
BY-LAWS, REGULATIONS AND POLICIES

GOVERNMENT SERVICES UNION, PSAC

As adopted at the founding Convention in Ottawa, August 27, 28, 29, 1999

As amended at the Second Triennial National Convention in Halifax, October 28, 29, 30, 2002

And as amended at the Third Triennial Convention in Québec, September 13, 14, 15, 2005

And as amended at the Fourth Triennial Convention in Calgary, September 23, 24, 25, 2008

And as amended at the Fifth Triennial Convention in Toronto, October 25, 26, 27, 2011

And as amended by the Sixth Triennial Convention in Ottawa, September 23, 24, 25, 2014

And as amended by the Seventh Triennial Convention in Ottawa, September 26, 27, 28, 2017

And as amended by the National Council in Montreal, August 16, 2019

And as amended by the National Council, November 24, 2020

And as amended by the National Council, April 8, 14, 20, 21 and May 31, 2021



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GSU BY-LAWS

By-law 1 – Name and Headquarters of National Office

Section 1

This organization shall be known as the Government Services Union (GSU) of the Public Service Alliance of Canada and shall be referred to in these By-laws as the Union.

Section 2

This Union shall have its headquarters in the National Capital Region.

By-law 2 – Aims and Objectives

Section 1

To unite all members for which this Union has jurisdiction, as determined by the Constitution of the PSAC, into a single organization capable of acting on their behalf.

Section 2

To fully support the PSAC in the furtherance of its constitutional responsibility for the improvement and protection of the jobs, wages, salaries, health and safety, equality, and other terms of employment of all members.

Section 3

To obtain, through democratic means for all members, the best possible standards of wages, salaries and other conditions of employment and to protect their interests, rights and privileges.

Section 4

To subscribe unconditionally to the objectives outlined in the Constitution of the PSAC.

By-law 3 – Membership

Section 1 - Regular Membership

All members in the jurisdiction of this Union as determined by the Constitution of the PSAC shall be eligible for Regular Membership in a Local of the Union.

Section 2 - Associate Membership

Associate Membership shall be granted in accordance with the terms of the PSAC Constitution and any relevant PSAC regulation.

Section 3 - Honourary Membership

In accordance with regulation 7, the National Council may award an Honourary Membership to any person who is ineligible for Regular or Associate Membership and whose service to this Union is considered to merit such honour. An Honourary Member shall not be entitled to vote nor to hold elective office, but shall

be entitled to all other rights and privileges of a Regular Member and shall be exempt from paying dues to this Union.

Section 4 - Life Membership

- a) Awards of Life Membership in this Union may be given to any member whose exemplary service to this Union is considered to merit such honour. The National Council may award this honour in accordance with Regulation 7.
- b) A Life Member who is eligible for Regular Membership shall be entitled to all the rights and privileges of a Regular Member and shall be exempt from paying dues to this Union.
- c) A Life Member who is not eligible for Regular Membership shall not be entitled to vote at meetings, nor to hold elective office, nor to represent this Union or any Local as a voting delegate at any Convention of the PSAC, this Union or other Component of the PSAC, but shall be entitled to all other rights and privileges of a Regular Member and shall not be required to pay dues.

Section 5 - Recognition of Prior Memberships

Associate Memberships, Honorary Memberships, and Life Memberships recognized by the former Supply and Services Union and the former Union of Public Works Employees, which are compatible to the membership in this By-law, shall be recognized by this Union.

By-law 4 – Membership Responsibility

Section 1

Upon being granted membership in the PSAC and this Union and for the term of such membership, each member of the Union is deemed to have agreed to abide by and to be bound by the provisions of these By-laws and the Constitution of the PSAC.

Section 2

Upon being granted membership in the PSAC and this Union and for the term of such membership, each member of this Union is deemed to nominate, constitute and appoint this Union and the PSAC as his or her agents to negotiate with the employer on his or her behalf in the spheres of competence of the Union and the PSAC respectively.

Section 3

Upon being granted membership in the PSAC and this Union and for the term of such membership, each member of this Union is deemed to nominate, constitute, and appoint the PSAC as his or her agent for the purpose of entering into collective bargaining with the employer.

By-law 5 – Membership Dues

Section 1

The membership dues, which shall be levied upon each member or deductee paying regular dues, shall be:

- a) the monthly equivalent of the amount set in accordance with the Constitution of the PSAC; plus
- b) the monthly equivalent of the amount set by the GSU Triennial National Convention, or between Conventions by a referendum vote of the membership, as the amount required for the operational needs of the Union; plus
- c) an additional amount, as decided by the Local, sufficient to conduct its business in accordance with its By-laws. Such additional dues shall be rebated by the Union to the Local concerned on a monthly basis or on such basis as agreed to by the Local and this Union.

Section 2

Where payroll deduction has been authorized by any member or deductee, deductions shall be paid in the manner prescribed by the Constitution of the PSAC.

By-law 6 – National Council

Section 1

The National Council shall be the governing body of GSU between National Conventions.

Section 2

The National Council shall be composed of;

- a) The National President
- b) Three National Vice-presidents, one of whom shall have the Equity portfolio
- c) 16 Regional Vice-presidents representing the following jurisdictions;
 - Lower British Columbia mainland, including Vancouver - 1 RVP
 - Vancouver Island, the remainder of British Columbia and the Yukon Territories - 1 RVP
 - Alberta, Nunavut, and the Northwest Territories - 1 RVP
 - Saskatchewan and Manitoba - 1 RVP
 - Ontario, excluding the National Capital Region - 2 RVPs
 - National Capital Region - 4 RVPs
 - Quebec West including Montreal - 1 RVP
 - Quebec East including Quebec City - 1 RVP
 - Nova Scotia - 1 RVP
 - New Brunswick and Prince Edward Island - 1 RVP
 - Newfoundland and Labrador – 1 RVP
 - Royal Canadian Mint - 1 RVP

Section 3

All members of the National Council shall be members in good standing of this Union.

Section 4

A quorum of the National Council shall be the National President or designate and 50% of the voting members of the National Council.

Section 5

The National Council shall hold at least one meeting each year at such time as the National President may direct; and at any other time if requested in writing by at least one third of the members of the National Council.

Section 6

The National Council shall be considered as being in business session throughout the period of the National Convention and its members shall have all rights and privileges due National Convention delegates.

Section 7

The National Council shall submit to each Triennial National Convention, for approval, a budget for the ensuing three-year period.

Section 8

The National Council shall have the authority to establish any Committee necessary for the conduct of the affairs of this Union.

Section 9

The National Council shall have the authority to make recommendations to the National President on the staffing levels in the National Office.

Section 10

The National Council shall have the power to make such regulations or policies as are necessary for the proper conduct of the business of the Union, provided the regulations or policies do not conflict with the provision of these By-laws. The regulations and policies shall be distributed within 30 days of their adoption and shall be ratified subsequently by the next Triennial National Convention of the Union.

Section 11

All actions of the National Council shall be subject to review at the next Triennial National Convention of this Union.

Section 12

All decisions of the National Council, unless stated expressly in these By-laws, shall require only a simple majority decision. All substantive matters voted on by the National Council shall be a recorded vote and a record of each vote shall be included in the minutes of the National Council.

By-law 7 – Duties of National Officers

Section 1 - Duties of the National President

The National President shall:

- a) represent the Union on the National Board of Directors of the PSAC as required by the Constitution of the PSAC;
- b) uphold at all times the Constitution of the PSAC and the By-laws of the Union;
- c) preside at all meetings of the GSU National Council, and at all sessions of the GSU National Conventions;
- d) submit to each Convention a written report on the financial and membership state of the Union, on the activities of the National Council and other such committees over which he or she may have presided and include any recommendations which the National Council deems necessary to meet the continuing aims and objectives of this Union and of the PSAC;
- e) submit to each meeting of the National Council a written report on his or her responsibilities and activities since the last meeting;
- f) endeavour to visit each Local at least once between Triennial National Conventions;
- g) interpret the By-laws of the Union. Any interpretation so given shall be conclusive and in full force unless reversed by the National Council;
- h) assign duties to members of the National Council, subject to ratification of the National Council;
- i) ensure that the National Council carries out the directives and policies established by the National Conventions of the Public Service Alliance and of this Union;
- j) function as the Chief Executive Officer and custodian of all property of the Union;
- k) be responsible to the National Council for all monies paid to and expended by the Union and recommend and report on expenditures to the National Council;
- l) be bonded during his or her term of office for an amount to be set by the National Council. The cost of this bonding shall be borne by the Union;
- m) exercise supervision over the affairs of the Union and sign all official documents;
- n) keep an accurate account of proceedings of all meetings of the National Council and the Convention and distribute them to all Locals and members of the National Council;
- o) carry out such other duties as may be decided by the National Council.

Section 2 - Duties of the National Vice-presidents

The National Vice-presidents shall:

- a) aid the National President in his or her duties and act in the office of the President in the event of the incapacity or the unavailability of the President;
- b) attend all National Council meetings;
- c) attend all sessions of the Triennial National Convention;
- d) perform such duties as may be assigned by the National President or the National Council which may include internal GSU and PSAC Committees, Departmental National Consultation Committees and National Health and Safety Committees.

- e) make a report on their assigned duties to each National Council meeting and to each Convention;
- f) maintain open communications in accordance with the GSU Communication Plan;
- g) take advantage of opportunities to mentor new officers;
- h) In addition, the National Vice-president with the Equity portfolio will be responsible for GSU Equity issues.

Section 3 - Duties of the Regional Vice-presidents

The Regional Vice-presidents shall:

- a) attend all meetings of the National Council;
- b) attend all sessions of the Triennial National Convention;
- c) be responsible to the National Council for the affairs of the Locals in their jurisdiction and perform such regional duties as may be required by the National Council;
- d) be responsible for member representation in their jurisdiction or in other jurisdictions at the request of the RVP or the National President;
- e) visit the Locals in their jurisdiction at least once during periods between Conventions;
- f) have authority to attend any Local meeting and to examine the records and accounts of any Local, within their jurisdiction;
- g) submit a written report of their activities and the activities of the Locals in their jurisdiction together with recommendations if any, at each regularly scheduled meeting of the National Council;
- h) convene an annual meeting of the Local Presidents in their region;
- i) be responsible for consultation with appropriate management within their jurisdiction. Specific responsibilities may be assigned in consultation with the National President and the other RVPs within their region;
- j) perform such other duties as may be assigned by the National President or the National Council which may include internal GSU Committees;
- k) review the By-laws of all Locals in their jurisdiction, at least once in every mandate and/or when amended, to ensure compliance with the GSU Framework Local By-laws, the GSU By-laws and the PSAC Constitution;
- l) Regional Vice-presidents in the NCR shall represent the Locals as assigned by the President after consultation with the Locals.

Section 4 - Duties of Officers

General:

- a) all Officers of the Union shall deal promptly and appropriately with matters submitted to them by the members or by National Officers;
- b) prior to vacating their position, all Officers of the Union shall deliver to the national office all documents, monies, or other property of the Union.

Section 5 - Duties of Alternate Regional Vice-presidents

- a) If requested by the National President, the Alternate Regional Vice-presidents may assume the position of Regional Vice-president if the position is vacated permanently or if the RVP is on temporary, but long-term leave.

- b) Alternate Regional Vice-presidents must maintain their awareness of GSU issues to permit them to quickly and easily replace the RVP when needed.

By-law 8 – Election of National Officers

Section 1

- a) The National President and the three National Vice-presidents shall be nominated and elected by the delegates in attendance at each regular Triennial National Convention of this Union.
- b) Regional Vice-presidents shall be nominated and elected by the delegates in attendance at each regular Triennial National Convention of this Union in regional caucuses as defined by GSU Regulation.
- c) Alternate Regional Vice-presidents shall also be elected in regional caucus at each regular Triennial National Convention following the election of the regular Regional Vice-presidents.

