



**The Union of National Employees**

# **BYLAWS**

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## TABLE OF CONTENTS

<b>UNION OF NATIONAL EMPLOYEES ROLE AND FUNCTION .....</b>	<b>1</b>
NAME AND HEADQUARTERS.....	1
AIMS AND OBJECTIVES .....	1
<b>NATIONAL EXECUTIVE DUTIES AND RESPONSIBILITIES .....</b>	<b>2</b>
NATIONAL EXECUTIVE .....	2
DUTIES OF OFFICERS .....	5
ELECTION OF UNE OFFICERS.....	12
VACANCIES.....	13
<b>LOCALS .....</b>	<b>15</b>
FORM OF THE ORGANIZATION .....	15
<b>MEMBERSHIP, DUTIES AND RESPONSIBILITIES .....</b>	<b>19</b>
TYPES OF MEMBERSHIP .....	19
MEMBERSHIP RESPONSIBILITIES .....	20
MEMBERSHIP DUES .....	20
<b>MONEY AND FINANCES .....</b>	<b>21</b>
FINANCES.....	21
<b>CONVENTIONS AND COMMITTEES .....</b>	<b>23</b>
NATIONAL CONVENTIONS.....	23
<b>DISCIPLINE .....</b>	<b>26</b>
<b>GENERAL.....</b>	<b>27</b>



## **Bylaw 1**

# **Union of National Employees role and function**

## **Name and headquarters**

### **Bylaw 1 Sec 1**

This organization will be known as the Union of National Employees (UNE), Public Service Alliance of Canada (PSAC).

The UNE's headquarters are located in the National Capital Region.

## **Aims and objectives**

### **Bylaw 1 Sec 2**

The mission of the Union of National Employees (UNE), a progressive and democratic component of the Public Service Alliance of Canada (PSAC), is to ensure members, elected officials and staff:

- Work in solidarity to represent a diverse membership;
- Support and empower locals and members;
- Protect, promote and advance workers' rights and human rights.

### **Bylaw 1 Sec 3**

The UNE seeks to:

- unite our members into a single union that acts on their behalf, regardless of classification, position, vocation, location or nature of employment;
- subscribe unconditionally to the aims and objectives outlined in the PSAC Constitution, and fully support PSAC in furthering its constitutional responsibility to improve and protect wages and other terms of employment for our members; and
- obtain for our members, through democratic means, the best possible standards of wages, salaries and other conditions of employment, and to protect our members' interests, rights and privileges.

## Bylaw 2

# National executive duties and responsibilities

## National executive

### Bylaw 2 Sec 1

#### Composition

The national executive is composed of the national president, the national executive vice-president, the national vice-president for human rights, the national vice-president for occupational health and safety and eleven regional vice-presidents.

The regional vice-presidents will be from the following regions:

1. **Atlantic:** the provinces of Nova Scotia, New Brunswick, Prince Edward Island, and Newfoundland and Labrador.
2. **Quebec:** the province of Quebec, except Gatineau.
3. **Ontario:** the province of Ontario, except Ottawa.
4. **Gatineau (Treasury Board):** which would include all Locals that have most of their members in Gatineau.
5. **Ottawa (Treasury Board):** which would include all Locals that have most of their members in Ottawa.
6. **National Capital Region (Separate Employers):** all non Treasury Board employer locals in the NCR.
7. **Manitoba:** the province of Manitoba.
8. **Saskatchewan:** the province of Saskatchewan.
9. **Alberta, Northwest Territories and Nunavut:** the province of Alberta, the Northwest Territories and Nunavut, including Kootenay and Yoho National Parks.
10. **British Columbia and Yukon:** the province of British Columbia and Yukon Territory, except Kootenay and Yoho National Parks.
11. **Outside Canada:** all Global Affairs Canada locals and Passport Program locals in the NCR.

### Bylaw 2 Sec 2

#### Executive nominations

The national president, the national executive vice-president, the national vice-president for human rights, the national vice-president for occupational health and safety, the first and second alternate national executive vice-president and the assistant national vice-president for human rights are nominated and elected at each regular UNE National Convention by the voting delegates in attendance.

### Bylaw 2 Sec 3

#### VP nominations

Vice-presidents for each region are nominated from among their respective regional delegations. Vice-presidents are elected by the voting delegates from their region who are attending the National Convention.

#### **Bylaw 2 Sec 4**

##### **Assistant VPs**

With the exception of the National Capital Region (Separate Employers), Ontario and Atlantic region, each UNE region will elect two assistant regional vice-presidents, a first assistant regional vice-president and a second assistant regional vice-president. The National Capital Region (Separate Employers) and the Ontario region will elect a first assistant regional vice-president, a second assistant regional vice-president and a third assistant regional vice-president. The Atlantic region will elect one assistant regional vice-president for each of the following:

- Newfoundland and Labrador
- Nova Scotia,
- New Brunswick and PEI

The Atlantic assistant regional vice-presidents must be ranked (first, second, and third) and must work in their respective part of the region.

#### **Bylaw 2 Sec 5**

##### **Full-time staff**

Full-time staff are employed by the UNE through the national executive.

#### **Bylaw 2 Sec 6**

##### **Quorum**

A quorum of the national executive requires the national president or the national president's designate, and the majority of the national executive.

