

**BY-LAWS - LOCAL 70404**

**STATUS OF WOMEN CANADA**

(November 2007)

**BY-LAW 1 - NAME**

This association shall be known as Local 70404 Status of Women Canada employees, Union of National Employees, Public Service Alliance of Canada, hereinafter called the ALocal@.

**BY-LAW 2 - PURPOSE**

The Purpose of the Local is to promote and defend the interests of its members.

**BY-LAW 3 - MEMBERSHIP**

All employees of Status of Women Canada who are members in good standing of the Public Service Alliance of Canada are members of the Local. The jurisdiction of Local shall be as assigned from time to time by the Union of National Employees.

**BY-LAW 4 - MEMBERSHIP DUES**

**Section 1:** The membership dues of the Local shall be not less than the amount of the per capita dues required by the Constitution of the Public Service Alliance of Canada and the By-Laws of the Union of National Employees as determined by National Convention.

**BY-LAW 5 - LOCAL GOVERNING BODY**

**Section 1:** The Local governing body will run on the basis of an egalitarian model and members will share responsibility for all governing functions of the Local.

**Section 2:** The governing body of this Local shall operate as a collective and the Collective shall consist of six people, who will perform the functions traditionally performed by a "President", "Secretary", and "Treasurer".

**Section 3:** Vacancies on the governing body of the Local shall be filled by an interim appointment by the remaining members of the Collective.

**Section 4:** A member of the Collective, upon the agreement of the Collective, shall preside at meetings and the entire Collective shall be responsible for the efficient and proper conduct of the Local.

**Section 5:** The record of proceedings of all meetings and the proper maintenance of documents, records and correspondence related thereto will be the responsibility of the Collective.

**Section 6:** Administering the Local's finances and associated records or documents, shall be the responsibility of the Collective.

#### **BY-LAW 6 - FINANCES**

**Section 1:** No member of the Collective 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 \$100 (one hundred dollars) without the prior approval of a majority of members present at a regular monthly or special meeting.

**Section 2:** In accordance with By-Law 11, Section 12 of the By-Laws of the Union of National Employees, the Local shall submit to the National Office of the Component annual statements of Local finances and number of members before April 1 of each year. In accordance with the foregoing, the Executive Secretary of the Union of National Employees shall make no remittance of refundable portion of dues until such statement has been received.

**Section 3:** Within the Local there must be only three members of the Collective with signing authority for the Local's bank withdrawals. Each cheque must have two of these signatures in order to be valid. Such arrangements must be made through a local bank or credit union after an election of new Collective members.

#### **BY-LAW 7 - MEETINGS**

**Section 1:** The Local Collective members shall meet monthly.

**Section 2:** A minimum of four Collective members must be present for business to be conducted.

**Section 3:** The membership meetings of this Local shall be held at least four times annually.

**Section 4:** A quorum for a membership meeting shall be at least twelve (12) members, with at least one representative from each directorate (IG/NG, Policy, Communications and Corporate Systems & Services).

**Section 5:** Special meetings may be called by the Collective of the Local or upon petition of five (5) or more members.

**Section 6:** An annual membership meeting shall be held in accordance with the National By-Laws for the purpose of receiving annual reports, the consideration of business, and the election of the Collective.

**Section 7:** Elections shall be by secret ballot and shall proceed by all nominations being accepted and the six members who receive the highest number of votes shall form the Collective.

#### **BY-LAW 8**

By-Laws of the Local may be amended by a two-thirds (2/3) majority vote of the members present at the Annual General meeting or a meeting convened for that purpose, providing thirty (30) days' notice of motion has been given and posted.

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