Section 2

Any GSU member in good standing has the right to stand and be elected to any National Office, or any Regional Office they may otherwise be eligible to hold.

Section 3

All elections shall be by secret ballot and shall be decided by a simple majority.

Section 4

- a) The election of the National President, National Vice-President with the Equity portfolio and the two National Vice-Presidents shall proceed in that order.
- b) The election of Regional Vice-presidents shall be by regional caucus.
 - i. Regional Vice-presidents in the Regions must be members in good standing in the jurisdictions they will represent.
 - ii. All delegates in the regional caucus may nominate and will elect all required Regional Vice-presidents and alternate RVPs in separate elections.

Section 5

- a) The National President shall be required to reside within commuting distance of the National Capital Region.
- b) The salary of the National President shall be determined by the Triennial National Convention.
- c) The terms and conditions of employment for the full-time National President shall be governed by GSU Regulation 3.

Section 6

Members of the National Council shall not hold or be eligible to hold Local Office.

Section 7

All National Officers of this Union shall take office at the end of the meeting or Convention at which they were elected.

Section 8

The Oath of Office found in these By-laws shall be administered to all Officers immediately before taking office.

Section 9

Prior to the start of elections at any GSU meeting, the officer conducting the elections shall read aloud the GSU Elected Officer Accountability Accord found in GSU Regulation 13.

By-law 9 – Vacancies in National Officer Positions

Section 1

In the event of a vacancy in the office of National President, the position shall be filled by a National Vice-president in accordance with GSU Regulation 11.

Section 2

In the event of a vacancy in the office of a National Vice-president, the National Council shall, elect one of the Regional Vice-presidents to fill the position of National Vice-president.

Section 3

All nominees for National Council office must be voting delegates to Triennial National Convention except in the case of the election of a replacement RVP, in accordance with Section 4 b), below.

Section 4

- a) If there is a vacancy in the office of Regional Vice-president, the Alternate Regional Vice-president shall fill the position.
- b) If a vacancy in the office of Regional Vice-president occurs six months or more prior to the Triennial National Convention, and there is no available Alternate RVP, an election shall be conducted by the National Council. Any Local within the jurisdiction may nominate one of its members in good standing to stand for election as a replacement RVP. All Locals in the region will be permitted to elect the replacement RVP with each Local casting the same number of votes as they had delegates at the last convention.

By-law 10 – Locals

Section 1

This Union shall be composed of groups of members referred to as Locals.

Section 2

A Local may be established and provided with a Charter, wherever in the jurisdiction of this Union there is a definite group of members as approved by the National Council.

Section 3

New Locals within GSU shall have no less than 50 members unless approved by a majority of the National Council.

Section 4

Jurisdictional disputes between Locals of this Union shall be referred to the National Council for resolution.

Section 5

Each Local shall elect officers in accordance with their approved Local By-laws.

Section 6

Each Local shall have the authority to deal with officials of the Employer within its own jurisdiction on matters affecting the interests and welfare of its own members.

Section 7

Locals are encouraged to participate in their respective PSAC regional organizations, in the appropriate District Labour Council and Provincial/Territorial Federation of Labour.

Section 8

Each Local shall adopt By-laws for the conduct of its affairs and such By-laws shall not conflict with the provisions of these By-laws or the GSU Framework Local By-laws as found in GSU Regulation. The National Council shall review Local By-laws to ensure compliance with the Framework Local By-laws. Each Local shall be entitled to refer the decision of the National Council to the Component National Convention.

Section 9

Each Local shall make provision in its By-laws for the holding of regular meetings and special meetings of its general membership.

Section 10

Each Local shall hold a regular Annual General Membership Meeting for the purpose of receiving annual reports from its officers, electing officers, approving a Budget, approving the Local's Audited Financial Statements and consideration of such business as may be required by its By-laws.

Section 11

- a) The Secretary-Treasurer or the Treasurer of each Local, as the case may be, shall submit the audited Local Financial Statement to the national office within 30 days following their Annual General Membership Meeting.
- b) The Secretary-Treasurer or the Secretary of each Local, as the case may be, shall submit the minutes of the Annual General Membership Meeting to the national office within 30 days following their Annual General Membership Meeting.
- c) Each Local shall notify the national office, in writing, of the complete banking arrangements for the Local and of any change in these arrangements, on a form provided by the national office within 30 days.

- d) Failure to fulfil the requirements of a), b) or c) above shall result in the national office withholding the Local's rebate of dues until the national office receives the required documents.
- e) Each Local shall also submit the minutes of all other General Membership Meetings to the national office.

Section 12

- a) Whenever a new Local is established by subdividing an existing Local, the assets will be shared between both Locals on a per capita basis. The National Council shall oversee and approve the division of the assets.
- b) When Locals merge, the assets of both Locals shall be combined.

Section 13

A Local that has not carried out the responsibilities required by these By-laws shall be considered inactive and the National Council shall have the authority to place the Local in Trusteeship.

Section 14

- a) The National President shall investigate the activities of a Local, within 30 days of being requested to do so;
 - i. by a majority of the elected officers of the said Local; or
 - ii. by at least 50 % plus one of the members in good standing in the Local; or
 - iii. by the Regional Vice-president for the Region in which the Local is located.
- b) If the results of the above investigation indicate a need, the President will immediately recommend to the National Council that the Local be placed in Trusteeship. If the National Council votes by a $\frac{2}{3}$ majority vote to place the Local in Trusteeship, the National President will appoint a Trustee to manage the Local's affairs and to bring about its reactivation with minimum delay in accordance with GSU Regulation.

Section 15

The National Council may revoke the Charter of any Local for cause.

Section 16

Should a Local dissolve or be suspended:

- a) All documents, property, and funds shall be entrusted to the care and safekeeping of the National President;
- b) The funds shall be placed in trust by the National Council until the Local is reorganized or reinstated;
- c) In the absence of a reorganization or reinstatement of the Local, after not less than one year, the funds may be used for such purposes as the National Council may direct subject to the ratification of the next Triennial National Convention.

Section 17

The GSU has no responsibility for any financial obligation undertaken by a GSU Local.

By-law 11 – Local Presidents' Council

In the year prior to the GSU Triennial National Convention, the National President will convene a meeting of the Local Presidents' Council, which will make recommendations to the National Council. The National Council Meeting for that year will be held immediately after the Council meeting.

By-law 12 – Triennial National Conventions

Section 1

The GSU shall hold Triennial National Conventions, which shall be the supreme governing body of the Union.

Section 2

The Convention shall be composed of accredited delegates from the Locals and the National Council Officers of the Union.

Section 3

The Convention shall deal with all resolutions and matters properly brought before it from Local General Membership Meetings and from the National Council, and shall establish, for the period between Conventions, the general policies of the Union.

Section 4

The rules of order governing the handling of and completion of all Convention business shall be approved by the Convention as an item of business and shall be furnished in advance to the Locals at the same time as the copies of resolutions.

Section 5

The place and date of each Convention shall be decided by the National Council with such decision transmitted to the Locals not later than six months prior to the opening date of such Convention. The Convention shall be held at a date consistent with the provisions of the Constitution of the PSAC.

Section 6

The President of each GSU Local will automatically represent their Local as a delegate at Convention. At least four months prior to the opening date of the Convention, each Local shall elect such other accredited delegates as it is entitled to send to the Convention of the Union. Each Local shall be entitled to delegates, as elected by the Local at a General Membership Meeting, on the following basis:

- if the Local has up to 100 members – one delegate – the Local President
- if the Local has 101 to 300 members – two delegates
- if the Local has 301 to 500 members – three delegates
- if the Local has more than 500 members – three delegates plus one additional delegate for every additional 100 members or major fraction thereof.

Section 7

Delegate entitlement for any regular or special convention shall be determined from the number of members for which this Union receives dues six months prior to the Convention (including the month of the Convention).

Section 8

Each Local shall elect Alternate Delegates who shall attend the Convention in place of any Accredited Delegates who cannot attend the Convention.

Section 9

Immediately following election of Local Delegates to Convention, the Local Secretary shall submit to the National President the names of the Local's Accredited Delegates and Alternate Delegates on a Credential Form supplied by the national office of the Union.

Section 10

At least two months prior to the opening date to a Triennial National Convention, the National Council shall appoint from amongst Accredited Delegates such committees as may be necessary for the conduct of business of the Convention. Delegates shall be notified of their committee appointments by the National Council at least six weeks prior to the opening of the Convention, and shall be supplied with any official information they may require for the proper execution of their committee duties. Established committees may be called to meet at the place where the Convention is being held prior to the opening date of the Convention.

Section 11

Each Local shall be entitled to present resolutions for consideration by the Triennial National Convention. Resolutions must be received in the national office of this Union not later than four months prior to the Convention, inclusive of the Convention month. The resolutions shall be indexed and distributed in book form to all Locals and to all accredited delegates at least two months prior to the Convention.

Section 12

Late resolutions to the Convention shall be submitted to the National President seven days prior to the opening of the Convention. The late resolutions must be approved by the Convention for consideration and shall be the last order of business.

Section 13

Emergency resolutions may be presented to the floor of the Convention but shall not be dealt with by the Convention until accepted by a majority of the Convention.

Section 14

All Locals shall have the right to send observers to National Convention at Local expense. Observers shall not have the right to vote nor to participate in debate at National Conventions.

Section 15

Delegates to the Triennial National Convention of the PSAC shall be elected in accordance with the requirements of the Constitution of the PSAC and in accordance with GSU Regulation.

Section 16

All Locals shall be entitled to send Fraternal Delegates to a National Convention. These Fraternal Delegates shall have no vote. Fraternal Delegates shall have no voice except with the approval of the Convention. The Component shall not assume any responsibility for their expenses.

Section 17

A quorum of a Triennial National Convention shall be a simple majority of the Accredited Delegates for each session.

Section 18

The National Council will grant financial assistance to a Local(s) of the Component for the purpose of hosting a National Convention, the amount to be determined after consultation with the Local concerned.

By-law 13 – Special National Conventions

Section 1

A Special National Convention shall be held at the request of the National Council provided that $\frac{2}{3}$ of the National Council vote in favour of a Special Convention, or on the request of a majority of the existing Locals of this Union and at a time and place to be decided by the National Council.

Section 2

Special Conventions shall be composed of delegates elected by Locals in accordance with By-law 12, Sections 6, 7, and 8.

Section 3

The Call for a Special Convention shall be sent out at least 60 days prior to the date set for the commencement of the Special Convention.

Section 4

A Special National Convention of this Union shall deal with only the matter or matters for which it was called, unless the Special Convention agrees, by a $\frac{2}{3}$ majority vote of its assembled delegates, to consider other matters of an urgent or necessary nature within the time limits set for such Special National Convention.

By-law 14 – Finances

Section 1

The financial records of this Union shall be audited once annually by a Firm of qualified and licensed public accountants approved by the National Council. A copy of the financial statement shall be forwarded immediately thereafter to each Local and to the PSAC.

Section 2

This Union will have 3 Signing Officers, 1 of whom shall be the National President. The other 2 signing officers shall be appointed by the National Council. All cheques shall require two signatures one of which should be the National President, except in exceptional circumstances.

Section 3

The National Council shall have the authority to designate, in exceptional circumstances, one or more other persons as signing officers of this Union.

Section 4

The signing officers of this Union shall be bonded by a reputable bonding company in an amount to be set by the National Council, the cost to be borne by this Union.

Section 5

The fiscal year of this Union shall be the calendar year.

Section 6

All financial records of this Union and of its Locals shall be retained for the legal period prescribed by the Income Tax Act as interpreted by the Canada Revenue Agency. All financial records of this Union and its subordinate bodies shall be maintained in a manner approved by the auditors.

Section 7

The National Council shall have the authority to obtain loans and to arrange financial transactions in the name of this Union when required.

Section 8

A Financial Review Committee will be created immediately following the Triennial Convention to review the financial matters of the Union. The members of the committee will be recommended by the National President and appointed by the National Council.