#### **Bylaw 2 Sec 7**

##### **Executive meetings**

The national executive will hold meetings at least three times a year at the call of the national president or at any other time if requested by five or more members of the national executive. Notice of executive meetings will be forwarded to all nationally and regionally elected officers and locals and posted to the website no later than ten working days prior to the start of the meeting. The executive meeting agenda will be posted to the website no later than five working days prior to the start of the meeting. Locals may send observers to executive meetings, at the expense of the Local. Approved minutes of the executive meetings are provided to all nationally and regionally elected officers and locals and posted to the website within 10 working days of their approval.

#### **Bylaw 2 Sec 8**

##### **Substitutions at meetings**

When the vice-presidents cannot attend meetings, they are replaced by assistant vice-presidents for the same region. If the assistant vice-presidents cannot attend, the vice-presidents are replaced by the human rights representative for the region if asked to do

so by the vice-president or, if the vice-president has not provided instructions, by the assistant vice president.

When the national vice-president for human rights cannot attend meetings, that officer is replaced by the assistant national vice-president for human rights. If the assistant national vice-president for human rights cannot attend, the national vice-president for human rights is replaced by a national equity representative if asked to do so by the national vice-president for human rights or, if the national vice-president for human rights has not provided instructions, by the assistant national vice-president for human rights.

#### **Bylaw 2 Sec 9**

#### **Substitutions at national executive meetings**

When regional vice-presidents cannot attend executive meetings, they are replaced by the assistant regional vice-president. If the assistant regional vice-presidents cannot attend, regional vice-presidents are replaced by the human rights representative for the region if asked to do so by the regional vice-president or, if the regional vice-president has not provided instructions, by the assistant regional vice-president.

In addition, the regional assistant vice-presidents can attend national executive meetings as observers at least once a year and at the expense of the UNE.

When the national vice-president for human rights cannot attend national executive meetings, that officer can be replaced by the assistant national vice-president for human rights. If the assistant national vice president for human rights cannot attend, the national vice-president for human rights is replaced by a National Equity representative if asked to do so by the national vice-president for human rights or, if the national vice-president for human rights has not provided instructions, by the assistant vice-president for human rights.

In addition, the assistant national vice-president for human rights attends meetings of the national executive as an observer once a year and at the expense of the UNE.

#### **Bylaw 2 Sec 10**

#### **National executive function**

The national executive of the UNE is the governing body of the UNE in periods between National Conventions.

#### **Bylaw 2 Sec 11**

The national executive has the power to make the policies necessary for the UNE to conduct business, provided the policies do not conflict with the provisions of our bylaws. New policies will be ratified by a UNE National Convention.

#### **Bylaw 2 Sec 12**

All actions by the national executive on behalf of the UNE are subject to review at UNE National Convention.



### **Bylaw 2 Sec 13**

The national executive is considered to be in business session throughout the National Convention and its members have all rights and privileges due National Convention delegates.

### **Bylaw 2 Sec 14**

The national executive may establish any committee necessary for the UNE to conduct its affairs. The national president is an *ex officio* member of any such committee.

### **Bylaw 2 Sec 15**

Notwithstanding Bylaw 8 Sec 5 of this bylaw, members of the national executive who are assigned to another component or permanently transferred out of their region will resign their position on the national executive within one month.

As well, when members of the national executive accept employment for a consecutive period of greater than six months with an employer other than one for which PSAC is the bargaining agent or for which the UNE has jurisdiction, they will resign from the national executive.

## **Duties of officers**

### **Bylaw 2 Sec 16**

#### **The national president:**

- a) is a full-time paid officer;
- b) lives in the National Capital Region;
- c) functions as the chief executive officer of the UNE and, as such, supervises the affairs of the UNE and signs all official documents;
- d) follows and implements the decisions taken by the national executive;
- e) represents the UNE on the National Board of Directors of the Public Service Alliance of Canada as required by the PSAC Constitution;
- f) calls and presides at all regular and special meetings of the national executive in accordance with Bylaw 2, Section 7;
- g) is an *ex-officio* member of all committees of the national executive;
- h) presides at all sessions of the UNE Triennial Convention or special conventions;
- i) interprets the bylaws of the UNE, subject to review by the national executive;
- j) establishes – in consultation with the national executive vice-president, the national vice-president for human rights and the vice-presidents for each region – all national executive committees;
- k) ensures that the national executive carries out the directives, policies, aims and aspirations of the union as established by the National Conventions of the Public Service Alliance of Canada and of the UNE;
- l) ensures that members of the national executive carry out their duties as described in these bylaws and gives them direction where necessary;
- m) ensures that the national executive is informed of all UNE affairs that affect the members they represent, and that such information is delivered to the national executive in a complete, relevant and timely manner;
- n) ensures that the national executive vice-president is informed of all matters relevant to UNE affairs;

- o) presides at all meetings of the UNE senior management team, which comprises the national president and excluded managerial staff. Such meetings will occur, at a minimum, once a month;
- p) ensures that the UNE senior management team carries out its day-to-day duties and that it implements decisions of the Triennial Conventions of both PSAC and the UNE;
- q) assesses and addresses—in consultation with the senior management team and the national executive vice-president—the staffing requirements of the UNE to ensure that the members are well served;
- r) abides by the UNE's budget, as established by the Triennial Convention, and does not enter into any contractual or discretionary spending over \$5,000 that has not been pre-approved by the national executive;
- s) reports in writing on their activities and those of the UNE senior management team at all meetings of the national executive and forwards a copy to the presidents of all UNE locals;
- t) reports in writing to the UNE Convention on the president's activities, and on the activities of the national executive and the UNE senior management team. The report should also include recommendations for continuing the aims and objectives of the UNE and the Public Service Alliance of Canada;
- u) is the chief spokesperson for the UNE in dealings with the media, the public, and with the national heads of departments and agencies that fall within the jurisdiction of the UNE;
- v) is accorded all the rights and privileges of and performs such other duties as are within the authority of presiding officers of deliberative bodies; and
- w) performs other duties assigned by the national executive.

