

BY-LAWS-LOCAL 70160

INDUSTRY, SCIENCE AND ECONOMIC DEVELOPEMENT (IC) – CANADIAN INTELLECTUAL PROPERTY OFFICE (CIPO) & COMPETITION BUREAU (CB)

Local Bylaw 1: Name

This organization is known as Local 70160 of the Union of National Employees (UNE), Public Service Alliance of Canada (PSAC).

Local Bylaw 2: Aims and objectives

Bylaw 2 Section 1

This local will protect, maintain and advance the interests of the employees of Industry Canada, Canadian Intellectual Property Office & Competition Bureau under its jurisdiction.

Local Bylaw 2 Section 2

This local unconditionally subscribes to, and accepts as its governing documents, the Constitution of PSAC and the bylaws of the UNE.

Local Bylaw 2 Section 3

This local fully supports PSAC in its efforts to improve and protect the wages, salaries and other terms and conditions of employment of all PSAC members.

Local Bylaw 2 Section 4

Cooperate with the various committees established, whether they be PSAC or UNE. This local shall do everything possible to ensure the health and safety of the employees falling within the jurisdiction of the Department of IC – CIPO & CB.

Local Bylaw 2 Section 5

Assist in any and all programs set out by the PSAC and the UNE. Promote progressive policies in Labour Management Consultation Committee (LMCC) for the benefit of the membership.

Local Bylaw 3: Membership

Local Bylaw 3 Section 1

People eligible for membership will be employees of Industry Canada – CIPO & CB in the jurisdiction of the local, and are also members of the UNE of PSAC. The jurisdiction of this local may be as assigned from time to time by the UNE. 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 UNE 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 UNE of any changes to its dues, with supporting minutes as evidence. (Members may obtain information regarding their local dues on the UNE website.)

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 *TWO YEARS*.

Local Bylaw 5 Section 2

The executive officers of this local will consist of, but not be limited to, those listed in the UNE Bylaw 3, Section 4. *President, Vice-President, Secretary, Treasurer, Chief Shop Steward and Health and Safety Representative.*

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 local health and safety representative, see UNE Policy LOC 8.

Local Bylaw 6: Finances

Local Bylaw 6 Section 1

No officers of this local may enter into any financial contractual understanding of agreement without prior approval by the national executive, or incur any expenses on behalf of the local in excess of \$500.00 without the prior approval of a majority of the members present at a regular monthly or special meeting.

Local Bylaw 6 Section 2

For audited annual statements, see Bylaw 5, Section 9.

Local Bylaw 6 Section 3

Locals will approve at least three and no more than five signing officers—one of whom is normally the local's treasurer—may hold signing authority for the local's bank withdrawals. Each cheque issued by the local will carry signatures from two of these officers to be valid. Amendments to these administrative arrangements should be made with the local's bank or credit union after new officers are elected.

Local Bylaw 6 Section 4

The treasurer of this local shall submit a financial statement at all regular/special as well as executive meetings of the local and they shall be incorporated in the minutes of each meeting.

Local Bylaw 6 Section 5

All financial records of this local shall be maintained and retained in an approved manner as advised by the UNE office.

Local Bylaw 6 Section 6

The Executive shall not commit themselves to any future expenses beyond their term of office without prior approval of the membership.

Local Bylaw 6 Section 7

All travel expenses for conventions, PSAC or UNE, shall be as defined by the PSAC or UNE rates.

Local Bylaw 6 Section 8

When pre-authorized by the Executive, a member of the Executive who attends a week-end meeting and or training course in the National Capital Region (NCR) directly related to his/her function in the Local shall receive, on presentation of the certificate of qualification to the Treasurer, an allowance of twenty five dollars, matching the daily allowance offered by the PSAC or the UNE.

Local Bylaw 6 Section 9

No other amount shall be given by the Local to one of its members, except:

- (a) To cover expenses of an observer elected by members to attend a convention of the PSAC or the UNE. In such case, the Local shall reimburse an amount equal to that allowed to our delegates by the PSAC or the UNE.
- (b) To cover salary of a member that is not reimbursed by the PSAC or UNE with prior approval by the Executive.

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 *Once PER YEAR*.

Local Bylaw 7 Section 3

Following a 30-day notice of meeting, the quorum for a general membership meeting will be at least 10 members in good standing.

Local Bylaw 7 Section 4

The local's president, a majority of its executive officers or a petition of at least 10 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 will be conducted by secret ballot and will proceed in the order of <PRESIDENT, VICE-PRESIDENT, SECRETARY-TREASURER, HEALTH AND SAFETY OFFICER, ETC.>.

Local Bylaw 7 Section 7

The quorum for all Executive meeting shall consist of the President or his/her delegate, as at least two (2) remaining other Executive Officers.

Local Bylaw 7 Section 8

The local shall apply the PSAC Rules of Order at all meetings. Roll call of Officers and the minutes of the previous meeting must be read and accepted by the membership at the start of the meeting. Also, these Rules in concerning the voting procedure shall include the right to decline and be registered as a declined ballot as long as it's not a secret ballot

Local Bylaw 7 Section 9

All General meetings shall be posted with the agenda ten (10 days prior to the meeting date and the General meeting in November shall be designated as the meeting for the election of officers.

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 an annual 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.

Bylaw 9 - General

Local Bylaw 9 Section 1

This Local shall issue publications as necessary to keep its members informed on all matters of concern to them.

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*