By-law 15 – Discipline

Section 1

The National Council of this Union shall have the authority to remove from office any National or Local Officer for contravening any provision of the Constitution of the

PSAC or of the By-laws of this Union, or for cause as listed in Section 5 of this By-law.

Section 2

GSU members in good standing shall have the right to file a complaint against another member or Officer of GSU for contravening any provision of the Constitution of the PSAC or of the By-laws of this Union, or for cause as listed in Section 5 of this By-law.

Section 3

- a) A Local of this Union shall have the authority to remove from office any Local officer for contravening a provision of the Constitution of the PSAC, the Local By-laws, a provision of these By-laws, or for cause listed in Section 5 of this By-law.
- b) A Local of this Union shall have the authority to deny Local membership privileges for any member found guilty of contravening any provision of the Constitution of the PSAC or these By-laws, or for cause listed in Section 5 of this By-law.

Section 4

A member dealt with as provided in Section 1 of this By-law shall have the right to appeal in accordance with Section 25 of the Constitution of the PSAC and PSAC Regulation 19.

A member dealt with as provided in Section 2 of this By-law shall have the right to appeal such decision to the National Council.

Section 5

A member, having committed any of the offences listed below, may be penalized as provided in Sections 1 and 2 of this By-law.

- a) violating any provision of the Constitution of the PSAC, the Local By-laws, or the By-laws of this Union;
- b) obtaining membership or soliciting members by misrepresentation;
- c) instituting, urging or advocating that a member of any Local institute action in a court against the PSAC or this Union or any of its officers or against a Local or any of its officers without first exhausting all remedies through appeal within the Union;
- d) other than through proper channels, advocating or attempting to bring about the withdrawal from the Alliance, its Components, or Locals any member or group of members;
- e) publishing or circulating among the members' false reports or misrepresentations
- f) working in the interests of a rival organization or Union;
- g) slandering, libeling or willfully wronging an officer or member of the Alliance, its Components, Locals, Area Councils, Regional Councils or Regional Action Committees;
- h) using abusive language or disturbing the peace of any meeting in or around any office or meeting place of this Union or any of its Locals;
- i) fraudulently receiving or misappropriating any moneys due this Union or its Locals;

- j) using the name of a Local or of this Union for soliciting funds, advertising, and the like, of any kind without the consent of the Local concerned or the National Council of this Union;
- k) furnishing, without prior authority, a list or any information on the membership of the PSAC, of this Union or of any Local to any person or persons other than those whose official position in the PSAC, this Union or any Local, entitles them to have such information;
- l) deliberately interfering with an official of the PSAC or this Union in the discharge of his or her duties;
- m) crossing a picket line, performing work for the employer unless required to do so by law, or voluntarily performing struck work, while in a legal strike position;
- n) engaging in any other conduct prejudicial to the good order and discipline of the PSAC or this Union;
- o) as an officer of the PSAC, this Union or of a Local who willfully does not initiate disciplinary action against scabs as defined in the Constitution of the PSAC;
- p) sexually or personally harassing another member.

Section 6

The National President, after satisfying himself or herself that the proper procedure has been followed, may recommend to the PSAC National Board of Directors the suspension from membership of any member for acts detrimental to the Union, or for cause as listed in Section 5 of this By-law. Any member who has been so suspended shall be entitled to appeal the suspension in accordance with the Constitution of the PSAC.

By-law 16 – Area Councils

Section 1

In accordance with the Constitution of the PSAC, this Union shall encourage its Locals to participate in the organization and operation of Area Councils in centers where three or more Unions of the PSAC exist.

Section 2

In areas where the condition set forth in Section 1 of this By-law exists, this Union shall make application to the PSAC to establish Area Councils as required by the Constitution of the PSAC. Upon approval of the applications as specified, Locals of this Union in such areas shall participate in the formation and operation of Area Councils within the terms and conditions of the Constitution of the PSAC.

By-law 17 – Amendments to By-laws

Section 1

These By-laws may be amended by a two-thirds majority of the voting delegates in attendance at any Triennial National Convention of this Union.

Section 2

These By-laws also may be amended by approval of a majority of those voting in a membership referendum ordered by a majority of the National Council.

Section 3

Any amendment to these By-laws shall become operative immediately upon adoption.

Section 4

These By-laws and subsequent amendments shall be printed and distributed in both English and French within 90 days of adoption.

By-law 18 – General

Section 1

Unless expressly provided otherwise by these By-laws, all decisions requiring a vote shall be decided by a simple majority.

Section 2

Unless expressly provided otherwise by these By-laws, PSAC Rules of Order shall apply to all meetings and Conventions of this Union.

Section 3

This Union shall not be responsible for any debts, contractual arrangements, commitments, etc. entered into by any Local.

Section 4

Nothing in these By-laws shall be construed to conflict with the Constitution of the PSAC.

Section 5

Any referendum vote shall be by means of a secret unsigned ballot.

By-law 19 – Definitions

The following interpretations shall apply in these By-laws:

Union - where used in these By-laws shall be construed to mean GSU of the Public Service Alliance of Canada unless specifically indicated otherwise.

May - is to be construed as permissive.

Shall - is to be construed as imperative.

National Council - refers to the National Council of the GSU of the Public Service Alliance of Canada as defined in By-law 6, Section 2.

Jurisdiction - in the case of Regional Vice-presidents refers to the geographical area of representation as defined in By-law 6, Section 2.

Region - in the case of Regional Vice-presidents refers to the geographical area of representation, as defined in GSU Regulation.

General Membership Meeting - A meeting of the Local members, called in accordance with the Local By-laws, including appropriate advance notice, where all members present have voice and vote.

A regular General Membership Meeting is a meeting, as described above that is called for in the normal schedule of the Local.

A special General Membership Meeting is a meeting, as described above, that is outside of the normal schedule of the Local, as called for by the Local Executive or the membership.

Annual General Membership Meeting - The General Membership Meeting of the Local, that is held once each year in accordance with the Local By-laws, where the Local Budget, Audited Financial Statements and the elections of officers, etc. are dealt with.

Executive Committee Meeting - A meeting of the Local Executive Officers called in accordance with Local By-laws to deal with the business of the Local between two (2) General Membership Meetings and that is open to members of the Local.

By-law 20 – Oath of Office

The following Oath of Office shall be administered to all Officers immediately upon acceptance of their respective offices:

“I....., having been elected an officer of the Government Services Union of the Public Service Alliance of Canada, solemnly declare that for my term of office I shall abide by and uphold the GSU By-laws and the Constitution of the PSAC, fulfill the duties of such office, will maintain and uphold the dignity of the Union and will always keep confidential all matters concerning the affairs of the Union that are brought to my attention.”

GSU REGULATIONS

Regulation 1 – Regions for Regional Vice-presidents

General

This regulation shall be known as the Regions for Regional Vice-presidents Regulation and is issued under the authority of GSU By-law 8, section 4b). This By-law states that elections for Regional Vice-presidents shall be held at the Triennial National Convention in regional caucuses. In addition, formal consultation with management representatives takes place on a regional basis. Therefore, this Regulation defines the regions to be used in these cases.

Pacific Region combines the following RVP jurisdictions:

- lower British Columbia mainland including Vancouver
- Vancouver Island, the remainder of British Columbia and the Yukon Territory

Western Region combines the following RVP jurisdictions:

- Alberta Nunavut and Northwest Territories
- Saskatchewan and Manitoba

Ontario Region combines the following RVP jurisdictions:

- Ontario, excluding the National Capital Region

Quebec Region combines the following RVP jurisdictions:

- Eastern Quebec including Quebec City
- Western Quebec including Montreal

Atlantic Region combines the following RVP jurisdictions:

- Nova Scotia
- New Brunswick and Prince Edward Island
- Newfoundland and Labrador

The National Capital Region is a region in itself.

The Royal Canadian Mint is a region in itself.

Regional Vice-presidents in the NCR shall represent the Locals as assigned by the President after consultation with the Locals.

Regulation 2 – Framework Local By-laws

General

This regulation shall be known as the Framework Local By-laws Regulation and is issued under the authority of GSU By-law 10, section 8. As stated in this By-law, each Local shall adopt By-laws, which shall not conflict with the following Framework Local By-laws. The National Council shall review all Local By-laws to ensure compliance with these Framework By-laws.

By-laws of GSU Local # _____

As approved at the General Membership Meeting on _____

By-law 1 – Name and Jurisdiction

Section 1

This Local shall be known as Local_____of the GSU, PSAC.

Section 2

The jurisdiction of this Local shall be as determined from time to time by the National Council of the GSU, PSAC.

By-law 2 – Objectives

Section 1

This Local shall protect, maintain, and advance the interests of the members coming under its jurisdiction.

Section 2

This Local shall subscribe unconditionally to and accept as its governing documents, the Constitution of the PSAC, the By-laws of the GSU, and these By-laws.

By-law 3 – Authority and Responsibilities

Section 1

The Local shall have the authority to deal with management representatives in their locality on matters affecting the interests of the membership. The Local shall also have the authority to initiate action on matters having broader effect than the interests of the Local membership, by submission in writing to the National Council or by resolution to the Triennial National Convention of the Union or by submission in writing to the relevant body of the PSAC.

Section 2

The Local may designate one of its elected officers as a full-time officer of the Local and may employ a person or persons to assist in carrying out the work of the Local. Any financial undertaking shall be the sole and exclusive responsibility of the Local.

Section 3

The Local may acquire such space and facilities as may be necessary for the conduct of the affairs of the Local. Any financial undertaking shall be the sole and exclusive responsibility of the Local.

Section 4

The executive shall have the authority to establish any committee it deems necessary for the conduct of Local business.

Section 5

The Local may adopt regulations for the conduct of the affairs of the Local. Such regulations shall not in any way conflict with the provisions of the Constitution of the PSAC or of the GSU By-laws.

By-law 4 – Membership

Section 1 Regular

The Local shall be composed of all members of the GSU in its jurisdiction, as determined from time to time by the National Council.

Section 2 Associate

The Local may retain as associate members, former members of the Local whose employment has been terminated.

Associate members shall not be eligible to hold elected office in the Union, shall have voice but not vote in meetings of the Local, but may be accorded such other privileges of membership for such length of time as may be provided by the Local.

Section 3

Upon applying for membership, each member is deemed to have agreed to abide by and to be bound by the provisions of the Constitution of the PSAC, the By-laws of the GSU, and these Local By-laws.

By-law 5 – Membership dues

Section 1

Each member of this Local shall pay such dues as set by the Convention of the PSAC, by the Convention of the GSU and by this Local.

Section 2

The amount of Local membership dues for Regular Members shall be established by a $\frac{2}{3}$ majority vote of the members present at a meeting called for the purpose of establishing dues.

Section 3

Associate Members of this Local shall be exempt from paying dues.

By-law 6 – Executive Committee

Section 1

The Executive Committee of this Local shall consist, at a minimum, of a President, a Vice-president, a Secretary-Treasurer.

Section 2

The members of the Executive Committee shall be nominated and elected at the Annual General Meeting of the Local, and shall hold office for a period of year(s).

Section 3

The Executive Committee shall conduct the business of the Local between general meetings.

Section 4

If the office of Local President becomes vacant for any reason, the Local Vice-president will fill the position, in accordance with Local By-law 7, Section 2a).

If an elected office other than Local President becomes vacant for any reason, the Local Executive Committee may appoint a replacement on an interim basis from among the Members in Good Standing of the local.

At the next General Membership Meeting the Executive must conduct an election, following the procedure outlined in the PSAC Rules of Order, to fill any vacant position or any position held on an interim basis vacant position for the remainder of the original term of office.