#### **Bylaw 2 Sec 17**

#### **The national executive vice-president:**

- a) is a full-time paid officer;
- b) lives in the National Capital Region;
- c) follows and assists the national president in implementing the decisions taken by the national executive;
- d) performs the duties of the national president when the national president asks, when the national president is absent or if the national president resigns;
- e) attends all regular sessions of the national board of directors and represents the UNE at these sessions, if required;
- f) attends all meetings of the national executive;
- g) chairs the finance committee of the national executive and participates in other national executive committees, as required;
- h) participates in UNE joint union/management meetings and meetings of the UNE's senior management team, as required;
- i) reports, in writing, on the president's activities at all meetings of the national executive and at the UNE Triennial Convention. This report forms part of the minutes of these meetings and will be forwarded to all locals of the UNE;
- j) attends all sessions of the UNE and PSAC conventions;

- k) represents the UNE on PSAC committees and in other forums as requested by the national president or the national executive;
- l) assists—at the direction of the national president or the national executive—regional officers as they carry out their duties;
- m) pre-approves the leave and overtime requests of the national president; and
- n) performs other duties assigned by the national president or the national executive.

**Bylaw 2 Sec 18**

**The national vice-president for human rights:**

- a) is responsible for human rights and equity issues in the UNE;
- b) establishes and maintains contact with the human rights regional representatives;
- c) co-ordinates the efforts of the human rights committee;
- d) presides at all meetings of the human rights committee;
- e) attends all meetings of the national executive;
- f) participates in committee meetings of the national executive when required;
- g) presides at the UNE Human Rights Conference;
- h) represents the UNE on the PSAC Human Rights committee;
- i) submits a written report of that officer's activities at each meeting of the national executive. This report forms part of the minutes of national executive meetings and is forwarded to the members of the human rights committee and all locals of the UNE;
- j) files a report to the national executive on the vice-president for Human Rights' activities and recommendations four months prior to the UNE Triennial Convention. This report is forwarded to the national executive and to local presidents and convention delegates;
- k) recommends, on behalf of the committee, the expenditure of the human rights committee budget;
- l) provides advice to the UNE on human rights and equity issues;
- m) approves all official communications by human rights regional representatives;
- n) takes responsibility for human rights communication strategies;
- o) ensures that the assistant national vice-president for human rights is informed of all matters relevant to the human rights committee and the UNE; and
- p) performs other duties assigned by the national president or the national executive.
- q) In the event the national president and national executive vice-president are absent from a national executive meeting, the national vice-president for human rights will take on the responsibility of the chair;
- r) In the event the national president and the national executive vice-president leave the podium during a convention and/or conference, the national vice-president for human rights will assume the responsibility of chairing the conference and/or convention.

## **Bylaw 2 Sec 19**

### **The national vice-president for occupational health and safety will:**

- a) be responsible for the occupational health and safety objectives for the membership of UNE;
- b) be the point of contact for UNE members for National Policy Health and Safety committees;
- c) co-ordinate the efforts of the national executive standing committee on occupational health and safety;
- d) preside at all meetings of the national executive standing committee on occupational health and safety;
- e) attend all meetings of the national executive;
- f) participate in committee meetings of the national executive when required;
- g) co-chair with the National Executive Vice President of UNE at the UNE Health and Safety Conference, in each convention cycle;
- h) submit a written report of that officer's activities at each meeting of the national executive. This report forms part of the minutes of national executive meetings;
- i) file a report to the national executive on the vice-president's activities and recommendations four months prior to the UNE Triennial Convention. This report is forwarded to the national executive and to local presidents and convention delegates;
- j) provide advice to the UNE National Executive on occupational health and safety issues;
- k) approve all official communications by the national executive standing committee on occupational health and safety;
- l) take responsibility for occupational health and safety communication strategies;
- m) take on responsibility of the chair in the event the national president, national executive vice-president and national vice-president for human rights are absent from a national executive meeting
- n) assume the responsibility of chairing the conference and /or convention in the event the national president, the national executive vice-president and national vice-president for human rights leave the podium during a convention and/or conference
- o) perform other duties assigned by the national president or the national executive.

## **Bylaw 2 Sec 20**

### **The vice-president for each region:**

- a) follows the decisions taken by the national executive and the Triennial UNE and PSAC conventions;
- b) attends all meetings of the national executive and submits a written report of regional activities annually by April first. This report forms part of the minutes of the next national executive meetings and will be forwarded to all the locals in their respective regions;
- c) participates in the committees of the national executive as required;

- d) represents the UNE at meetings of the national board of directors, on PSAC committees or in other forums as required;
- e) files a report to the national executive on the vice-president's activities and recommendations four months prior to the UNE Triennial Convention. This report is forwarded to the national executive and to local presidents and convention delegates from the region;
- f) is responsible to the national president and national executive for the affairs of the region and performs regional duties required by the national executive;
- g) contacts locals within the region on a regular basis and is available to visit locals upon reasonable request;
- h) has authority to attend any local meeting and to examine the records and accounts of any local of the UNE within the region;
- i) participates in PSAC activities in the region and encourages locals within the region to do the same;
- j) provides guidance to locals in the region;
- k) coordinates and monitors the activities of the assistant vice-president for the region;
- l) works cooperatively with the assistant vice-president for the region, the human rights representative and the alternate human rights representative and meets with them at least once per quarter;
- m) encourages membership participation in PSAC and other union-sponsored education;
- n) organizes and coordinates regional seminars within the region in accordance with the budgetary policies set at convention. (In lieu of regional seminars, the vice-president for the region of countries outside Canada will visit twice per term an overseas location where members can assemble for membership services and educational courses); and
- o) performs other duties as assigned by the national president or the national executive.

