

BY -LAWS - LOCAL 80150
LABOUR CANADA – ATLANTIC

(January 2, 2018)

Local Bylaw 1: Name

This organization shall be known as Labour Canada — Atlantic 80150 of the Union of National Employees, Public Service Alliance of Canada, herein referred to as the/this Local.

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 the Human Resources and Skills Development Canada — Labour Program 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 Public Service Alliance of Canada and the By-Laws of the Union of National Employees.

Local Bylaw 2 Section 2

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.

Local Bylaw 3: Membership

Those eligible for membership shall be employees of the Human Resources and Skills Development Canada — Labour Program 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 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

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 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 (30) days' notice of motion has been given and posted.

Local Bylaw 5: Local executive

Local Bylaw 5 Section 1

The terms of office for the Local Executive shall be two (2) years.

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 (can be combined with another position)

Treasurer (can be combined with another position)

Health and Safety Representative

Human Rights Representative (can be combined with another position)

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 5 Section 8

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

Local Bylaw 5 Section 9

For the role of the position of local steward, see *UNE Policy LOC 8*. (Stewards are not officers of the local.)

Local Bylaw 5 Section 10

No member may be elected to one Executive position for more than two (2) consecutive terms.

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 \$200.00 without prior approval of a majority of members present at a regular 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 Local Treasurer or Secretary-Treasurer, as the case may be shall submit to the Union of National Employees annual, reviewed statements of Local finances before April 14 of each year. These financial statements will cover the previous calendar year ending December 31 and be in a format prescribed by the Union of National Employees. In accordance with the foregoing, the Union of National Employees shall make no remittance of refundable portion of the dues to the Local until such statement has been received and approved. For audited annual statements, see By-law 5, Section 9.

The Treasurer or Secretary-Treasurer as the case may be, shall submit a financial statement to all regular meetings and the annual meeting of the Local.

At least two (2) members of the Local who are not members of the Executive or who hold an officer or representative position (Shop Stewards, Health and Safety Representatives, etc.), shall review the financial records of the Local and certify to the membership that the financial records of the Local and statements represent an accurate reflection of the financial position of the Local. They may seek advice and assistance in carry out this task.

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 21

The local's membership meetings will be held at a minimum of twice a year.

Local Bylaw 7 Section 3

Following a thirty-day (30) notice of meeting, the quorum for a general membership meeting shall be at least eight (8) members in good standing.

Local Bylaw 7 Section 4

The Local's President, a majority of the executive officers or a petition of at least four (4) members in good standing may call a special meeting of the local. Reasonable notice of such meeting shall be provided.

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 will be conducted by secret ballot, , and shall proceed In the order of: President, Vice-President, Secretary, Treasurer (Secretary-Treasurer), Health and Safety Officer and others offices which remain in any order.

Local Bylaw 7 Section 7

Participating in an Annual General Meeting via teleconference or videoconference is only permitted if there are multiple meeting locations and the integrity of secret balloting can be maintained.

Local Bylaw 7 Section 8

There will be no proxy voting

Local Bylaw 8: Amending local bylaws

Local Bylaw 8 Section 1

The By-Laws of the Local may be amended by a two-thirds (2/3) majority vote of the members present at the Annual Membership Meeting, providing thirty (30) days notice of motion has been given 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*