By-law 7 – Duties of Officers

Section 1 The President shall:

- a) convene and preside at all special and regular meetings of the Executive Committee and the Local;
- b) submit a written Activity Report to the Annual General Membership Meeting of the Local covering the period between Annual General Membership Meetings;
- c) in consultation with the Local Executive, deal with local representatives of the employer on matters affecting the interests of the members of the Local;
- d) attend the GSU Triennial Convention as a delegate from the Local;
- e) perform other duties as may be assigned by the Executive Committee;
- f) participate on Regional Consultation Committees if requested by the Regional Vice-president and if approved by the GSU National President;
- g) participate on GSU Standing Committees if requested by the GSU National President
- h) be responsible for member representation in their locals.

Section 2 The Vice-president shall:

- a) assist the President in his or her duties and replace the President when requested to do so, or in the case of absence, incapacity, resignation, or death;
- b) attend all meetings of the Executive Committee and of the Local;
- c) perform other duties as may be assigned by the Executive Committee.

Section 3 The Secretary shall:

- a) attend all meetings of the Local and Executive Committee;
- b) keep an accurate account of the proceedings of each and distribute the minutes to the appropriate members and the GSU National Office;
- c) be responsible for maintaining proper files of documents and all correspondence;
- d) perform such other duties as pertain to the office or as are assigned by the Executive Committee.

Section 4 The Treasurer shall:

- a) be responsible for the financial records of the Local;

- b) be responsible for the preparation and presentation of financial statements at membership and executive meetings as required;
- c) collect all moneys payable to the Local and deposit such funds in a financial institution approved by the Executive Committee;
- d) be responsible for the disbursement of funds payable by the Local in settlement of its just debts;
- e) attend all meetings of the Executive Committee and of the Local;
- f) perform other such duties as pertain to the Office or as are assigned by the Executive Committee;
- g) ensure that an up-to-date listing of all members is kept.

Section 5 General

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

By-law 8 – Shop Stewards

The Executive Committee shall arrange for the election or where necessary, the appointment of Shop Stewards.

By-law 9 – Meetings

Section 1 Executive Committee Meetings

- a) The Executive Committee shall hold regular meetings for the proper conduct of the Local's affairs.
- b) Executive Committee Meetings will be open to the general membership. Notices of these meetings will be placed on bulletin boards advising the membership of the time and location of the meetings.
- c) A quorum for Executive Committee Meetings shall be a simple majority of elected officers.

Section 2 Membership Meetings

- a) The governing body of the Local shall be the Annual General Membership Meeting, which shall be held in each year.
- b) Members of the Local shall be given advance notice of the scheduled Annual General Membership Meeting at least days before the meeting to give them time to prepare motions and amendments to the By- laws if they wish.
- c) The date, time, location and the proposed Agenda the Annual General Membership Meeting shall be advertised to the members of the Local at least days before the meeting.
- d) The date, time, location and the proposed Agenda of all other General Membership Meetings shall be advertised to the members of the Local at least days before the meeting.
- e) Regular General Membership Meetings may be held as determined by the Local Executive or by decision of the membership at the Annual General Membership Meeting.

- f) The agenda for the Annual General Membership Meeting shall be presented by the Executive Committee and shall include but not be limited to the following:
- i. Call to Order by the Chairperson
 - ii. Roll Call of Officers
 - iii. Minutes of previous General Membership Meeting
 - iv. Report of President
 - v. Report of Treasurer
 - vi. Audited Financial Statements
 - vii. Approval of Local Budget
 - viii. Committee Reports
 - ix. Amendments to By-laws, if any
 - x. Nomination and Election of Officers, if any
 - xi. Nomination and Election of Auditors
 - xii. Other Business
 - xiii. Adjournment
- g) At minimum, a quorum for any General Membership meeting including the Annual General Meeting shall be:
- The majority of the Local Executive Committee; AND
 - Local members in good standing, equal to the number of positions within the Local Executive plus 1.
 - e.g. If the Local Executive Committee consists of 6 members, the minimum quorum shall be 11(4+6+1).

To further illustrate this proposal, please refer to the examples below. Locals with:

- 6 Executive Committee members (majority = 4) + 7 members in good standing = 11 for quorum.
- 5 Executive Committee members (majority = 3) + 6 members in good standing = 9 for quorum.
- 4 Executive Committee members (majority = 3) + 5 members in good standing = 8 for quorum.
- 3 Executive Committee members (majority = 2) + 4 members in good standing = 6 for quorum.

For GSU Locals with less than 50 members quorum reads as follows:

At minimum, a quorum for locals with less than 50 members for any General Membership meeting including the Annual General Meeting shall be:

- The majority of the elected Local Executive Committee; and
 - Local members in good standing.
- h) A Special Membership Meeting shall be called at the request of a majority of the Local Executive or at the written request of 25% of the membership or 30 members (whichever is less.) The Local Executive shall decide the time and place, but, it shall be held within a period of 30 calendar days of the request. A Special Membership Meeting shall deal only with the matters for which it was called unless the members present agree by a two-thirds majority to consider other matters of an urgent or necessary nature.

Section 3 – Rules of Order

All Local meetings shall be governed by PSAC Rules of Order PSAC.

By-law 10 – Election of Officers

- a) Election of officers shall take place at the Annual General Meeting and will follow the procedure outlined in the PSAC Rules of Order.
- b) All officers shall take office at the end of the meeting at which they are elected.
- c) The oath of office shall be administered to all officers immediately before taking office.

By-law 11 – Finances

Section 1

The fiscal year of the Local shall be from January 1 to December 31.

Section 2

- a) Three members of the Local Executive shall be designated as signing officers, two of whom shall sign all cheques.
- b) The GSU staff person assigned the responsibility of Signing Officer will be an additional signing authority on every GSU Local Bank Account.
- c) No disbursements shall be made without authorization by a General Membership Meeting unless such disbursements are within budgetary limits or in accordance with financial guidelines established at a General Membership Meeting.

Section 3

- a) The Treasurer shall submit a financial statement to all regular Membership Meetings of the Local and shall submit an audited annual financial statement to the National President of GSU within 30 days following the Local's Annual General Membership Meeting.
- b) The Auditors shall audit the Local's financial statements prior to the next Annual General Membership Meeting in order to present their report.

Section 4

The GSU, PSAC has no responsibility for any financial obligations undertaken by a GSU Local.

By-law 12 – Discipline

Section 1

Should the Local fail to carry out the responsibilities required by these By-laws, the provisions of the By-laws of the GSU shall be applied.

Section 2

Any member or group of members found guilty of engaging in acts detrimental to the Local as detailed in the By-laws of the GSU shall be subject to the disciplinary actions detailed therein. Actions taken under this By-law shall follow the procedures set out in the appropriate PSAC Regulation.

By-law 13 – By-laws and Amendments

Section 1

Any proposed changes to these By-laws shall be submitted in writing to the Secretary at least 30 days prior to the date set for a General Membership Meeting. Proposed amendments must be detailed in the Notice of Meeting.

Section 2

Amendments to these By-laws shall require a $\frac{2}{3}$ majority vote of the members attending the meeting.

Section 3

Any amendment shall become operative immediately upon adoption, unless otherwise specified, and shall be circulated to the membership of the Local, with a copy to the National President, GSU. These By-laws and any amendments thereto shall be subject to approval by the National Council of the GSU.

By-law 14 – Charter

The members of this Local shall be bound by these By-laws and being so bound shall be entitled to receive the Charter of the GSU.

By-law 15 – General

Section 1 Representation at National Conventions

The Local President shall be an automatic Delegate to the GSU Convention. All other delegates who the Local is entitled to send to National Conventions shall be elected at a General Membership Meeting of the Local.

Section 2 Representation to PSAC Area Council

Delegates to the PSAC Area Council shall either be elected at a general meeting of the Local or appointed by the local executive.

Regulation 3 – Terms and conditions of employment for the National President

1. General

This regulation shall be known as the Terms and Conditions of Employment for the National President and is issued under the authority of GSU By-law 8, section 5 c).

2. Tenure of office

The tenure of office of the full-time National President shall be in accordance with the By-laws of the GSU.

3. Entitlement to pay

The National President is entitled to be paid for services rendered at the level set by the Triennial National Convention in accordance with By-law 8 Section 5 b).

4. Continuous employment

For purposes of annual leave, continuous employment for the National President shall comprise the total period of continuous employment from the date of commencement of service in the Public Service to the date of termination of employment with the Union.

5. Designated paid holidays

The National President shall be entitled to designated paid holidays on the same basis as the members of the Alliance Executive Committee.

6. Overtime

- a) Overtime means the requirement for the National President to be on official business for the Union on a day of rest or on a designated paid holiday.
- b) When the National President is required to be on official business for the Union on a day of rest or on a designated paid holiday, he or she shall be compensated at the rate of one and one-half times on Saturday and a rate of double time on Sunday.
- c) A report of all overtime worked shall be presented to each meeting of the GSU Financial Review Committee.

7. Compensatory leave

- a) "Compensatory Leave" means leave with pay in lieu of cash payment for overtime, and such leave with pay will be equivalent in value to the cash payment that would otherwise have been made.
- b) Compensatory leave with pay exceeding 15 days not used by December 31st each year will be paid in cash at the rate of pay received by the elected officer on December 31st.

8. Leave general

When a National President, who has been granted more vacation or sick leave with pay than was earned, dies or ceases to hold office because he or she was not re-elected for another term of office, the National President shall be considered to have earned the amount of leave with pay granted to him/her.

9. Sick leave

- a) The National President shall earn sick leave credits at the rate of 1¼ for each calendar month for which he or she receives pay for at least ten days.
- b) The National President shall be granted sick leave with pay when unable to perform his/her duties because of illness or injury under the same conditions that apply to all members of the Alliance Executive Committee.
- c) Subject to section (d) below, when the National President is unable to perform his/her duties because of illness or injury and such illness or injury prevents the Officer from attending the Convention and seeking re-election, the Officer shall be entitled to be granted sick leave to the limitation of his/her sick leave credits or for the duration of the illness whichever is less provided he or she satisfies the Union that he/ she is unable to work due to illness or injury.

- d) In a case referred to in section (c) above, if the Officer is eligible to receive benefits from Disability Insurance, he or she must apply for such benefits and must agree to pay the Union any amount received from Disability Insurance for the period between the date of election where he or she ceased to hold office and the date he or she ceased to be on sick leave with pay.
- e) If the Officer has insufficient credits to cover the granting of sick leave with pay under the provision of this section, sick leave with pay may, at the discretion of the National Council, be granted up to 15 days. The granting of more than 15 days advanced sick leave to the Officer must be approved by the National Council before sick leave with pay may be granted.

10. Vacation leave with pay

- a) For each calendar month in which the National President earns at least ten days' pay, he or she shall earn vacation credits with pay at the rate of:
 - i. 1 ²/₃ days if the Officer has completed less than 12 years of continuous employment.
 - ii. 2 ¹/₂ days if the Officer has completed 12 years of continuous employment.
 - iii. 2 ¹/₂ days if the Officer has completed 20 years of continuous employment.
 - iv. After having completed 22 years of continuous employment, the President shall be credited with one-half (1/2) day of vacation leave for each successive year of continuous service to a maximum of five (5) additional days of vacation leave.
- b) The National President shall be granted vacation leave with pay under the same conditions that apply to all the members of the Alliance Executive Committee.
- c) Carry-over of vacation leave credits is permitted but shall not exceed two (2) years' entitlement.
- d) Vacation leave credits with pay exceeding two (2) years' entitlement not used on December 31st each year will be paid in cash at the rate of pay received by the Officer on December 31st.

11. Other types of leave

The National President shall be entitled to other types of leave with or without pay on the same basis and under the same conditions that normally apply to the members of the Alliance Executive Committee.

12. Transfer of leave

When a member of this Union is elected as the full-time National President, all the unused sick leave credits that stand to the employee's credit in the record of his/her employer shall be transferred to the Union provided that these are substantiated to the satisfaction of the Union.