#### **Bylaw 2 Sec 21**

#### **The assistant vice-president for each region:**

- a) seeks direction from, and reports to, the vice-president for the region;
- b) performs the duties of the vice-president of the region as requested by the vice-president or if the vice-president is absent or resigns;
- c) follows the decisions taken by the national executive and the Triennial UNE and PSAC conventions;
- d) attends one meeting per year of the national executive and submits a written report of the assistant vice-president's regional activities annually by April first. This report forms part of the minutes of the next national executive meetings and will be forwarded to all locals in the assistant vice-president's region;
- e) attends additional meetings of the national executive in the absence of the vice-president for the region;
- f) participates in the committees of the national executive if requested to do so by the regional vice-president and if required by the committee in question;

- g) files a report to the national executive on the assistant vice-president's activities and recommendations four months prior to the UNE Triennial Convention. This report will be forwarded to the national executive and to the local presidents and convention delegates from the jurisdiction in question;
- h) is responsible to the vice-president of the region for the assistant vice-president's activities within that region and performs regional duties assigned by the vice-president for the region or by the national executive;
- i) at the request of the vice-president for the region, the national president or the national executive, contacts the locals within the region on a regular basis and is available to visit locals upon reasonable request;
- j) at the request of the vice-president for the region, the national president or the national executive, has authority to attend any local meeting and examine the records and accounts of any local of the UNE within the region;
- k) works cooperatively with the vice-president of the region and the human rights representative and the alternate human rights representative in the region;
- l) participates in PSAC activities in the region and encourages the locals to do the same;
- m) provides guidance to the locals in the region;
- n) encourages membership participation in PSAC and other union-sponsored education; and
- o) performs duties assigned by the vice-president for the region or the national president or the national executive.

#### **Bylaw 2 Sec 22**

##### **The assistant national vice-president for human rights:**

- a) replaces the national vice-president for human rights if that person cannot attend meetings of the national executive, the UNE human rights committee;
- b) works with the national vice-president for human rights in the fulfillment of duties of the position;
- c) attends one meeting a year of the national executive as an observer;
- d) fulfils other duties at the request of, and in discussion with, the national vice-president for human rights; and
- e) submits a written report of that officer's activities once per year. This report forms part of the minutes of the next national executive meetings and will be forwarded to the members of the human rights committee and all locals of the UNE.

#### **Bylaw 2 Sec 23**

##### **The human rights committee comprises:**

- a) the national vice-president human rights;
- b) the assistant national vice-president human rights;
- c) the regional human rights representatives;
- d) one national representative from each of the four equity groups - Racialized members, Indigenous members, members with disabilities and 2SLGBTQ+; and
- e) one national representative for woman.

The representatives referred to in d) and e) are elected at the Human Rights Conference by their respective caucuses.

#### **Bylaw 2 Sec 24**

##### **Human rights regional representatives:**

- a) establish and maintain contact with a human rights representative in each local in their region;
- b) share human rights and equity information among the national executive, the national human rights committee and with locals in their respective regions;
- c) develop and foster working relationships with the first and second alternate human rights regional representatives in their region, including keeping them advised of all the activities of the human rights committee and integrating them into regional planning;
- d) submit annual written reports to the national vice-president for human rights at a human rights committee meeting and forward these reports to the vice-president and assistant vice-president for their region and the region's locals;
- e) report proposed activities to the national vice-president for human rights and keep the regional vice-president informed of their human rights and equity work;
- f) promote human rights and equity issues in their region by attending regional seminars;
- g) actively participate and promote UNE and PSAC campaigns involving human rights and equity issues;
- h) attend one meeting of the national executive per year as observers;
- i) actively participate in the PSAC Regional Human Rights/Equity Committee meetings; and
- j) replace the national vice-president for human rights, if the assistant vice-president for human rights is unavailable, at the UNE National Executive meeting if asked to do so by the national vice-president for human rights.
- k) replace the Regional Vice-President, if an assistant regional vice-president is unavailable, in accordance with this bylaw.

#### **Bylaw 2 Sec 25**

##### **Equity representatives:**

- a) are full voting members of the human rights committee;
- b) share equity information and issues with the national human rights committee and the UNE executive;
- c) participate in and promote UNE and PSAC campaigns involving equity issues;
- d) verbally report activities to the national vice-president for human rights and the human rights committee;
- e) submit annually written reports to the human rights committee meeting and to the national vice-president for human rights;
- f) promote human rights and equity issues by attending PSAC Equity Conferences;
- g) promote equity issues at regional seminars;
- h) maintain and establish contact and connections with their equity communities;
- i) attend one meeting of the national executive per year as observers;
- j) recommend candidates for consideration of the human rights awards;

- k) actively participate in the PSAC Regional Human Rights/Equity Committee meetings; and
- l) replace the national vice-president for human rights, if the assistant vice-president for human rights is unavailable, at the UNE national executive meeting if asked to do so by the national vice-president for human rights.

