



## CANADIAN ASSOCIATION OF ADMINISTRATORS OF LABOUR LEGISLATION

### CONSTITUTION \*

- Name: 1. This Association shall be known as the Canadian Association of Administrators of Labour Legislation.
- Objectives: 2. The objectives of the Association shall include the following:
- a) to encourage co-operation among members of the Association;
  - b) to provide a forum for study and exchange of views and experiences on administration and enforcement of labour legislation;
  - c) to encourage research on subjects related to the work of Labour Departments;
  - d) to encourage high standards of administration of labour legislation.
- Membership: 3. a) Membership in the Association is open to the Labour Program of Employment and Social Development Canada and Provincial Departments of Labour of Canada. Other agencies which administer labour legislation may participate in the work of the Association with the approval of the Executive Board and send delegates to Annual Meetings.
- b) Membership shall be granted on payment of an annual fee as determined at an annual meeting of the Association.

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\* Adopted June 7, 1939. Amended May 7, 1941; September 4, 1953; September 24, 1954; September 30, 1960; July 13, 1962; July 27, 1973; November 27, 1979; May 13, 1999; May 19, 2004; September 21, 2007; May 20, 2011; December 9, 2014; and May 19, 2016.

Funds:

4. a) The funds of the Association shall be used to further the objectives of the Association.
- b) All proposals for CAALL funding shall be presented first in writing to the CAALL Secretariat. The Secretariat will provide a report/analysis of the funding request to the Executive Board. The Executive Board can accept or turn down the funding request or recommend the project for review and decision by CAALL as a Committee of the Whole.

Officers Executive Board:

5. a) The officers of the Association shall consist of a President, First Vice-President, Second Vice-President, Third Vice-President, Fourth Vice-President and Secretary. These officers, together with the immediate Past President, shall constitute the Executive Board.
- b) The President and Vice-Presidents shall be elected at the annual meeting and shall hold office for a two-year term and be eligible for re-election thereafter.
- c) The Secretary shall be appointed by the Department of Employment and Social Development Canada with the concurrence of the Executive Board.

Honorary Officers:

6. Honorary Presidents may be elected at an annual meeting on the recommendation of the Executive Board. They may hold office for life unless, in the opinion of the Executive Board, they assume a position which may conflict with the impartiality attributed to civil servants.

Duties of Officers,  
Executive Board:

7. a) The President shall preside at all meetings of the Association, direct the activities of the Secretary, sign cheques, approve expenditures and contracts on behalf of the Secretary if needed, and be an ex-officio member of all committees. The President may designate a representative to preside at Executive Board meetings.
- b) The Vice-Presidents in the order named shall perform the duties of the President in their absence.

- c) A Deputy Liaison shall be assigned to each Standing Committee in order to maintain strong linkages between CAALL and the committees.
- d) The Secretary shall have charge of the records and other documents of the Association; receive and have charge of all revenue; sign cheques for expenditures authorized by the President; keep a full and complete record of receipts and disbursements; keep a record of the proceedings and minutes of meetings of the Association and of the Executive Board; conduct correspondence pertaining to the office; serve as an ex-officio member of all committees; furnish information and perform such other duties as may be directed by the Association or by the Executive Board; and shall present a detailed report at each annual meeting of the Association. The Secretary may name a second signatory to the above-mentioned functions as appropriate.
- e) The business of the Association between meetings shall be conducted by the Executive Board either in meetings or by correspondence as the Board may from time to time find convenient. All questions coming before the Board shall be decided by a majority vote of its members recorded either in person or in writing lodged with the Secretary.
- f) If a member of the Executive Board cannot be present at a meeting of the Executive Board, a substitute may be appointed to serve as their representative.

Standing and Ad Hoc  
Committees:

- 8. a) The Executive Board shall establish standing committees on matters of ongoing relevance to the members of the Association.
- b) The standing committees shall seek to fulfil the objectives of the Association under their terms of reference and shall report to the Executive Board as requested and to the annual meeting.
- c) The Executive Board may also establish ad hoc committees as appropriate.

Meetings:

9. a) There shall be two meetings of the Association per year, chaired by the CAALL President. There will be an annual face-to-face meeting held each May. The location and hosting of this meeting will rotate among jurisdictions. The Executive Board is permitted to change the timing and location of the meeting in the event either is impracticable. The second meeting shall be held in the Fall via teleconference and organized by the CAALL Secretariat.
- b) A quorum for a meeting of the Association shall consist of a majority of the members.

Representation at Meetings:

10. a) Each member is entitled to have one or more delegates at meetings of the Association. A fee, as determined by the Executive Board, may be charged to each delegate. All delegates are entitled to participate in the discussions subject to any limitations imposed by the presiding officer.

Voting at Meetings:

- b) Each member is entitled to vote on questions coming before a meeting of the Association, which vote shall be cast by the Deputy Minister of each Department of Labour or their designated representative.

Attendance of non-members at Meetings:

- c) Attendance of non-members at meetings of the Association shall be at the discretion of the Executive Board.

Relations with similar Associations:

11. The Association shall maintain relations with other associations of a similar nature and may accept invitations to send delegates to the meetings of such other associations and may admit to its annual meeting delegates from such other associations.

Definition of Labour Legislation:

12. For the purposes of this Association "labour legislation" means any legislation that directly or indirectly deals with or affects the relationships between employers and employees or provides benefits or protection to workers, and includes labour statistics.

Amendment:

13. a) The Constitution may be amended at a meeting of the Association by a two-thirds vote of the members in attendance, provided that written notice of a proposal to amend the Constitution is filed by a member with the Secretary and circulated to all members at least one month prior to the meeting.
- b) The requirement to give notice may be waived with the unanimous consent of all members in attendance at a meeting.

Language:

14. a) The Association is bilingual.
- b) Simultaneous interpretation services will be made available for all meetings.
- c) The cost for the translation and interpretation services will be shared amongst CAALL member jurisdictions. The federal department will assume one-third of the costs and the other two-thirds will be shared amongst the other CAALL member jurisdictions in accordance with a formula based on the percentage of the population in each jurisdiction.