13. Travel expenses

The National President is entitled to be reimbursed his/her travel expenses in accordance with the appropriate GSU Regulation that applies to all members travelling on behalf of the Union. All expense claims submitted by the National

President shall require approval for payment by two members of the Financial Review Committee.

14. Relocation expenses

The National President is entitled to be reimbursed his/her relocation expenses in accordance with PSAC Regulation No. 16.

15. Other benefits

The National President is entitled to all other benefits that are currently applicable to employees of the Alliance Employees Union (AEU) Union. Any changes to benefits for AEU Union employees shall be reviewed by the National Council before being applied to the National President.

Other benefits include the following:

- PSAC Group Life Insurance Plan
- PSPC SunLife Life Insurance Plan
- PSAC Disability Insurance Plan
- PSPC SunLife Disability Insurance Plan
- PSAC Extended Health Plan
- PSAC Dental Plan
- PSAC Vision Care Plan
- PSAC Pension Plan
- Public Service Pension Plan
- Parking
- Recreational Allowance

16. Bilingual bonus

The National President shall be entitled to receive a bilingualism bonus on the same basis and under the same conditions that apply to the members of the Alliance Executive Committee.

17. Severance Pay

The National President shall, on termination of office, be entitled to be paid one (1) week's pay at the position's current rate of pay for each completed year of continuous employment with the Government Services Union.

18. Additional benefits

No additional benefits other than those described in this Regulation shall be granted to the National President unless they are approved by the National Council prior to their implementation.

Regulation 4 – Expenses for members on GSU business

General

This regulation shall be known as the Expenses for Members on GSU Business Regulation. Elected Officers of the GSU are entitled to reimbursement for expenses

incurred when travelling on authorized Union business. This Regulation applies to all members travelling on any kind of GSU business.

Definition

“GSU business” shall mean any activity that has been authorized by the GSU National President including business that is a direct result of a National Officer’s assigned portfolio.

1. Salary

Members on authorized Union business during a normal work day shall be reimbursed for any lost salary. A member in an acting position shall provide proof of their acting pay before being reimbursed at the acting rate of pay.

2. Travel Time

Members travelling on authorized GSU business outside their headquarters area and outside of their regular working hours will be paid Travel Time at a straight time rate.

3. Retroactivity

When the applicable collective agreement is re-negotiated with the member’s employer, retroactive pay will be paid for all lost salary and travel time upon the request of the member.

4. Hotel Accommodation

Where hotel accommodation is required, the expense shall be borne by the Union.

5. Travel

All GSU members travelling on GSU business are entitled to payment for the following expenses upon provision of the appropriate receipts:

- transportation at the most economical rate;
- ground transportation, using the most economical method, to and from the member’s home or hotel and the airport, train, or bus station.

6. Days of Rest

Members on GSU business on a day of rest will receive Day of Rest Pay, which will be equivalent to the average salary of the members of the GSU National Council on the day after the most recent GSU Triennial National Convention. This amount shall be prorated for partial days.

7. Per Diem

For every day that an Officer is on Union business outside of their headquarters area, they shall be paid in accordance with the PSAC Per Diem rates. This amount shall be prorated for partial days.

8. Travel Advances

All travel advances issued to GSU Officers must be covered by an expense claim, which will include the appropriate receipts, within 60 days of the advance. Under normal circumstances, no member will be issued a second advance until they have accounted for an outstanding advance.

9. Miscellaneous Expenses

a) Miscellaneous Expenses on member claims:

- i. All miscellaneous expenses except tips shall be listed on the claim in the section named "Other" and a receipt must be attached;
- ii. Tips: A reasonable amount of tip will be reimbursed, examples include bell persons and housekeeping at hotels, however, not included, tips at restaurants. Tips can be listed in the "Other" section of the claim and does not require a receipt.

b) Miscellaneous Expenses for National Council members:

- i. Officers of the National Council shall receive a miscellaneous expense allowance of \$200.00 per month, payable quarterly at the end of March, June, September and December of every year (\$2,400.00 annually). This miscellaneous expense allowance would include items such as laptops, computer supplies, office supplies, paper, etc. An expense claim must be completed with receipts, once a year or quarterly, as expenses are incurred.
- ii. Officers of the National Council shall receive a Cell Phone & Internet allowance of \$200.00 per month, payable quarterly at the end of March, June, September and December of every year (\$2,400.00 annually). An expense claim must be completed with one monthly receipt from your cell/internet provider, once a year.
- iii. Officers of the National Council shall receive a Stipend of \$200.00 per month, payable twice a year, at the end of June and at the end of December of every year (\$2,400.00 annually). The Stipend is considered a taxable earning supplement by the CRA and would be subject to taxes, but no CPP or EI deductions.

10. Rejection of Expense Claims

If an expense claim or a portion of an expense claim is rejected for payment by the National President, the claimant shall have the right to appeal to the GSU Financial Review Committee. An appeal must be filed, in writing, within 60 days of the rejection. If no appeal is filed within that 60 days, the expense claim payment will be deemed accepted by the member.

11. Other

Members on GSU business not necessarily covered in other parts of this Regulation and who suffer a loss of salary or incur other expenses shall be reimbursed their loss of salary and shall be paid expenses in accordance with this Regulation.

12. PSAC Events

a) PSAC Triennial National and Regional Conventions:

When a member is attending a PSAC National or Regional Convention as a GSU delegate, the member shall be considered as being on GSU Union Business. GSU shall therefore reimburse expenses not covered by PSAC, in accordance with the provisions of Regulation 4.

b) PSAC Other Conferences:

When a GSU member is attending a PSAC Conference approved by the National President, the member shall be considered as being on GSU Union Business. GSU shall therefore reimburse expenses not covered by the PSAC, in accordance with the provisions of Regulation 4.

c) GSU Member claim:

A GSU Member claim shall be submitted with a copy of the processed and paid PSAC claim; a reimbursement of expenses not covered by the PSAC will be reimbursed accordingly and in accordance with the provisions of Regulation 4.

Regulation 5 – GSU Standing Committees

1. Each Committee shall ensure to have terms of references. The format of the terms of references should follow the template available on the GSU website;
2. At the beginning of each new cycle, the Chair of the Committee shall ensure that the terms of references are reviewed and updated;
3. At the beginning of each new cycle, each Committee shall ensure to have clear objectives for the next three years;
4. The Chair of each Committee shall submit to each scheduled annual National Council meeting a written report on the activity of the Committee since the last National Council meeting;
5. Ad-hoc Committees are not subject to this Regulation.

Regulation 6 – Financial Review Committee

General

This regulation shall be known as the Financial Review Committee Regulation and is issued under the authority of GSU By-law 14.

This committee shall:

- review, at its own discretion, or upon request, all financial matters of the Union;

- review a report of the President's overtime, travel and compensatory leave at each Committee meeting;
- investigate and render a decision on all appeals of rejected expense claims;
- report to each National Council meeting and make recommendations as required;
- provide the GSU National Council, a Revenue and Expenses vs Budget Comparison progress report and a Balance Sheet, at June 30th and December 31st of every year for review; and,
- provide the GSU National Council, prior to an additional event or circumstance, a costing for any such event or circumstance, that is not included in the budget cycle approved at Convention; and that any costs approved be taken from "Unreserved Funds".

Regulation 7 – Life Memberships, Honourary Memberships and Awards of Merit

General

This regulation shall be known as the Life Memberships and Honourary Memberships Regulation and is issued under the authority of GSU By-law 3, Sections 3, and 4.

1. GSU Life Memberships - Criteria

- A GSU Life Membership is the highest honour that can be awarded to a member of GSU. Someone deserves a GSU Life Membership when they have, through personal and devoted efforts in the affairs of the Union, has provided outstanding service to the members of GSU for at least 6 years.
- A Nomination for Life Membership must be submitted to the GSU National Council by June 1st by either the Local Executive of the nominee's Local or by a member of the GSU National Council.
- Life Membership in a GSU Local shall not be recognized as a Life Membership in GSU unless it has been approved by the GSU National Council.

2. GSU Life Membership – Rights, Privileges and Obligations

- A Life Member of GSU, who is eligible for regular GSU membership, is entitled to all the rights and privileges of that membership.
- A GSU Life Member shall be exempt from paying dues to GSU.
- All Life Members who are no longer a delegate at the GSU Triennial Convention will be invited to attend one (1) GSU Triennial Convention, as an observer, at GSU expense.
Any member who previously attended a GSU Triennial Convention as a Life Member and at GSU expenses does not qualify for this privilege.
- A list of current GSU Life Members will be maintained by the National President and will be published in the booklet with a short biography containing the GSU By-laws.
- The membership responsibilities as stated in GSU By-law 4 shall also apply to GSU Life Members.
- A GSU Life Member shall have their Life Membership placed in suspension while they are employed in a confidential or managerial capacity or in

any position where they are barred from participation in the affairs of an employee organization by reason of the terms and conditions of employment or any requirement of other labour legislation.

- g) The Life member will receive a GSU gift of their choice (maximum of \$200). If photos are taken of the nominees, they become the property of the National Office for use at its discretion.

3. GSU Life Membership – Process

- a) A GSU Local may nominate a member who merits this honour by adopting such a motion at a Local General meeting or at a Local Executive meeting and forwarding it to the GSU National Office.
- b) A nomination may originate with a member of the GSU National Council. In this case, the opinion of the appropriate Local will be sought and circulated to the members of the National Council.
- c) A nomination for GSU Life Membership must be made using the GSU Life Membership Nomination Form. Nomination Forms may be downloaded from the GSU Website or obtained from the GSU National Office. All applications for Life Membership shall be referred to the GSU Union Recognition Committee. The Committee will review all applications and make appropriate recommendations to National Council.
- d) A nomination for a GSU Life Membership must be submitted to the GSU National Office no later than June 1st of each year. It will then be presented at a properly convened meeting of the GSU National Council and will require a two-thirds majority vote to be approved and voting will be done by secret ballot.

4. GSU Honourary Memberships

- a) Nominees for Honourary Membership must be ineligible for Regular or Associate Membership in the GSU. GSU Honourary Membership is warranted when the nominee has given outstanding service to the GSU. Outstanding service shall mean service of a very significant nature involving a single incident or service of a high caliber over a period of time. The service may be at any level of the Union as a whole, but it must also have benefited other segments of the Union.
- b) A GSU Local may nominate one of its members who merits this honour. In addition, a nomination may originate with the GSU National Council, in which case, the opinion of the appropriate Local will be sought and be reviewed by the Union Recognition Committee and if approved circulated to the members of the National Council.
- c) All recommendations for GSU Honourary Membership shall require a $\frac{2}{3}$ majority vote of the National Council and voting will be done by secret ballot.
- d) A GSU Honourary Member shall not be entitled to vote or to hold elective office, but shall be entitled to all other rights and privileges of membership and shall be exempt from paying dues to the Union.
- e) A list of Honourary Members shall be established and maintained by the National President and shall be published in the booklet containing the GSU By-laws.

- f) Honourary members will receive a plaque. The award shall be presented at a Local or National event by a Union Official. If photos are taken of the nominees, they become the property of the National Office for use at its discretion.

5. Awards of Merit

- a) An Award of Merit is warranted when a member has given their personal time and exemplary effort to the GSU.
- b) The Executive of a Local may recommend to the National Council the granting of an Award of Merit. In addition, the National Council may consider granting an Award of Merit.
- c) All decisions of the National Council to grant an Award of Merit shall require a $\frac{2}{3}$ majority vote and voting will be done by secret ballot.
- d) A list of members receiving Awards of Merit shall be maintained by the National President and shall be published in the booklet containing the GSU By-laws.
- e) The recipients will receive a plaque. The award shall be presented at a Local or National event by a Union Official. If photos are taken of the nominees, they become the property of the National Office for use at its discretion.

Regulation 8 – Local Trusteeship General

This regulation shall be known as the Local Trusteeship Regulation and is issued under the authority of GSU By-law 10.