**Bylaw 2 Sec 26**

**Officers and employees**

All officers and employees of the UNE will deal promptly and appropriately with matters submitted to them by the membership or by national officers.

**Bylaw 2 Sec 27**

**Officer turnover**

When they vacate their positions, all officers of the UNE will deliver to their successors all documents, money and other UNE property.

**Election of UNE officers**

**Bylaw 2 Sec 28**

**Tenure**

No member may be elected to the same UNE, national or regional officer position for more than two consecutive terms.

**Bylaw 2 Sec 29**

**Taking office**

All officers of the UNE will take office at the end of the meeting or National Convention at which they are elected.

The oath of office will be administered to all officers immediately before taking office.

In the event that any member-elect is not able to take the oath at the meeting or National Convention, the elected member will not be, or act as, an officer until the member takes the oath, regardless of having served previously as an officer of the UNE.

The UNE oath of office reads as follows:

“I,....., having been elected an officer of the UNE, Public Service Alliance of Canada, solemnly declare that for my term of office I will fulfil the duties of such office to the best of my ability, will maintain and uphold the dignity of the union, will always keep confidential all matters concerning the affairs of the Union that are brought to my attention, and will promptly deliver to the UNE all monies, records, and other property of the union in my possession at the close of my term in office.”

The oath of office will be printed and signed by each elected official and kept on a master file at UNE headquarters.



### **Bylaw 2 Sec 30**

#### **Election campaigns**

Candidates running for elections to the national executive are governed by Policy FIN 9, *National executive election-campaign expenses*. Any violation of this policy may result in discipline.

### **Bylaw 2 Sec 31**

#### **Order of elections**

The election of the national president, national executive vice-president, national vice-president for human rights, assistant vice-president for human rights, vice-presidents for each region and the assistant vice-presidents for each region will proceed in the following order:

1. the nomination and election for the national president;
2. the nomination and election for the national executive vice-president;
3. the nomination and election for the national vice-president for human rights;
4. the nomination and election for the national vice-president for occupational health and safety;
5. the nomination and election for the first and second alternate national executive vice-president;
6. the nomination and election for the assistant national vice-president for human rights; and
7. the vice-president, assistant vice-president, human rights representative and the first and second human rights alternates for the region are nominated and then elected in caucus by delegates from the geographical regions they are to represent. Elections will be held during the National Convention and the election results will be announced to the convention for ratification.

## **Vacancies**

### **Bylaw 2 Sec 32**

In the event of a vacancy in the position of national president, the national executive vice-president assumes the president's duties for the remainder of the term.

### **Bylaw 2 Sec 33**

If the national executive vice-president position becomes vacant, the delegates who attended the previous National Triennial Convention of the UNE, and who remain in good standing with the UNE, elect the new national executive vice-president in accordance with the provisions of Bylaw 8, Section 4.

### **Bylaw 2 Sec 34**

If the national vice-president for human rights or regional vice-president position becomes vacant, the assistant for the position will assume the office for the term.

### **Bylaw 2 Sec 35**

If, not less than six months prior to the next National Triennial Convention, no assistant is available, the delegates for that region who attended the previous National Triennial Convention and who remain a UNE member in good standing will elect, in accordance

with Bylaw 8, Section 4, a candidate to assume the duties of the vice-president for that region. The assistant vice-president for that region will be elected in the same manner.

**Bylaw 2 Sec 36**

**Eligibility**

Members of the national executive will not hold local office.

**Bylaw 2 Sec 37**

No one may hold more than one of the following offices at one time:

- a) National Executive
- b) Assistant Regional Vice-President
- c) Human Rights Committee.

## **Bylaw 3**

### **Locals**

#### **Form of the organization**

##### **Bylaw 3 Sec 1**

#### **Locals**

The UNE is composed of groups of members that we refer to as locals.

Locals will be composed of all members of the UNE:

- a) in a department
- b) within geographic area; or
- c) on any other basis as authorized by the National Executive.

##### **Bylaw 3 Sec 2**

#### **Criteria by which locals may be formed**

In establishing locals, the national executive will ensure that they are:

- a) viable; and
- b) in best interests of the UNE membership.

Normally a local will have at least 20 members, although the national executive may approve the establishment of locals with fewer members.

##### **Bylaw 3 Sec 3**

#### **Role of the Regional Vice-President**

Regional Vice-Presidents will conduct the consultations that are sufficient to advise the national executive regarding any proposed change in the local structure in their region

##### **Bylaw 3 Sec 4**

#### **Locals' officers**

Each local will elect at least three executive officers—a president, a vice-president, and a secretary-treasurer. Each local will also elect a health and safety representative. If there are only three executive officers, one will serve as a health and safety representative.

A local may divide the secretary-treasurer's responsibilities among two or more executive offices. The Local may also establish additional executive positions such as chief steward and human rights representative.

##### **Bylaw 3 Sec 5**

#### **Local officers**

Election of local officers takes place at annual general meetings or as otherwise permitted by their bylaws

**Bylaw 3 Sec 6**  
**Taking office**

All officers of Union of National Employees locals will take office at the end of the meeting at which they are elected.

The oath of office will be administered to all officers immediately before taking office.

In the event that any member-elect is not able to take the oath at the local meeting, the elected member will not be, or act as, an officer until the member takes the oath, regardless of having served previously on the local.

