shall post all new Branch policies.

### 22.3

Branch policies may cover such matters as:

- a) Control of financial matters for Branch expenditures,
- b) Activities and structure of the LEC not covered by the CMG or CBC Branch by-laws,
- c) Compassionate assistance to Branch members,
- d) Salary, benefits and annual leave of the Branch President not covered by the CMG or CBC Branch by-laws,
- e) The responsibilities and duties of Branch Executive Council members not covered by the CMG or CBC Branch by-laws,
- f) Matters relating to committees under Branch jurisdiction, including the Bargaining Committee and the Grievance Committee,
- g) Communication with the Branch membership, the membership of other CMG Branches, and the general public,
- h) Adoption of CBC Branch positions on public policy issues,
- i) General role of Staff Representatives (related to General Assemblies and Executive meetings of the CBC Branch),
- j) Spending powers and budget autonomy of Branch committees,
- k) Criteria for Union releases,
- l) Regional Director's travel in their respective region,

- m) CBC Branch capital resources management (computers, etc),
- n) Addition of positions to the Branch Executive Council between elections,
- o) Any other matters the CBC Branch Council may deem necessary.

### **23. Amendment of By-laws**

#### 23.1

Changes to the By-laws of the CBC Branch shall be approved by a two-third-majority vote of the CBC Branch delegates at a CBC Branch National Convention, or by a two-third-majority vote of the general CBC Branch membership.

#### 23.2

Thirty days advance notice of the proposed amendment(s) shall be given to all members of the CBC Branch.

The CBC Branch Bylaws Committee:

Marc-Philippe Laurin

Ken Sunley

Tony Germin

Harry Mesh

July 2008

## Appendix 1



### OATH OF OFFICE

**I PLEDGE** to serve faithfully the members of the CBC Branch of the Canadian Media Guild as one of its officers, keeping in mind the trust placed in me.

**I PLEDGE** to support the purpose and aims of the CBC Branch of the Canadian Media Guild as stated in Article Four of its By-Laws.

**That is, to...**

fulfill the duties of my position to my utmost abilities for the benefit of the CBC Branch membership and the Union.

carry out my duties in an ethical manner, to the exclusion of any personal gains.

**I PLEDGE** that during my term of office I will guard and preserve all property and records entrusted to me and that at the conclusion of my service I will surrender them to my successors.

I hereby pledge that I will carry out to the best of my abilities the duties of my office, that I will work at all times for the good of the CBC Branch of the Canadian Media Guild and of the labour organizations with which it is affiliated, that I will remain faithful to the trust placed in me by my fellow members and that I will represent with equal dedication all members of the union.

\_\_\_\_\_  
PLEASE PRINT NAME

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of CBC Branch Executive Member