Section 1

A trustee appointed under the authority of this regulation shall:

- take charge of all books and records of the Local; and
- appoint a committee of not less than three members that shall act as an interim Local Executive with all the powers that normally rest with the Local Executive. The committee shall make every effort to re-establish the Local and/or recommend other action; and
- prepare a full report and submit it to the National President.

Section 2

Any costs related to the administration of the Trusteeship shall be borne by the Local's funds, whenever possible.

Regulation 9 – Local Financial Accounting

General

This regulation shall be known as the Local Financial Accounting regulation and is issued under the authority of By-law 10.

1. Budgets

- a) All Locals must submit a budget to a General Membership Meeting of the Local.

- b) The budget should include such items as:
 - i) revenue
 - ii) meeting expenses;
 - iii) provision for training (shop steward, local officer, etc.);
 - iv) provision for representational costs;
 - v) expenses for delegates or observers to Conventions (GSU, PSAC, Federation of Labour, Canadian Labour Congress, etc.);
 - vi) Regional Council per capita and other related expenses;
 - vii) communication expenses (postage, notices, bulletins, etc.);
 - viii) honoraria for officers;
 - ix) executive and steward expenses;
 - x) Area Council per capita.
- c) The budget, once approved, will become the official guide for the expenditure of Local funds.
- d) All actual expenditures must be reported to the Local at General Membership Meetings and must be supported by acceptable accounting documents.

2. Expenses

- a) All expenditures of the Local must be supported by receipts, invoices, expense claims or other documentation. Accurate records must be kept for audit purposes.
- b) Expenditures not covered by a budget item can only be incurred with the approval of a General Membership Meeting.
- c) The Local Executive in the absence of financial guidelines in the Local's By-laws, has the authority to expend up to \$50.00 subject to filing a full report at the next General Membership Meeting.

3. Financial Statements

- a) Annual Financial Statements shall be prepared for each Annual General Meeting and shall be audited by members of the Local appointed at the previous Annual General Membership Meeting or by an appropriate firm of accountants or by the Regional Vice-president or delegate.
- b) The Annual Financial Statements should include such items as:
 - i) the opening cash balance (the same figure as the closing cash balance on the previous financial statements)
 - ii) a list of receipts
 - iii) a list of expenditures
 - iv) excess of receipts over expenditures
 - v) the closing cash balance
 - vi) reconciliation of bank balance with the closing cash balance
 - vii) signatures of the President and the Treasurer
 - viii) statement and signatures of the Local's auditors
- c) The Audited Financial Statements, once approved by the Annual General Membership Meeting, shall be submitted to the GSU National Office within 30 days. The dues rebate for Locals in default of this requirement shall be suspended until the appropriate Financial Statements are submitted.

4. GSU Signing Authority

The GSU staff person assigned the responsibility of Signing Officer will be an additional signing authority on every GSU Local Bank Account.

Regulation 10 – Discipline Procedures

General

This regulation shall be known as the Discipline Procedures Regulation and is issued under the authority of GSU By-law 15.

1. General Procedures

Allegations of misconduct made at any level of the union shall be dealt with following the procedures described in paragraph 1 and either paragraphs 2 or 3 of this Regulation.

- a) Allegations of misconduct against any member shall be in writing, signed by the complainant, and shall indicate the section of the Local or GSU By-laws or Alliance Constitution under which the complaint is being filed. The action related to the misconduct shall be clearly stated and proof or evidence of the misconduct shall be included with the complaint.
- b) The complaint shall be submitted to the appropriate body and, at the same time, a copy of the complaint shall be provided to the member against whom the complaint is made.
- c) Timeframes
 - i. In the case of discipline resulting from a strike, allegations must be filed within one year of the end of the strike.
 - ii. In the case of discipline relating to any other kind of misconduct, allegations must be filed within 90 calendar days of the incident.
- d) Any complaint or accusation found to be frivolous and intended to harass, embarrass, or discredit a member or members may result in a recommendation of disciplinary action against the complainant being included in the investigation committee's report.
- e) Both the member charged and the member making the allegation shall have the right to appear before the investigation committee.
- f) Witnesses may appear before the committee if invited by the committee. A witness is an individual who witnessed the alleged misconduct or who has some other type of relevant information that will assist in determining whether a contravention occurred.
- g) Reports of the Investigation Committee shall consist of one or two parts depending on whether the allegation is upheld by the Committee.
 - i. Section I will include a finding of fact that either confirms or not that the members have violated the PSAC Constitution, GSU By-laws or Local By-laws. This part of the report may also include information on the committee's method of investigation, the committee composition, and the committee's opinion as to whether the complaint was frivolous. Section 1 of the report cannot be amended

- and is subject to a simple majority vote to receive it.
- ii. Section II would recommend the specific disciplinary action in the event that the Committee finds that the member or members have violated the PSAC Constitution, GSU By-laws, or Local By-Laws. Section II of the report may be amended and is subject to a $\frac{2}{3}$ majority vote.
- h) **Appropriate Receiving Body** - Allegations of misconduct should be submitted to the appropriate receiving body.
 - i. At the Local Level, the appropriate receiving body is the Local President.
 - ii. A complaint at the Local level may also be submitted to the Regional Vice-president or the National President, if there is appropriate reason to do so.
 - iii. At the national level the appropriate receiving body is the National President.
 - iv. Allegations against the National President shall be submitted to the National Vice-president delegated to act for the President in accordance with section 1 of GSU Regulation 11.
- i) The receiving body in each case will ensure that the complaints meet the criteria stated in section 1, paragraphs a) b) and c) of this regulation have been met before submitting the complaint to the investigation committee.

2. Local Procedure

Allegations of misconduct made at the Local level of the union shall be dealt with following the procedures described in sections 1 and 2 of this Regulation.

- a) The Local shall establish an internal or external impartial review committee consisting of three people to investigate and assess the charges, including the receipt of oral and written evidence.
- b) The Committee shall present a report to the Local Executive in the format described in section 1c) and if disciplinary action is recommended, it shall be subject to approval by a two-thirds majority of members in attendance at a General Membership Meeting of the Local except only that the member(s) initiating disciplinary action against another member(s), and the accused member(s) shall be denied voice and vote during the decision-making process.
- c) The disciplined member or members may appeal the decision of the Local to the GSU National Council.
- d) The results of all complaints and investigations shall be submitted to the National President by the Local Executive, who, in the case of a recommendation for suspension of membership, shall refer the recommendation to the PSAC National Board of Directors.

3. National Council Procedure

Allegations of misconduct made at the National Council level of the union shall be dealt with following the procedures described in sections 1 and 3 of this Regulation.

- a) A complaint filed against a member or members of the National Council, will be forwarded to the GSU Standing Disciplinary Investigation Committee by the National President, as described in section 4 below.

- b) The Standing Discipline Investigation Committee shall investigate the complaint in accordance with this Regulation and present a report to the GSU National Council in the format described in section 1 c).
- c) If disciplinary action is recommended, it shall be subject to approval by a two-thirds majority of the National Council, except that the member(s) initiating disciplinary action against another member(s), and the accused member(s) shall be denied voice and vote during the decision-making process.
- d) In cases where the National Council upholds a recommendation for suspension from membership, that recommendation shall be placed before the National Board of Directors of the Alliance by the GSU President in accordance with the GSU By-laws, to be dealt with in accordance with the Constitution of the Public Service Alliance.

4. Standing Discipline Investigation Committee

- a) The GSU Standing Discipline Investigation Committee shall consist of five (5) GSU National, Regional or Local Officers appointed by the National Council, in accordance with GSU By-law 6, section 8. Any three (3) members of the committee shall investigate any particular complaint.
- b) The committee shall develop appropriate methods for its investigations which will include the following points:
 - i. The committee shall conduct the investigation in an impartial manner, with discretion and within a reasonable timeframe and will conduct interviews in an appropriate manner and in a confidential location.
 - ii. The committee shall ensure that the accused member has been provided with a written copy of the allegations.
 - iii. The accused member and the complaining members will be given opportunity to identify relevant witnesses for the committee to interview.
 - iv. The committee will ensure that all witnesses, the complainant, and the accused member are aware of the mandate of the committee.
 - v. The Committee will receive specific training from the Component.
- c) The Standing Discipline Investigation Committee may invite a neutral person from outside the GSU organization to participate in a particular investigation. The rationale for such an invitation shall be included in the committee's report of the investigation.
- d) The Committee shall report to the National Council in accordance with section 1 c) of this regulation, for each investigation presented to it. In addition, it shall present a more general report on its activities to each regular meeting of the GSU National Council.
- e) If a member of the Standing Discipline Investigation Committee is personally implicated in a particular complaint, he or she shall excuse himself or herself from that investigation and shall take no part in it unless called as a witness by the committee.

5. Appeal Procedures

Appeals against discipline must be received in writing, signed by the appellant and clearly state the grounds upon which the appeal is based.

- a) An appeal against discipline, up to and including removal from office, at the Local level shall be submitted to the National President. The National President shall forward the appeal to the GSU Standing Discipline Investigation Committee.
- b) An appeal against discipline, up to and including removal from office, at the National level shall be submitted to the National President. The National President shall forward the appeal to a three-person tribunal.

Regulation 11 – Replacement of the National President

General

This regulation shall be known as the Replacement of the National President Regulation and is issued under the authority of GSU By-law 9, Section 1. This Regulation explains the procedures to be followed when the GSU National President is not able to perform the duties of the office due to absence or incapacity.

1. Vacancy due to Absence

Each National Vice-president will be delegated to act for the National President on a rotational basis. Each NVP will be so delegated for one year.

Notes:

- The National President is considered “absent” when he or she is not able to perform the duties of the position for personal reasons such as annual leave or sickness and where a return to work is scheduled or imminent.
- The National Vice-president chosen to replace the President may be required to temporarily relocate to within commuting distance of the National Capital Region.
- The temporary vacancy created by the National Vice-president acting for the National President will not be filled.

2. Vacancy Due to Incapacity

The National Council will be advised, at the earliest opportunity, of the National President's incapacity and that the National Vice-president, as selected using the process indicated in section 1 of this Regulation, is acting as the Interim National President. The National Council shall, within one month of the vacancy;

- elect the National President, from among the National Vice-presidents, using a simple majority of the secret ballots cast.

Notes:

- Incapacity is considered to be death or long term sickness or disability, where a return to work is not expected.
- The National Vice-president chosen to replace the National President will be required to relocate to within commuting distance of the National Capital

- Region.
- The vacant National Vice-president position created by this Regulation will be filled using the procedure detailed in GSU By-law 9.
 - The National President elected using this Regulation shall serve for the remainder of the normal term of office.

Regulation 12 – Selection of Delegates to PSAC Conventions

Section 1 – PSAC National Convention

The following GSU members shall be delegates to the PSAC National Convention:

- a) The Component President is automatically a PSAC delegate as a member of the PSAC National Board of Directors and this is in addition to the number of delegates each Component is entitled to send.
- b) The three National Vice-presidents shall be automatic GSU delegates to the PSAC Convention.
- c) Each regional caucus shall nominate and elect one RVP from that caucus to be a delegate to the PSAC Triennial Convention.
- d) The remaining delegates that GSU is entitled to send to the PSAC National Convention will be elected from the plenary floor using the following process:
 - i. Nominations will be invited from the floor.
 - ii. The Chair will inform the delegates of the remaining number of expected GSU delegate seats at the PSAC Convention. The Chair will instruct delegates to indicate that number of names on their ballot.
 - iii. The nominees receiving the highest number of votes shall be declared elected and ranked in descending order based on the number of votes they received.
 - iv. The remaining nominees shall be declared elected as Alternate delegates and ranked in descending order based on the number of votes they received.

