

BY-LAWS
Local 70263 Labour & ESDC(NCR)
Union of National Employees-P.S.A.C.

(January 2, 2018)

Local Bylaw 1: Name

This organization shall be known as Local 70263 Labour & ESDC (NCR) of the Union of National Employees, Public Service Alliance of Canada.

Local Bylaw 2: Aims and objectives

Bylaw 2 Section 1

It shall be the objective of this Local to protect, maintain and advance the interests of the employees of the Labour Program and ESDC coming under its jurisdiction.

Bylaw 2 Section 2

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

Bylaw 2 Section 3

This Local shall fully support the Public Service Alliance of Canada in the furthering of its constitutional responsibility for the improvement and protection of wages, salaries and other terms and conditions of employment of all members of the Public Service Alliance of Canada (P.S.A.C.).

Bylaw 2 Section 4

This Local shall fully support affiliation to the P.S.A.C. Area and Regional Councils.

Bylaw 2 Section 5

This Local shall fully support affiliation to the provincial Federations of Labour.

Local Bylaw 3: Membership

Those eligible for membership shall be employees of Labour Program and ESDC in the jurisdiction of the Local who are eligible for membership in the Union of National Employees of the Public Service Alliance of Canada. The jurisdiction of the Local may be as assigned from time to time by the Union of National Employees. In situations where disputes arise regarding jurisdiction, the National Executive will make the final decision.

Local Bylaw 4: Membership dues

Bylaw 4 Section 1

The amount of dues payable to the P.S.A.C. and to the Union of National Employees shall be in accordance with the provisions of the P.S.A.C. constitution and the By-Laws of the Union of National Employees, as determined by their respective conventions.

Bylaw 4 Section 2

In addition, the Local dues shall be set as a percentage per member per month.

The Local shall inform the Component of any changes to the Local dues with supporting minutes.

Bylaw 4 Section 3

The Local may amend the Local membership dues by a majority vote of those members present and voting at an annual, regular or special meeting of the Local, providing that thirty days notice of motion has been given and posted.

Local Bylaw 5: Local executive

Bylaw 5 Section 1

(a) The term of office for the Local Executive shall be two years.

(b) New Executive members shall enrol in the introductory P.S.A.C. education course, *Talking Union Basics* (or equivalent), as soon as possible after taking office, if they have not done so already.

Bylaw 5 Section 2

(a) 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, Health and Safety Representative, Human Rights Representative, Chief Shop Steward and Membership Co-ordinator.

(b) A Local may divide the responsibilities of the office Secretary-Treasurer among two or more offices.

(c) A Local may also combine the duties of the Health and Safety Representatives with one of the other offices.

(d) In the event that a Local position is not filled at the time of the Local Election, then the duties of the unfilled position shall be assumed by another member of the Local Executive as determined by the Local Executive.

Bylaw 5 Section 3

Vacancies on the executive of the Local that are for less than six months shall be filled by an interim appointment by the remaining members of the Local Executive. Vacancies that are for a period over six months shall be filled by election at a special or general meeting of the Local. Such meeting shall be held no more than 45 days from the date at which the 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 5 Section 8

For the role of the position of Human Rights Representative, see UNE Policy LOC 8

Local Bylaw 5 Section 9

For the role of the position of Chief Steward, see UNE Policy LOC 8

Local Bylaw 5 Section 10

The Membership Co-ordinator shall work in close liaison with stewards, executive officers and Union of National Employees membership staff to maintain up to date and accurate Local membership lists.

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 prior approval by the National Executive, or incur any expenses on behalf of the Local in excess of one thousand dollars (\$1000.00) without the prior approval of a majority of 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

Each member who completes a week-end P.S.A.C. course shall receive from the Local, an amount equal to the P.S.A.C. per diem expense.

Local Bylaw 7: Meetings

Local Bylaw 7 Section 1

The elected officers of the local shall hold regularly scheduled executive meetings, which shall take place at a minimum of six times a year. These meetings shall be held in order to ensure that the local properly conducts its business, including, but not limited to, such issues as the consideration and maintenance of membership lists, collective bargaining, labour management relations, human rights and health & safety.

Local Bylaw 7 Section 2

A general membership meeting of this Local shall be held at least once a year.

Local Bylaw 7 Section 3

Following a thirty-day (30) notice of meeting, the quorum for a monthly or annual meeting shall be at least ten (10) members in good standing order.

Local Bylaw 7 Section 4

Special meetings may be called by the President or their designate or by the majority of the executive officers of the Local or upon petition of ten (10) members in good standing. Reasonable notice shall be provided. Quorum shall be the President and at least ten (10) members other than Local executive officers.

Local Bylaw 7 Section 5

An Annual Membership Meeting shall be held in accordance with the Union of National Employees By-Laws for the purpose of receiving annual reports, the election of officers and for the consideration of other business.

Local Bylaw 7 Section 6

Elections shall be by secret ballot and shall proceed in the following manner:

Even numbered years: (2014)

President

Secretary or Secretary-Treasurer

Health and Safety Officer

Odd numbered years (2015)

Vice-President

Human Rights Officer

Chief Shop Steward

Membership Co-ordinator

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.

Local Bylaw 9: Discipline

Discipline shall be in accordance with the Public Service Alliance of Canada's Constitution and the Union of National Employees By-Laws.

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*