The Union of National Employees local oath of office will read as follows:

“I, ..... having been elected an officer of Local ..... of the Union of National Employees, Public Service Alliance of Canada, solemnly declare that for my term of office I will fulfil the duties of such office to the best of my ability, will maintain and uphold the dignity of the union, will always keep confidential all matters concerning the affairs of the union that are brought to my attention, and will promptly deliver to the local or UNE all monies, records, and other property of the union in my possession at the close of my term in office.”

The oath of office will be printed and signed by each elected official and kept on a master file at Union of National Employees headquarters.

**Bylaw 3 Sec 7**  
**Jurisdiction of locals**

Each local has the authority to manage issues particular to its local, as well as issues that affect the interests of its own members, so long as the local’s work does not contravene the PSAC’s constitution, or the UNE’s bylaws or policies.

**Bylaw 3 Sec 8**  
**Acquiring facilities**

Subject to Bylaw 5, Section 10, locals may acquire space and facilities to conduct their businesses. All costs for these facilities are borne by the local.

**Bylaw 3 Sec 9**  
**Adopting and amending bylaws**

Locals will adopt bylaws to conduct their business. A local may amend its bylaws by a two-thirds majority vote of its membership at a local membership meeting, provided 30 days notice has been provided to the membership.

All bylaws will be approved by the national president prior to coming into effect.

**Bylaw 3 Sec 10**  
**Minimum standards for local bylaws**

Local bylaws will respect, as a minimum, the UNE Standard Local Bylaws established by the national executive. Locals may adopt changes to these bylaws to accommodate

particular circumstances, but the changes will enhance the standards set out in the Standard Local Bylaws and will not conflict with the UNE bylaws or the PSAC Constitution.

#### **Bylaw 3 Sec 11**

##### **Conflicting bylaws**

Bylaws of locals will be revised when changes to the PSAC Constitution or Union of National Employees bylaws create conflict.

#### **Bylaw 3 Sec 12**

##### **Reporting requirements**

Each year, locals will submit to the UNE national office their local's reviewed or audited financial statements and any other information required.

#### **Bylaw 3 Sec 13**

##### **Local executive meetings**

Each local's executive officers will hold at least six scheduled executive meetings annually. These meetings ensure that the local conducts its business properly.

#### **Bylaw 3 Sec 14**

##### **Locals' annual general meetings**

Each local will hold a regular annual general meeting to receive and have available for adoption annual reports from its officers, financial statements, local budgets (where applicable) and the minutes of the previous annual general meeting for consideration of business, as required by the local's bylaws.

#### **Bylaw 3 Sec 15**

##### **Inactive locals**

A local will be deemed to be inactive when

- a) the local has ceased to function;
- b) the local has failed to carry out its responsibilities;
- c) the local fails to meet the requirements set out in Bylaw 3, Section 5; Bylaw 3, Section 12; and Bylaw 5, Section 9; or
- d) no officers have been elected to the local, as per Bylaw 3, Section 4.

#### **Bylaw 3 Sec 16**

##### **Trusteeship**

Where the national executive determines that a local is inactive, as defined by the previous section, it may place that local in trusteeship. The national executive will appoint a trustee to manage the affairs of the local and to reactivate the local as soon as possible.

A Local placed in trusteeship will return immediately all documents, property and funds to the trustee. These assets will be either placed into trust by the national executive until the local is reinstated or placed in the UNE's general revenue account.

**Bylaw 3 Sec 17**

**Resolving jurisdictional disputes**

Jurisdictional disputes between locals, and which concern members, will be referred to the national executive, whose decision is binding.

## Bylaw 4

# Membership, duties and responsibilities

### Types of membership

#### Bylaw 4 Sec 1

#### **Regular membership**

All employees over whom the UNE has jurisdiction are eligible for membership in a local of the UNE.

#### Bylaw 4 Sec 2

#### **Associate membership (employees)**

Any employee of the UNE or of a local who is not also a dues-paying member may be granted associate membership in the UNE. Decisions for such memberships are made by the national executive.

#### Bylaw 4 Sec 3

#### **Associate membership (former members)**

Locals may decide to include in their bylaws a provision to retain former members as associate members. Locals may do this once members are no longer entitled to regular membership because they have:

- a) retired;
- b) been laid off;
- c) been excluded from regular membership due to a temporary assignment that is a confidential exclusion.

#### Bylaw 4 Sec 4

#### **Associate membership (general)**

Associate members are not eligible for elected office, cannot vote and do not have a voice in the affairs of a local, the UNE or the PSAC. However, associate members have all other rights and privileges of membership.

#### Bylaw 4 Sec 5

#### **Honorary membership (former members)**

Locals can apply to the national president to grant honorary membership to former members for outstanding service. Decisions for such memberships are made by the national executive.

#### Bylaw 4 Sec 6

#### **Honorary membership (non-members)**

Any person who is deemed to merit this honour, and who is not eligible for regular membership, can be nominated for honorary membership in the Union of National Employees. Decisions for such memberships are made by the national executive.

#### **Bylaw 4 Sec 7**

### **Honorary membership (general)**

Honorary members are not entitled to vote at meetings or to hold elected office, but have all other rights and privileges of membership.

#### **Bylaw 4 Sec 8**

### **Life membership (UNE)**

Member who has devoted extraordinary time and energy to the affairs of the UNE, and who have given of themselves personally to our affairs, may be awarded a life membership. Decisions for such memberships are made by the national executive.

#### **Bylaw 4 Sec 9**

### **Dues exemptions**

Members are required to pay dues according to Sections 12 through 14 of this bylaw except for memberships provided by Sections 2, 3, 4, 5, 6, 7 and 8 of this bylaw.