Regulation 13 – Selection of Delegates to Conferences and Seminars

Delegates to Conferences and Seminars will be determined by the GSU National President and the National Vice President with responsibility for the relevant portfolio. The criteria for selection priority of delegates shall be;

- a) National Officer with an Assigned Role in their region
- b) Local and Regional positions with an assigned role within GSU, PSAC, and/or community
- c) General Membership

Consideration will be given based on the merit of the application. Regional distribution shall be a consideration. The National President will consult with the respective Regional Vice Presidents in the applicant's jurisdiction for input on selection. GSU will strive to rotate opportunities to Members when selecting delegates to conferences and seminars.

GSU POLICIES

Policy 1 – Group Accident Insurance

This policy shall be known as the Group Accident Insurance Policy. The Union shall arrange for Group Accident Insurance to cover GSU members and staff who are in travel status on Union business. This shall include:

- a) Members of the GSU National Council;
- b) Delegates to GSU Triennial Conventions;
- c) Delegates to GSU Council of Local Presidents;
- d) GSU Representatives on PSAC Negotiating Teams when this Union is responsible for the cost;
- e) Any member of the GSU attending any union function where this Union is responsible for the cost;
- f) All staff of the GSU.

Policy 2 – Simultaneous Translation at GSU Meetings

The Union will ensure that simultaneous translation services are provided at all meetings of the Union, if requested to do so by a member of the Union required to attend that meeting.

Policy 3 – Family Care at GSU Meetings

- a) The Union shall provide quality family care for those members requiring it at its Conventions and Conferences.
- b) When quality family care is provided, full particulars will be provided to all Locals and Delegates attending the Convention or Conference.
- c) Where quality family care is not provided or where it is not convenient or economically feasible to bring family members to these facilities, those members requiring assistance will be reimbursed according to the PSAC Family Care Policy.

Policy 4 – Payable Allowances – Staff

General

This policy shall be known as the Payable Allowances - Staff Policy. Nothing in this policy shall over-ride the provisions of an existing collective agreement.

Section 1

- a) For the purpose of this Regulation, officially authorized Union business that necessitates travel by the National Office staff shall be determined by the National President.
- b) Subject to paragraph a) above, all expense claims submitted by the National Office staff shall require approval for payment by the National President.

Section 2

Expenses shall be paid in accordance with GSU Regulation 4.

Section 3

National Office staff shall be permitted to claim remuneration for overtime work in accordance with their collective agreements, which will be available to the National Council and membership.

Section 4

- a) Expense claims shall be supported by hotel bills, major transportation receipts and other bills or receipts normally obtainable from the provider of a service.
- b) Notwithstanding paragraph a) above, when incurring an expense for the purpose of public relations, a receipted voucher shall be attached to the claim if the amount is in excess of \$5.00.

Policy 5 – Standing Collective Bargaining Committee – FPSLREB Bargaining Units

General

This policy shall be known as the Standing Collective Bargaining Committee Policy - FPSLREB Bargaining Units. It explains the procedures to follow when the PSAC issues a bargaining input call for FPSLREB units.

A Standing Collective Bargaining Committee shall be appointed by the National Council to oversee the GSU Collective Bargaining process for FPSLREB Bargaining Units. The Collective Bargaining Committee shall:

- review bargaining proposals submitted by Locals to ensure that appropriate rationale and justification are provided;
- establish the GSU position on any issues where there are conflicting demands received;
- select GSU representatives at the PSAC Regional Bargaining Conferences from nominations submitted by the Locals;
- maintain a reserve list of nominees for future available positions on the PSAC Bargaining / Negotiating Teams as required;
- appoint GSU members as observers at PSAC Bargaining / Negotiating Committees if the Union decides to send an observer.

Policy 6 – Collective Bargaining – Separate Employer Bargaining Units

General

This policy shall be known as the Collective Bargaining Policy - Separate Employer Bargaining Units. It explains the procedures to follow when the PSAC issues a bargaining input call for Separate Employer Units.

1. Local Bargaining Demands Committee

When the Bargaining input call is received, each Local will issue the call to its members and will appoint a Local Negotiations Committee. The Committee will review any proposals received and will make a recommendation on each to a general meeting of the Local. Once the general meeting has approved and prioritized the Locals proposal package, it will be submitted to the PSAC following the appropriate procedure. Where there is more than one Local in a Bargaining Unit, a joint meeting of Local Negotiating Teams may be required to review, approve, and prioritize the final demands package.

2. Bargaining Committees and Negotiating Teams

Separate Employer Bargaining Units shall have committees made up of a maximum of two members from each Local. The expenses of one Committee member shall be paid by the PSAC as found in PSAC Regulation 15, and the expenses of one other shall be paid by the Union. The expenses of all other Local members shall be the responsibility of the sponsoring Local.

Policy 7 – Questionable Grievances

General

This policy shall be known as the Questionable Grievances Policy.

1. Statement of Principle

The Union supports the principle that, in most cases, a grievance will be fully supported to the final level of the grievance procedure. However, in some cases it may not be in the best interest of the grievor or other members of this Union, to forward a particular grievance to the next step.

2. Procedure

- a) When the Union Representative decides that it may not be in the best interest of the grievor or other members of this Union to forward a particular grievance to the next step, he or she will advise the grievor, in writing, of the rationale for this decision.
- b) If the grievor disagrees with the decision not to proceed with the grievance, he or she may appeal to the GSU National President who will initiate a review to be done.

Policy 8 – GSU Annual Bursaries Policy

General

The Government Services Union offers three Bursaries to dependents of GSU members attending post-secondary educational institutions: the **A.F. Wood Bursary**, the **Jim Williams Bursary** and the **Bonnie Robichaud Bursary**.

These three bursaries are named after three outstanding members of our Union each

of whom contributed an enormous amount of work and each suffered in their own way to ensure others could progress. **Brother A. F. Wood** served as Secretary-Treasurer of UPWE from 1970-1982 and provided dedicated service to the Union. **Brother Jim Williams** was active in a number of Unions before joining the PSAC and served in numerous positions over 22 years. **Sister Bonnie Robichaud** started as a cleaner in 1977 and over the next 20 years had to persevere through harassment and representation obstacles in her career.

Each of these members deserves our gratitude for the trailblazing work they have done and therefore the GSU has named a bursary after each of them.

Government Services Union also offers one bursary to a GSU member in good standing attending part-time or full time post-secondary education, the **Bob Haywood Memorial Bursary**

The Bob Haywood Bursary is to honour Brother Bob Haywood who passed away on January 14, 2018. Brother Haywood was the Advisor to the GSU National President. He will always be remembered as an integral part of GSU, a fierce trade unionist and a friend to many.

The Awards

The Union will award 3 educational bursaries to the dependents of GSU members. The Union will award 1 education bursary to a member in good standing attending post- secondary education.

Criteria

The A.F. Wood Bursary, the Jim Williams Bursary and the Bonnie Robichaud Bursary will be awarded to a dependent of a GSU member in good standing at the time of application. The Bob Haywood Memorial Bursary will be awarded to a GSU member in good standing attending part-time or full time post-secondary education.

The student must be registered for post-secondary education at a recognized institution of higher learning. They must apply for the Bursary by completing an Application Form provided by the national office. The successful applicants will be required to submit proof of their registration and the awards will be based on academic achievement, financial need and answering an essay question concerning their thoughts on Unions.

Exceptions

If the National Council decides not to award a Bursary in a particular year, the funds for that Bursary will be rolled over into the next year, therefore allowing additional awards to be made in the following year. Bursary recipients may not apply for the award a second time.

Policy 9 – Local Conference Subsidy

General

This Policy shall be known as the Local Conference Subsidy Policy.

The Union will provide a subsidy of up to \$250.00 per Local per conference, to a maximum of four subsidies per convention period, per Local, to assist Locals sending Delegates to the PSAC Regional or National Women's Conferences, PSAC Regional or National Health and Safety Conferences, and all PSAC Equity Conferences.

Procedure

A Local must apply for the subsidy in writing, detailing the expected costs and the amount of the subsidy requested. If, for whatever reason, the subsidy is not used, the Local will repay the subsidy to the Component.

Policy 10 – Education for Members

The Component will reimburse Members the cost of extension courses based on the following criteria:

Application will be made to the Component National President together with a summary of course content and an explanation as to why the course is beneficial to the performance of the member's union role and functions.

If the National Council agrees that the course requested would be beneficial to the performance of the applicant's role and functions in the Union, they will upon the successful completion of the course by the Member reimburse the Member the direct cost of the course. Direct costs are tuition and required textbooks only.

Policy 11 – National Council meetings open to the General Membership

National Council meetings will be open to the general membership of the Component. Before the meetings, invitations are to be sent to Local Presidents and only those persons who indicate they will be attending can do so. Deadlines for responses to the invitations will be set.

Policy 12 – Review of Local's By-laws

General

This policy shall be known as the Local's By-law Review Policy. It explains the procedure to follow when a Local submits amendments to its Bylaws.

Procedure

Locals are encouraged to consult with their Regional Vice-president as they work on their By-laws to ensure that they remain compliant with the GSU Framework Local By-laws.

- a) Each Local shall submit a copy of their amended By-laws to their Regional Vice-president within two (2) weeks following their adoption at the Local's General Membership Meeting. The meeting notice and the meeting minutes shall also be provided to the RVP.
- b) The Regional Vice-president will review the By-laws to confirm compliance with the Framework Local By-laws as found in GSU Regulation 2. The RVP will counsel the Local on issues that may not be in compliance.
- c) The Regional Vice-president will submit the Local's amended Local By-laws to the GSU National Office for referral to the GSU By-laws and Policy Committee.
- d) The GSU By-laws and Policy Committee will review all Local By-law amendments and, if in compliance, will recommend to the National President that the Local By-laws be ratified by the GSU National Council. Should the By-law amendments be found non-compliant, the Committee will refer them back with explanation.
- e) If the Local disagrees with the recommendations of the By-laws Committee, the Local may appeal to the National Council, explaining their disagreement.

Policy 13 – Use of Unionized Goods and Services

General

This policy shall be known as the Use of Unionized Goods and Services Policy.

Statement of Principle

The union supports the principle that unionized firms will be used as a preferred option to obtain goods and services. However, it is recognized that in some circumstances unionized goods or services may not be available or in the best interest of the effective administration of the union.

The union shall assess the availability of unionized goods and services and will consider any negative impact due to costs or delays considered before non-union goods and services agreements are entered into.

Policy 14 – Grievance Representation

General

This policy shall be known as the Grievance Representation Policy.

Procedure

1. Grievances

First and second level grievance representation will be provided by the Local. The Local may request representation by the Regional Vice-president.

Third level grievance representation will be provided by the Regional Vice-president. The Regional Vice-president may request representation by GSU staff.

Fourth and final level grievance representation will be provided by GSU staff.

2. Labour Code Grievances

First level grievance representation will be provided by the Local. The Local may request representation by the Regional Vice-president.

Final level grievance representation will be provided by GSU staff

Policy 15 – Local Annual General Meeting Subsidy

1. An allowance of \$500.00 per year will be provided to GSU Locals with fewer than 100 members to help offset the costs of holding the Annual General Membership Meeting.
2. The allowance of \$500.00 will be payable to GSU Locals with fewer than 100 members in the month of July following their AGM; this will provide enough time for the National Office to confirm the receipt of the AGM minutes and Financial Statements, as per By-Law 10 – Locals, Section 11.

Policy 16 – GSU Accessibility Fund

General

The purpose of the GSU Accessibility Fund is to ensure that GSU members with disabilities participate fully in official Local functions by assisting Locals to provide adequate communication and access.

Procedure

The GSU Policy mirrors the PSAC Local Accessibility Fund Guidelines which can be found on the PSAC web site. Locals must first apply for PSAC funding and then may apply to the GSU National President to cover the balance of costs, up to a maximum of \$500.00.

Copies of the PSAC application and funding must be provided with the Local's application to GSU.

