

BYLAWS - LOCAL 80178

STATISTICS CANADA, HALIFAX, NOVA SCOTIA

(June 17, 2017)

Local Bylaw 1: Name

This organization is known as Local 80178, Statistics Canada, Halifax, Nova Scotia, of the Union of National Employees (UNE), PSAC.

Local Bylaw 2: Aims and objectives

Local Bylaw 2 Section 1

This local will protect, maintain and advance the interests of the employees of Statistics Canada and Statistical Survey Operations 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 Statistics Canada and Statistical Survey Operations in the jurisdiction of the local, and 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 4. The offices shall be: President, VicePresident, Secretary, Treasurer, Health and Safety Representative, Chief Shop Steward, and Human Rights 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, see UNE Policy LOC 8. For the role of the position of local 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 chief shop steward, see UNE Policy LOC 8.

Local Bylaw 5 Section 9

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

Local Bylaw 5 Section 10

The Executive shall be responsible for the governance of the local.

Local Bylaw 5 Section 11

Any officer of the local, on vacating an office, shall deliver all documents, monies or other property of the local to his or her successor.

Local Bylaw 5 Section 12

The Executive shall have the authority to establish any committee they deem necessary for the conduct of local business.

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 two hundred and fifty dollars (\$250.00) 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

The local will approve at least three and no more than five signing officers—one of whom is normally the local's treasurer—who 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 shall submit a financial statement to all regular meetings of the local.

Local Bylaw 6 Section 5

The fiscal year of the local shall be the calendar year.

Local Bylaw 6 Section 6

All financial records of the local shall be maintained in accordance with Policy FIN 1.

Local Bylaw 6 Section 7

All financial records of the local shall be retained for the legal period prescribed by the Income Tax Act.

Local Bylaw 7: Meetings

Local Bylaw 7 Section 1

The local's elected officers will hold at least ten 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 three times 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 ten (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 ten (10) 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 Representative, Chief Shop Steward, and Human Rights Representative.

Local Bylaw 8: Amending local bylaws

Local Bylaw 8 Section 1

The 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 Coordinator of Administration, Union of National Employees.

Local Bylaw 9: General

Local Bylaw 9 Section 1

Unless expressly provided otherwise by these bylaws, all decisions requiring a vote shall be decided by a majority.

Local Bylaw 9 Section 2

Unless expressly provided otherwise by these bylaws, PSAC "Rules of Order" shall apply at all meetings of this local.

Local Bylaw 9 Section 3

All Executive officers, Committee members, and Stewards must possess or receive Talking Union Basics and Grievance Handling training within six (6) months of taking office with the local or as soon as courses are offered.

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*