

**BY-LAWS - LOCAL 30116**  
**ELK ISLAND NATIONAL PARK**

(January 2, 2018)

**Local Bylaw 1: Name**

This organization shall be known as Local 30116 Elk Island National Park of the Union of National Employees, Public Service Alliance of Canada (PSAC).

**Local Bylaw 2: Aims and objectives**

*Local Bylaw 2 Section 1*

It shall be the objective of this Local to protect, maintain and advance the interests of the employees of Elk Island National Park coming under its jurisdiction.

*Local Bylaw 2 Section 2*

This Local shall unconditionally subscribe to and accept as its governing documents the Constitution of the PSAC and the By-Laws of the Union of National Employees.

*Local Bylaw 2 Section 3*

This Local shall support fully the PSAC in the furthering of its constitutional responsibility for the improvement and protection of wages, salaries and other terms of employment members of the Public Service Alliance of Canada.

**Local Bylaw 3: Membership**

Those eligible for membership in the Local shall be employees of the Parks Canada Agency (Elk Island National Park) who are eligible for membership in the Union of National Employees of the PSAC. The jurisdiction of the Local may be as determined from time to time by the Union of National Employees. In situations where disputes arise regarding jurisdiction, the National Executive will be called upon to render a decision.

**Local Bylaw 4: Membership dues**

*Local Bylaw 4 Section 1*

The amount of dues payable to PSAC and the Union of National Employees will be in accordance with the provisions of the PSAC Constitution and the bylaws of the Union of National Employees, as determined by each group's respective conventions.

*Local Bylaw 4 Section 2*

In addition, local dues will be set as a flat rate of salary per member, per month. The local will inform the Union of National Employees of any changes to its dues, with supporting minutes as evidence. (Members may obtain information regarding their local dues on the Union of National Employees website.)

The rebate of a set amount per month per member shall be used for administering the

Local, purchases of cards and/or gifts in cases of retirement, departure, sickness or bereavement and contributions to social functions involving the Local.

*Local Bylaw 4 Section 3*

The local may amend its membership dues by a majority vote of its members present and voting at an annual, regular or special meeting, provided that the local has posted notice of this motion at least 30 days before the meeting date.

**Local Bylaw 5: Local executive**

*Local Bylaw 5 Section 1*

The term of office for the local executive will be one (1) year.

*Local Bylaw 5 Section 2*

The executive officers of this local will consist of, but not be limited to, those listed in Union of National Employees Bylaw 3, Section 4. President; Vice-President; Secretary/Treasurer; Chief Shop Steward; Human Rights Representative and a Health and Safety Representative. The positions of Secretary and Treasurer may be combined if there are too few candidates to fill both positions separately. In addition, should the position of Health and Safety Representative remain unfilled at the time of the Local elections, then the duties of this position shall be assumed by another member of the Local Executive.

*Local Bylaw 5 Section 3*

Vacancies on the local executive that last for less than six months will be filled on an interim basis by the local executive's remaining members. Vacancies that will last for more than six months will be filled by election at a special or general meeting of the local. This meeting can be held no later than 45 days from the date at which the local executive became aware of the vacancy.

*Local Bylaw 5 Section 4*

For the role of the position of local president, see UNE Policy LOC 8.

*Local Bylaw 5 Section 5*

For the role of the position of local vice-president, see UNE Policy LOC 8.

*Local Bylaw 5 Section 6*

For the role of the position of local secretary/treasurer, see UNE Policy LOC 8.

*Local Bylaw 5 Section 7*

For the role of the position of chief shop steward, see UNE Policy LOC 8.

*Local Bylaw 5 Section 8*

For the role of the human rights representative, see UNE Policy LOC 8.

*Local Bylaw 5 Section 9*

For the role of the health and safety representative, see UNE Policy LOC 8.

## **Local Bylaw 6: Finances**

### *Local Bylaw 6 Section 1*

No officer or officers of this Local shall enter into any financial contractual understanding or agreement without the prior approval of the National Executive, or incur any expenses on behalf of the Local in excess of two hundred dollars (\$200.00), without the prior approval of a majority of members present at a regular or special meeting.

### *Local Bylaw 6 Section 2*

A year-end Financial Statement shall be prepared annually by the Treasurer, audited, and presented for review and vote at a General Membership Meeting to be held May or June.

### *Local Bylaw 6 Section 3*

Only three members of the Executive shall have signing authority for making withdrawals from the Local's account. One of these Executive members shall be the Treasurer. Each cheque must have two signatures in order to be valid. Such arrangements must be made through a local bank or credit union soon after an election of new officers. In accordance with By-Law 11, Section 13 of the By-Laws of the Union of National Employees, the Treasurer shall submit the audited and approved statement of finances and associated documents to the Union of National Employees before April 1st of each year. The Union of National Employees shall not remit the refundable portion of dues of the Local until such statement is received.

## **Local Bylaw 7: Meetings**

### *Local Bylaw 7 Section 1*

The local's elected officers will hold at least six regularly scheduled executive meetings each year. These meetings will be held to ensure the local properly conducts its business on matters such as collective bargaining, labour-management relations, human rights and health and safety promotion, and consideration and maintenance of membership lists.

### *Local Bylaw 7 Section 2*

The local's membership meetings will be held 3 times a year.

### *Local Bylaw 7 Section 3*

Following a 30-day notice of meeting, the quorum for a general membership meeting will be at least 5 members in good standing.

### *Local Bylaw 7 Section 4*

The local's president, and one more of its executive officers or a petition of at least 3 of members in good standing may call a special meeting of the local. Reasonable notice of this meeting will be provided

### *Local Bylaw 7 Section 5*

An annual membership meeting will be held in accordance with the Union of National Employees bylaws for the purpose of receiving annual reports, electing officers and considering other business.

*Local Bylaw 7 Section 6*

Elections shall be by secret ballot and shall proceed in the order of President, Vice-President, Secretary, Treasurer, Chief Shop Steward, Human Rights Representative and Health and Safety Representative. (Secretary and Treasurer may be combined).

**Local Bylaw 8: Amending local bylaws**

*Local Bylaw 8 Section 1*

A local's bylaws may be amended by a two-thirds majority vote of the members present at a membership meeting, provided 30 days' notice of the meeting has been issued and posted.

*Local Bylaw 8 Section 2*

All amendments and corresponding annual general meeting minutes must be forwarded to the Manager of Administration, Union of National Employees.

**For further information related to local issues, please see:**

Bylaw 3, Sections 4,8,14 and 15—*Election of Officers*

Bylaw 4, Sections 14 – Local dues

Bylaw 5—*Money and finances*

Policy FIN 2—*Financial assistance for locals/members*

Policy LOC 8 – *Duties of Local Officers*