Policy 17 – Signing authority for Memorandums of Understanding

All elected officers of GSU must submit to the GSU National Office, Representation section all MOUs requested for signature by the employer. GSU legal/representation section will review these MOUs to ensure nothing is contained that would pose future impacts on our members should they wish to challenge the MOU.

This policy applies to all elected GSU officers and any member representing on behalf of another member.

Policy 18 – GSU Awards and Bursaries / PSAC Awards Process

In the Spring of every year, a notice will be sent to the National Council and Local Presidents advising them of the GSU and PSAC Awards Program. The process will be posted on the GSU and PSAC websites respectively.

The PSAC National Board of Directors (NBOD) has established criteria to govern the granting of PSAC long-term service pins and certificates.

The awards seek to recognize long-term officers of the union at any level who have continuously served the membership. Criteria and applications forms can be found on the respective websites.

Policy 19 – Equity Training at all GSU Leadership Events

GSU will provide Equity Training at all events where GSU Leadership is participating with the intent to ensure that Local Presidents, Regional Vice-presidents, National Vice-presidents and the National President are open to all our members and aware of some of the challenges that our equity members face.

Policy 20 – Translation of Local By-Laws

GSU will pay for the translation of each Locals' By-Laws to ensure they are in both official languages. Following their translation GSU will ensure the Locals' By-Laws are posted on the website.

HONoured MEMBERS

Life Members – Government Services Union (GSU)

Jim Williams

Local 90002

2001

Jim's working life was proof of his dedication to the labour movement. Over the years, he was a Teamsters Local Shop Steward, a Steelworkers Local Vice-president, and Local President with the Canadian Union of Operating Engineers. Brother Williams passed away on November 6, 2001 and GSU named an annual Bursary in his honour.

In 1977, Brother Williams joined the PSAC where he held the positions of Shop Steward, GLT Strike Captain, and President of UPWE Local 90011 before his election as Regional Vice-president in 1993. He held this position until the Merger Convention in 1999 where he was again elected as RVP Atlantic. Jim actively participated in strikes with all four unions he has belonged to and during the 1991 PSAC strike; he led the "Flying Squad" that cruised St. John's, Nfld. to reinforce picket lines.

Michael Lavery

Local 80019

2002

Michael was extremely active with Union Activities as evidenced by serving as RVP for the Atlantic Region for over 25 years. Prior to that, he served as a Local Vice-President and President for 7 years. He took a wide selection of Union Courses and acted on several Committees including the GSU/UPWE Merger Committee in 1999.

Michael was viewed as the face of the Union to members in his area and was always willing and able to assist members with whatever concerns they had.

Valerie Denesiuk

Local 50008

2002

Valerie was an active member and National Officer of Supply and Services Union and GSU for over twenty-three years. Prior to the 1999 Merger Convention, Valerie was the National President of the Supply and Services Union from 1993 – 1999.

During her term with the Supply and Services Union, Valerie played a leading role in establishing, developing and implementing support for Women in the Union including the PSAC Child Care Policy, Women's Conferences, Women's Committees and Sexual and Personal Harassment Policies.

Valerie's personal commitment to the labour movement, representing all our members during downsizing, strikes and collective bargaining is fully appreciated. Valerie was always working for a better day for all that remain.

Nadine Lethbridge**Local 70019****2002**

Nadine provided excellent service to members and Local Executives in her role as Regional Vice President. She worked especially hard with stressed out members in WFA and illness situations. She also had a passion for Health and Safety issues and played a significant role in re-establishing Local Health and Safety Committees.

She had success in convincing management of the Union's right to participate in Employee Orientation Sessions. She also served as a representative for Collective Bargaining and helped organize strike activities. She consistently provided guidance and advice to the Locals in her jurisdiction.

Bonnie Robichaud**Local 70019****2008**

Bonnie was a Union Activist who held a variety of positions with the Union spanning from 1977-2004. She was extremely active in Women's Committees which resulted in her receiving several awards including an Award from the National Action Committee on the Status of Women in 1985 which recognized her contribution to the improvement of the status of women in Canada.

Sister Robichaud's most well-known achievement is probably winning her sexual harassment case at the Supreme Court of Canada level in 1987. Her ground-breaking case has been printed in many books, articles and on television. It is also part of the curriculum in many Labour Studies courses.

This decision held the employer responsible for providing its employees with a workplace free of discrimination and harassment. She contributed her time and effort to helping her Brothers and Sisters facing similar problems in the workplace and has used her own personal experiences to educate others on sexual harassment. She made sexual harassment a national concern and became the voice for women facing similar experiences, and for oppressed people everywhere.

Jean-Paul Fortin**Local 10060****2008**

Jean-Paul has held a variety of positions with the Union from 1984 until 2008 at the local, regional and national level. He has shown significant Union leadership and always shared his time and advice to help advance Union causes. He played a significant role during the GSU/UPWE merger in 1999.

He has participated on bargaining groups, negotiating teams, health and safety committees, Quebec council, and many other committees and groups. He always displayed passion and caring for his members and would go above and beyond what was expected of him so he could provide as much support as possible.

Pierre Laberge**Local 10161****2008**

Pierre began in the government in September 1975 as a cleaner. He joined the Union of Public Works Employees in Sherbrooke, Local 10015 in 1977 and subsequently became local director from 1979 to 1980. Over the next thirty years, Pierre held various executive positions from secretary treasurer, Local president and finally Regional Vice President for Quebec West from 1999 to 2008.

Involved in local, regional and national discussions on the merger of the Union of Public Works Employees and the Supply and Services Union, Pierre was a key participant at the 1999 Merger Convention of our new union, the GSU.

The organization and the fair representation of members were always a priority for Pierre. Throughout Pierre's tremendous thirty years of representation, involvement and training, with other unions and our employer, Pierre was always there to represent his membership.

John Jedrasik***Local 70013****2008**

John has been the face of the Union to his local for well over 30 years. He became a steward in 1979 and held various other positions until he became Local President in 1987, a role at which he remains and continues to support his members, (2015 and counting).

He has displayed his passion and leadership in various strike activities over the years and has always been a champion advocating for Members with Disabilities. He has attended many Conventions over the years where he has become affectionately known as "Mr. Convention." John has supported his members passionately throughout his career. (Passed away on October 5th, 2020)

Phil Robinson**Local 20008****2011**

Phil has been an active supporter of union activism for more than 20 years. He has been a supporter of GSU since its founding by participating in many activities for the National Council. He was a member of several Bargaining Teams and has consistently worked hard for members in his local as well as across the country. The members and executive members under Phil's jurisdiction as an RVP have benefited from his knowledge, passion and experience.

Mark W. Brunell**Local 30401****2011**

Mark became the first National President when GSU was founded in 1999, a position he held until his retirement in 2011. Prior to that, he held several other Union positions beginning in 1978 as a Local Secretary and was an RVP in 1984 and an NVP in 1987 with the National Component. In 1988, his work unit changed employers and he joined the Union of Public Works Employees where he became a Local President in 1988, an RVP in 1990, and NVP in 1993 until the GSU/UPWE merger of 1999.

As the President of GSU Mark participated in a variety of committees with the PSAC including the Technological Change Committee, the Appeals Review Committee, the Emergency Fund Committee, the Discipline Review Committee, the Merger Committee, the Board of PSAC Holdings Ltd., and the Standing Financial Committee which he also chaired.

He has represented Union members across the country and has consistently demonstrated strong leadership skills and a passion with his stance for equality and fairness in the workplace and within the Union.

Dave Thomson**Local 00028****2016**

Brother Dave Thomson started his career with Public Works in 2000 working at the Burlington Lift Bridge and has maintained this work location throughout his career. In January of his first year, Dave was elected as President of the Local and served in that position until 2003 when he decided to step back and encourage others to up and run for Local President. Dave then served as the Secretary-Treasurer for two years, and then was elected as Vice-President of the Local. Dave was a big proponent of education for the members and he personally took many courses including Mental Health training and Mediation.

As the alternate for Brother Victor Austin, Dave was asked to replace him 2007 and was re-elected as RVP in 2008 and served in that position until 2017. Brother Dave was instrumental in working with the Ontario Locals in London and Kingston and getting members involved. Dave sat on numerous internal GSU committees and played a major role in the regional committees in the department.

Jack Gale**Local 20001****2017**

Jack Gale started work at the Esquimalt Graving Dock in October of 1983 and attended his first Annual General Meeting (AGM) in November of that year. By 1985 he was Vice-President of the Local and from 1988 - 1993 he was Local President. From 1994 through 2002 Brother Gale served as Regional Vice-President for the Pacific region after which he stepped back and took a two-year hiatus. In 2004 Brother Gale was once again involved with his Local and through 2007 he served as secretary-treasurer /area council representative of the Local. In 2008, he was re-elected as Regional Vice-President of the Pacific Region and at the 2011 and the 2014 GSU

Triennial Conventions he was elected as National Vice-President of Government Services Union (GSU).

Brother Gale has always been responsive to his members at the graving dock and on a wider field as Regional Vice-President for the Pacific or as the National Vice-President. Ever since joining Public Works, Brother Gale was interested in the Health and Safety aspect of the workplace and took numerous training courses. As the National Vice-President, one of his portfolios became Health and Safety at the National level and he was very active with the file at both Public Services and Procurement Canada (PSPC) and Shared Services Canada (SSC).

At the component level Brother Gale was part of or chaired many different committees including the bargaining, finance, by-laws and structure committees. Whether Brother Gale was on a Component committee, PSAC bargaining team, or a Consultation Committee with the department, he was passionate, fully engaged and a valuable contributor. Brother Gale is most proud of his contribution with regards to Work Force Adjustment (WFA), at the Local; Regional and National levels.

Bill Walsh

Local 90011

2018

Brother Bill Walsh has been a long-standing member of GSU and an integral part of the national council, holding the RVP position for Newfoundland and Labrador for more than 25 years. Brother Walsh has always show exemplary support to our members and his commitment to our union has allow for GSU to raise awareness and resolve issues that affect our members.

He has had numerous appointments with PSAC at the NL regional office and worked collaboratively with other bodies within the labor movement bring attention to the issues our members face including fighting for social justice.

Bill always has taken the time to mentor and lead his members from the local executive through to the national council.

Supply and Services Union (SSU) Life Members

W. S. Carr *	Local 20003	1965
Jim Chambers *	Local 70024	1972
Wib L. Blum *	Local 70055	1978
Leonard B. Craig*	Local 70013	1979
Vincent W. Bethel *	Local 70055	1981
William W. Virtue *	Local 70055	1981
Mike Mazur *	Local 50008	1982
Marcel Parent *	Local 10016	1982
Colette Gervais	Local 70013	1996
Michel Thériault *	Local 70055	1997

Union Public Work Employees (UPWE Life Members)

William Peterson *	Local 00027	1981
Gerry Fauteux	Local 10161	1981
Reg Acey *	Local 00031	1981
William Doherty *	AEC	1982
Michael A. Martin	Local 90011	1987
Daryl T. Bean	Local 70019	1988
John Gordon	Local 00027	1990
Dave Johnston*	Local XPW75	1991
Jack Braun *	Local 00033	1993
Hans Meyer *	Local 70023	1993
Charles Bailey	Local 80052	1996
Bill Dennis *	Local 00031	1996
Ralph Zaccarelli	Local Y0046	1996
Robert Graves	Local 20421	1999

Government Services Union (GSU Awards of Merit)

Alain Séguier	Local 50057	2001
Stéphane St-Marseille	Local 10141	2001
Gerri LeBlanc	Local 60018	2003
Susan Nerbas	Local 30001	2004
Table 2 members, Esquimalt Graving Dock	Local 20001	2005
Henry White	Local 80052	2008
Allen Deering	Local 70013	2008
Ron Godkin*	Local 70707	2008
Lori Walton	Local 80052	2012
Curtis 'J' Jarvis *	Local 80052	2014
Bob Cameron	Local 80052	2018
Francis MacArthur	Local 80052	2018

*Members who have passed away.