## **Membership responsibilities**

#### **Bylaw 4 Sec 10**

### **Your responsibilities**

When you become a member of the Union of National Employees, you are expected to abide by the provisions of the UNE and local bylaws and the PSAC Constitution.

#### **Bylaw 4 Sec 11**

### **We act as your agents**

For the duration of your membership, it is understood that you have appointed the UNE and PSAC as your agents in negotiations with your employer.

## **Membership dues**

#### **Bylaw 4 Sec 12**

### **UNE dues**

The UNE National Convention establishes the dues paid to the Union of National Employees by each of its members.

#### **Bylaw 4 Sec 13**

### **PSAC dues**

Members of the Union of National Employees are also required to pay the dues established by the PSAC Convention.

#### **Bylaw 4 Sec 14**

### **Local dues**

Locals may establish dues by a majority vote at a meeting of the Local. Such dues are paid to the local, provided that the local conforms with all rules in Bylaw 5 and Policy FIN 1. A local may amend its dues not more than once a year.



## Bylaw 5

# Money and finances

### Finances

#### Bylaw 5 Sec 1

##### **UNE audits**

The financial records of the UNE are audited once a year by a firm of chartered or certified accountants approved by the national executive. When the audit is complete, the UNE immediately forwards one copy of the financial statement to each local and two copies to the Public Service Alliance of Canada.

#### Bylaw 5 Sec 2

##### **UNE signing officers**

The signing officers of the UNE are the national president or, in that person's absence, the national executive vice-president, or the national vice-president for human rights and any of the vice-presidents representing regions within National Capital Region.

In case of emergency, the national executive has the authority to designate one or more of its members as signing officers of the UNE.

#### Bylaw 5 Sec 3

##### **Terms of employment**

- a) The terms and conditions of employment for non-unionized staff at the UNE conform to the classification standards of PSAC. Salary levels will be comparable with salaries negotiated with unionized staff.
- b) Non-unionized staff enjoy the same benefits as those accorded to unionized staff.

#### Bylaw 5 Sec 4

##### **UNE's and locals' fiscal year**

The UNE's fiscal year is from January 1 to December 31. The same applies to all locals.

#### Bylaw 5 Sec 5

##### **Submitting budgets**

The national executive will submit for approval to each UNE National Convention a year-to-year budget for the ensuing three-year period.

#### Bylaw 5 Sec 6

##### **Retention of financial records**

The UNE and its locals should retain all financial records for the legal period prescribed by the *Income Tax Act* as interpreted by the Minister responsible for the Canada Revenue Agency of National Revenue.

#### **Bylaw 5 Sec 7**

##### **Local signing officers**

Locals will approve at least three and no more than five signing officers, two of whom will sign all cheques. No disbursements may be made that are not in accordance with the local's bylaws.

#### **Bylaw 5 Sec 8**

##### **Submission of financial statements**

The treasurer of a local will submit a financial statement to all regular meetings of the local.

#### **Bylaw 5 Sec 9**

The treasurer will also submit to the UNE, before April 1 of each year, annual financial statements independently reviewed in accordance with Policy FIN 1, *Local finances*. These financial statements cover the previous year ending December 31. The UNE will not remit the refundable portion of dues until its financial statement has been received and approved.

#### **Bylaw 5 Sec 10**

##### **Local contracting**

No local may enter into any extraordinary financial agreement beyond its day-to-day business operations without prior approval of the National President or National Executive Vice-President. If the Local is not satisfied with the decision, it can refer the matter to the National Executive.

#### **Bylaw 5 Sec 11**

##### **Local financial accounting**

All financial records of the UNE and its subordinate bodies will be maintained in the following manner: in the case of the national office, by an approved manner as advised by the auditors; and, in the case of each local, by the national executive.

## Bylaw 6

# Conventions and Committees

### National Conventions

#### Bylaw 6 Sec 1

#### **Triennial National Convention**

The supreme governing body of the UNE, consistent with its area of jurisdiction as provided by the PSAC Constitution, is the Triennial National Convention.

The convention will deal with all resolutions and matters brought before it by:

- Local meetings; or
- The national executive; or
- Any member in good standing who has obtained the signature of five other members in good standing of the UNE.

#### Bylaw 6 Sec 2

#### **Bylaw amendment**

The union's bylaws may be amended by a two-thirds majority at convention.

#### Bylaw 6 Sec 3

#### **National Convention**

The convention of the UNE comprises accredited delegates from locals, national executive officers and their assistants, representatives of the human rights committee of the UNE, the 16 equity-group delegates, and four delegates from the women's caucus elected at the UNE Human Rights Conference and two youth delegates elected by each region.

#### Bylaw 6 Sec 4

#### **Resolution deadline**

The deadline for submitting resolutions for discussion at the convention will be four months prior to the opening date of the convention.

#### Bylaw 6 Sec 5

#### **National Convention date**

The UNE convention is held in Canada at a date consistent with the PSAC Constitution.

#### Bylaw 6 Sec 6

#### **National Convention venue**

The place and date of each Convention shall be decided by the National Executive.

#### Bylaw 6 Sec 7

#### **Convention committees**

At least three months prior to the UNE Triennial Convention, the National President, in consultation with the National Executive, will appoint from amongst accredited

delegates the committees necessary for the convention's business. At least two months prior to the UNE Triennial Convention, delegates will be advised of committee assignments and supplied with the committee's agenda and resolutions.

