

BYLAWS - LOCAL 80016

CAPE BRETON HIGHLANDS EAST

(June 2014)

Local Bylaw 1: Name

This organization is known as (Local 80016) of the Union of National Employees (UNE),

Local Bylaw 2: Aims and objectives

Bylaw 2 Section 1

This local will protect, maintain and advance the interests of the employees of the Parks Canada Agency (Cape Breton Highlands East) 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 Union of National Employees.

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 3: Membership

People eligible for membership will be employees of the Parks Canada Agency (Cape Breton Highlands East) in the jurisdiction of the local, and are also members of the Union of National Employees of PSAC. The jurisdiction of this 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 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 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.)

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 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 5. President; 1st Vice President; 2nd Vice President; Secretary; Treasurer; Health & Safety Representative; Human Rights Officer; and Chief Shop Steward.

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**, will:

1. Act as the chief officer of the local and coordinate the affairs of the local through the other officers and local committees;
2. Be responsible for the efficient and proper conduct of the local;
3. Preside at all membership meetings and executive meetings of their respective locals and is an ex-officio member of all committees of the local;
4. Apply the PSAC Rules of Order to any questions of procedure; and
5. Be the chief spokesperson of the local in its dealings with the employer

Local Bylaw 5 Section 5

For the role of the position of local **Vice-Presidents**, will:

1. Perform the duties of the local president when the president asks, when the president is absent or if the president resigns;
2. Conduct meetings on behalf of the president or assumes the chair when the president vacates it for any reason during a meeting; and

3. Be responsible for certain portfolios or duties as assigned by the president or the executive.

Local Bylaw 5 Section 6

For the role of the position/positions of local secretary/treasurer,

Secretary will:

1. Be responsible for the administrative duties of the local;
2. Keep accurate records of all meetings of their local;
3. Be responsible for keeping proper files of all documents;
4. Be responsible for maintaining a record of all correspondence relating to their local; and
5. Be responsible for certain portfolios or duties as assigned by the president or the executive

Treasurers

Local Treasurers will:

1. Keep proper files of the financial records of their local;
2. Be accountable for all receivables and payables;
3. Act as one of the local's signing officers;
4. Prepare and submit financial reports at each executive or general meeting;
5. Collect and deposit local funds;
6. Be familiar with and responsible for Component financial policies (e.g. FIN 1);
7. Identify Rand members (dues paying members who have not signed a union card) so that they may be signed up.
8. Be responsible for certain portfolios or duties as assigned by the president or the executive

Local secretary – treasurers will perform the duties and responsibilities described for secretaries and treasurers, above.

Local Bylaw 5 Section 7

Local executive health and safety representative:

Local executives will name a member of their executive to hold responsibility for health and safety. Ideally, this position will be distinct from other executive positions. The local executive health and safety representative will:

1. Act as the local representative on health and safety issues;
2. Develop knowledge and expertise on such issues as health and safety legislation, and employers' health and safety plans;
3. Keep current on health and safety matters by subscribing to publications and accessing other resources;
4. Maintain files of materials on health and safety;
5. Keep abreast of information and resources to advance the interests of health and safety for members;
6. Act as the local's liaison with the employer's health and safety coordinator;
7. Advocate for members on health and safety matters by presenting these matters to the employer and the union;
8. Provide health and safety-related input into the local executive's decision-making processes;
9. Develop and promote initiatives that encourage members' participation on health and safety matters;
10. Participate as one of the union's representatives on the joint union-management health and safety committee;
11. Advocate for the development and delivery of a comprehensive health and safety education program in the local and at the workplace;
12. Organize education sessions and sensitization training for local members in conjunction with other local representatives;
13. Promote the National Day of Mourning;
14. Encourage members' attendance and participation at health and safety conferences, courses and events;
15. Report to the local executive on his or her activities;
16. Communicate actively with regional leadership and representatives on the PSAC Health and Safety Committee; and
17. Notify regional leadership—and the Union of National Employees —immediately in the event of an incident related to health and safety in the workplace.

Local Bylaw 5 Section 8

For the role of the position of the local **Human Rights representative** will:

1. act as the local representative on human rights issues;
2. develop knowledge and expertise on such issues as human rights, and employers' human rights plans;
3. keep current on human rights matters by subscribing to publications and accessing other resources;
4. maintain files of materials on human rights;
5. keep abreast of information and resources to advance the interests of human rights for members;
6. review employer's equity plan on a regular basis;
7. advocate for members on human rights matters by presenting these matters to the employer and the union;
8. provide human rights-related input into the local executive's decision-making processes;
9. develop and promote initiatives that encourage members' participation on human rights matters;
10. advocate for the development and delivery of a comprehensive human rights education program in the local and at the workplace;
11. organize education sessions and sensitization training for local members in conjunction with other local representatives;
12. encourage members' attendance and participation at human rights conferences, courses and events;
13. report to the local executive on his or her activities;
14. communicate actively with regional leadership and representatives on the PSAC human rights Committee; and
15. notify regional leadership — and the Union of National Employees — immediately in the event of an incident related to human rights in the workplace.

Local Bylaw 5 Section 9

For the role of the position of local **Chief Shop steward** will:

1. Coordinate the work of stewards in their locals and ensure that their members receive advice and assistance on grievances, staffing complaints and related issues;
2. Recruit stewards and where possible organize and chair the steward's committee/network;
3. Work closely with all stewards, executive officers, committees and liaise with component staff; and
4. Be responsible for certain portfolios or duties as assigned by the president or the executive

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,

The treasurer will also submit to the Union of National Employees, 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 Union of National Employees will not remit the refundable portion of dues until its financial statement has been received and approved.

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 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 quarterly

Local Bylaw 7 Section 3

Following a 30-day notice of a, (monthly, special or annual meeting) a quorum of three members of the Executive (the President or their designate and two other members) plus five other members in good standing of the Local.

Local Bylaw 7 Section 4

The local's president, a majority of its executive officers or a petition of at least eight 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, 1st Vice - President, 2nd Vice - President, Secretary; Treasurer; Health & Safety Representative; Human Rights Officer; and Chief Shop Steward.

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.

For further information related to local issues, please see:

Bylaw 3, Sections 6-10, 14 and 15—*Election of Officers*

Bylaw 4, Sections 17 and 18—*Local dues*

Bylaw 5—*Money and finances*

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

Policy LOC 8 – *Duties of Local Officers*