

## STANDARD LOCAL BYLAWS - LOCAL 70130

### SERVICE CANADA, PASSPORT PROGRAM AND CITIZENSHIP AND IMMIGRATION CANADA

(October 21, 2014)

#### **Local Bylaw 1: Name**

This organization is known as Local 70130, Service Canada, passport program and Citizenship and Immigration Canada 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 the Service Canada, passport program and Citizenship and Immigration Canada 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 Service Canada, passport program and Citizenship and Immigration Canada 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 of salary 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 two 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. A president, a first vice-president, a second vice-president, a third vice-president, a vice-president – 70 Crémazie, a vice-president – 200 Portage, a vice president– 885 Meadowlands, a general building vice-president, a secretary, a treasurer, a health & safety representative, a human rights representative, and a Chief 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, 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 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*

Building vice-presidents shall be the first point of contact for members at their respective office buildings. Building vice-presidents shall advise on grievances, complaints, and general issues of communication. Building vice-presidents will work in conjunction with the chief steward.

## **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 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*

An incidental of \$25.00/day shall be given to any member who attends a course or a meeting on behalf of the Local, for which the member does not receive a reimbursement of salary or does not receive leave with pay for the duration of the course or meeting. Prior to the course or meeting, the member must receive a written recommendation or invitation from the president or his/her delegate or the vice president to attend the course or meeting. To receive this incidental, the member must present proof to the Secretary-Treasurer of the local that the member attended the course or meeting. No incidental will be issued for meetings held during the member's lunch period.

## **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 (6) 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 12 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 (20) 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, and health and safety representative.

*Local Bylaw 7 Section 7*

Members of the Executive shall be elected annually at a meeting of the general membership of the Local. They shall hold office until their successors have been elected or appointed. Officers shall take office at the end of the meeting at which they are elected.

*Local Bylaw 7 Section 8*

The election of the Executive shall be divided into two groups:

Group A (elected in even-numbered years)

President;

2nd Vice President;

Treasurer;

Chief Steward;

Vice President - 200 Portage;

Vice President – 885 Meadowlands; and

Health & Safety Representative.

Group B (elected in odd-numbered years):

1st Vice-President;

3rd Vice-President;

Secretary;

Human Rights Representative;

Vice-President - 70 Crémazie; and

General Building Vice-President

## **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 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*