#### **Bylaw 6 Sec 8**

##### **Local attendance**

All locals have the right to send observers to National Conventions at local expense. Observers do not have the right to vote or to participate in debate at National Conventions.

#### **Bylaw 6 Sec 9**

##### **Special National Conventions**

A special National Convention is held when two-thirds of the national executive votes for such a convention or when 51 percent of locals request it. A special National Conventions occurs at a time and place decided by the national executive.

Special National Conventions are composed of delegates elected by locals in accordance with the numerical table specified in Section 11 of this bylaw.

Special National Conventions deal only with the matters for which they are called unless the convention agrees by a two-thirds majority vote of assembled delegates to consider other urgent matters. Dealing with such issues will fall within the time limit set for the convention.

#### **Bylaw 6 Sec 10**

##### **Election of delegates**

At least four months prior to the opening date of the UNE National Convention, each local that has met the requirements of Bylaw 3, Sections 4 and 11; Bylaw 3, Section 5; and Bylaw 5, Section 9 will elect from among members at a general meeting an accredited delegate to the convention. The number of delegates per local is based on the number of members in good standing in the local six months prior to the opening date of the convention:

- a) four to 100 members = two delegates;
- b) one accredited delegate for each 100 members or portion thereof to a maximum of five delegates for any given local.

#### **Bylaw 6 Sec 11**

##### **Alternates**

Each local will elect alternates to attend National Convention in place of any accredited delegates who cannot attend.

#### **Bylaw 6 Sec 12**

##### **Accreditation**

Immediately after locals elect delegates to National Convention, they will submit the delegates' names to the UNE on a UNE credential form. The form will include an extract from the local minutes that shows the actual motion of election of delegates.

### **Bylaw 6 Sec 13**

#### **Equity-seeking delegates**

Four equity-seeking groups—Racialized members; Indigenous members; members with disabilities; and 2SLGBTQ+—will, at the Human Rights Conference preceding each Triennial Convention, each elect four delegates (for a total of 16 delegates) and their respective alternates to attend the next Triennial Convention.

These delegates and their alternates will be elected by the members of the same equity-seeking group that holds delegate status at the Human Rights Conference. The delegates and alternates will be inclusive of gender diversity. A candidate is not required to attend the conference to run for a delegate or alternate position.

If four members of an equity-seeking group are not elected at the Human Rights Conference, the human rights committee, in consultation with equity-group members present at the conference will appoint the delegates and alternates from that group.

### **Bylaw 6 Sec 14**

#### **Supplementary resolutions**

Supplementary resolutions to a National Convention will be submitted to the UNE 48 hours prior to the opening date of the convention. Such resolutions will be the last order of business.

### **Bylaw 6 Sec 15**

#### **Remuneration**

Remuneration of the elected officers and delegates to any national convention of the UNE, including expenses, will be paid by the UNE as detailed in Policy FIN 5, *Payable allowances*.

### **Bylaw 6 Sec 16**

#### **PSAC Convention delegates**

Delegates to the Public Service Alliance of Canada Convention are elected in accordance with the requirements of the PSAC Constitution.

Members of the national executive (as defined in Bylaw 2, Section 1) are automatic delegates to the PSAC Triennial Convention. The remaining delegates are to be elected on a proportional basis of the membership population by region.

## **Bylaw 7 Discipline**

### **Bylaw 7 Sec 1**

#### **Discipline by national executive**

The national executive has the authority to discipline—including remove from office—any UNE officer who contravenes any provision of these bylaws or the PSAC Constitution.

Any written complaints forwarded to the national executive within 90 calendar days of an alleged offence or within 90 calendar days of someone becoming aware of an alleged offence, may be investigated. The process followed in investigations is governed by the provisions of UNE Policies and the PSAC Constitution and Regulations.

The national president or the national executive may waive the 90 calendar-day timeframe.

### **Bylaw 7 Sec 2**

#### **Discipline by locals**

All locals of the UNE may remove from office any officer for contravening a provision of the local's bylaws, the UNE's bylaws, or the PSAC Constitution. The provisions to be followed are governed by Regulation 19 of the PSAC Constitution.

### **Bylaw 7 Sec 3**

#### **Actions that can lead to penalties**

An officer or member commits an offence by:

- a) violating any provision of the local bylaws or the UNE bylaws or policies;
- b) using the name of a local, region, or the Union of National Employees in an inappropriate manner or without the consent of the local, Regional Vice-President or national executive, whichever applies;
- c) giving a complete or partial list or any information on the membership of the UNE or of any local to anyone other than those whose official position entitles them to have such a list;
- d) any other conduct prejudicial to the good order and welfare of the UNE.

## **Bylaw 8 General**

### **Bylaw 8 Sec 1 Interpretation**

In these Bylaws, “**UNE**” means the Union of National Employees.

### **Bylaw 8 Sec 2 Language**

All documents relating to any UNE proceedings will be presented in both official languages.

Simultaneous interpretation will be provided at all UNE proceedings when requested.

### **Bylaw 8 Sec 3 Voting**

Proxy voting is not permitted. Unless otherwise stated by these bylaws, all decisions that require votes will be carried by simple majorities. All elections are by secret ballot.

### **Bylaw 8 Sec 4 Rules of order**

Unless otherwise stated by these bylaws, PSAC’s Rules of Order will apply except at UNE conventions.

### **Bylaw 8 Sec 5 Requirement for all UNE officers**

Only members in good standing may be nominated for UNE office.