

BY -LAWS - LOCAL 70405

LOCAL UNITARIAN SERVICE COMMITTEE

(November 2007)

BYLAW 1 - NAME

Section 1: This organization shall be known as Local 70405 of the Union of National Employees, Public Service Alliance of Canada.

BYLAW 2 - AIMS AND OBJECTIVES

Section 1: It shall be the objective of this Local to protect, maintain and advance the interest of the unionized employees of USC Canada.

Section 2: This Local shall subscribe to and accept as its governing documents the constitution of the Public Service Alliance of Canada and the bylaws of the Union of National Employees.

Section 3: This Local shall, wherever practical, endeavour to support and promote the personal and professional development of its members.

BYLAW 3 - MEMBERSHIP

Section 1: Those eligible for membership shall be employees of USC Canada in the jurisdiction of the Local who are eligible for membership in the Union of National Employees of the Public Service Alliance of Canada.

BYLAW 4 - MEMBERSHIP DUES

Section 1: The Membership dues of the Local shall not be less than the amount of the per capita dues required by the constitution of the Public Service Alliance of Canada and the bylaws of the Union of National Employees as determined at the National Convention.

Section 2: The Local dues will be \$1.00 per month for each member. The Local dues can be changed at the annual general meeting by a 2/3 majority vote of the members present at the meeting provided 30 days notice has been posted.

Section 3: If the Local ceases to function, deduction of all Local dues stop.

Section 4: If the Local ceases to function, any remaining monies of the Local, after completion of outstanding Local business, shall be donated to a charitable organization to be determined at a meeting of the majority of Local members.

BYLAW 5 - LOCAL EXECUTIVE

Section 1: The executive offices of the Local shall consist of the Chairperson/President, Secretary, Treasurer and Chief Steward.

Section 2: The Chairperson shall preside at the meetings and shall be responsible for the efficient and proper conduct of the Local including coordinating of Local elections and participation on all local committees.

Section 3: The Chief Steward, in the absence of the Chairperson, shall be responsible for carrying out the duties of the Chairperson and shall perform such other duties as may be reasonably assigned to her/him by the Chairperson. In addition, the Chief Steward shall be responsible for coordination of union education courses ensuring distribution of course information and encouraging member participation.

Section 4: The Secretary shall be responsible for recording and maintaining minutes of all Local and Local executive meetings, maintaining Local membership lists in conjunction with the Treasurer, all files and records pertaining to the business of the Local as well as participating in the organization of Local elections.

Section 5: The Treasurer shall be responsible for collecting and maintaining records of Local membership dues and members, maintaining Local membership lists and member standing in conjunction with the Secretary and participating in the organization of Local elections, and controlling the petty cash fund.

Section 6: The Chief Steward shall be responsible for the processing of grievances and in conjunction with the Secretary the maintenance of confidential files.

Section 7: Vacancies on the Local Executive shall be filled by an interim appointment by the members of the executive within ten (10) working days of the vacancy.

Section 8: Elections, by a majority of members, for permanent replacements to interim appointments to local executive positions shall be held within thirty (30) working days of the interim appointment.

Section 9: Officers of this Local shall be elected by secret ballot.

Section 10: No Local Executive Officer shall be allowed to hold any other elected position either with the Union of National Employees or with the Public Service Alliance of Canada, with the exception of the area councils within the Ottawa-Hull region, and alternates to the Component National Executive, National Director positions with the Public Service Alliance of Canada.

Section 11: Elections for the Local Executive Officers shall be held at the Annual General Meeting of this Local.

Section 12: Terms of office for all Local Executive Officers shall be for the period of one year with the possibility of standing for a second year. No term shall exceed two consecutive years.

Section 13: If an elected member of the Local Executive performs in an unsatisfactory manner, or in any manner unbecoming to the office he/she holds, the membership with a majority vote, may release him/her of the duties of his/her office.

BYLAW 6 - MEETINGS

Section 1: The membership meetings of the Local shall be held at least once a month.

Section 2: A special meeting of the local membership may be called by the Chairperson at his/her discretion or if requested by a majority of the members.

Section 3: A quorum for a local membership meeting shall be comprised of the Chairperson or Vice-Chairperson, Secretary or one other executive member and at least 3 other members of the Local.

Section 4: The Local Executive shall meet at least once per month.

Section 5: Special meeting of the Local Executive may be called at the discretion of the Chairperson.

Section 6: A quorum for a Local Executive Meeting shall be the Chairperson or Vice-Chairperson, the Secretary and at least one other Local Executive Officer.

Section 7: An Annual General Meeting (AGM) of the Local Membership shall be held in accordance with the Union of National Employees Bylaws, for the purpose of receiving annual reports, approving audited statements, setting local dues, holding local executive elections and the consideration of other local business.

Section 8: The AGM shall be held on a date which shall provide time for reports and business required by the Union of National Employees and Public Service Alliance of Canada to be completed.

Section 9: The date of the AGM shall be determined at the proceeding AGM.

BYLAW 7 - FINANCES

Section 1: Funds of the Local, except for a petty cash fund not to exceed \$25.00, shall be held in a chartered bank or savings institution approved by the Executive of the Local.

Section 2: Neither the Executive nor any member of the Executive shall incur any expense over \$50.00 on behalf of the Local without the prior approval of the majority of the Executive present at the monthly meeting.

Section 3: The signing officers of the Local shall be two of Chairperson, Treasurer or Secretary and one member in good-standing.

Section 4: Expenses for the Local and the Executive shall be approved at the Local Annual General Meeting.

Section 5: At least one month prior to the Annual General Meeting (March 1), a Finance Committee comprised of the Chairperson, Treasurer and one other Local member not part of the Local Executive, shall be formed to determine a budget to be presented for approval at the Annual General Meeting.

Section 6: In accordance with the Bylaws of the Union of National Employees, the Local shall submit to the National Office of the Component annual audited statements of local finances and number of members by 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.

BYLAW 8 - EDUCATION

Section 1: All members of the Executive shall take the PSAC basic union course within six month of their election or nomination.

BYLAW 9 - AMENDMENTS

Section 1: Bylaws of the Local may be amended (at an AGM of the Local) by a 2/3 majority vote of the members in good standing present providing thirty (30) working days notice of amending motions have been submitted to the Chairperson and posted.

Section 2: The text of the proposed amendment must be distributed to members at least ten (10) working days prior to the AGM.

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REVIEW REQUIRED WITH STANDARD LOCAL BYLAWS