

Government Services Union



Local 30401

By-laws Regulation

Calgary and Southern Alberta

Adopted: December 6th, 2018



Public Service Alliance of Canada

Alliance de la Fonction publique du Canada

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General

Local 30401 by-law policy has been prepared in accordance with the Framework Local Bylaws Regulation issued under the authority of GSU By-law 10 Section 8. The National Council shall review these By-laws to ensure compliance with the Framework By-laws.

The following outlines the By-laws of Local #30401.

As approved at the General Membership Meeting on December 6, 2018.

By-law 1 - Name and Jurisdiction

Section 1

This Local shall be known as Local 30401 of Calgary and Southern Alberta of the Government Services Union, Public Service Alliance of Canada.

Section 2

The jurisdiction of this Local shall be as determined from time to time by the National Council of the Government Services Union, Public Service Alliance of Canada.

By-law 2 - Objectives

Section 1

This Local shall protect, maintain, and advance the interests, rights and privileges 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 Public Service Alliance of Canada, 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 Public Service Alliance of Canada.

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 Public Service Alliance of Canada or of the GSU By-laws.

By-law 4 - Membership

Section 1 Regular

All employees for which the Local has jurisdiction shall be eligible for regular membership in the local.

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 or 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 Bylaws.

By-law 5 - Membership dues

Section 1

Each member of this Local shall pay such dues as set by the Convention of the Public Service Alliance of Canada, 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 two third (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 and a Health & Safety Officer, all of whom shall be elected separately by members in attendance at the Annual General Meeting.

The Secretary and Treasurer positions are combined into one Executive position. Responsibilities are defined in By-law 7 Section 3 & 4.

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 two (2) years.

The office of the President, Vice President Secretary-Treasurer and Health & Safety Officer shall be elected on a staggered basis. The President and Secretary-Treasurer are to be elected for a two-year term in year one. The Vice President and Health & Safety Officer are elected to two-year terms in year two.

Section 3

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 officer other than Local President becomes vacant for any reason, the Local Executive Committee may appoint a replacement on an interim basis.

If the vacancy is within three (3) months of the Annual General Meeting, the appointment may be deferred. The President shall include a statement on any appointments made or deferred, the reason for the vacated office and the rationale for the selections of the replacement are to be included in the President report at the Annual General Meeting.

At the next Annual General Membership meeting the Executive must conduct an election, following the procedure outlined in the PSCA Rules of Order to fill the vacant positions 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) ensure that an up-to-date listing of all members of the Local is kept;

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
- 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;
- h) record financial transactions in a manner acceptable to the Executive and in accordance with good accounting practices.

i) be responsible for maintaining, organizing, safeguarding and keeping on file all supporting documents authorizations, invoices and/or expense claims for every disbursement made including receipts as well as records and supporting documents for all income received by the Local Union.

Section 5 The Health and Safety Representative shall:

- a) preside as the Local Representative and Co-Chair at all employer/union Health & Safety committee meetings;
- b) be responsible for maintaining, organizing, safeguarding health and safety records of the Local
- c) attend all meetings of the Executive Committee and the Local;
- d) perform other such duties as pertain to the Office or assigned by the Executive Committee.

Section 4 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) The minimum numbers of Executive Committee meetings to be held per calendar year is six
- c) 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.
- d) 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 January each year.
- b) Members of the Local shall be given advance notice of the scheduled Annual General Membership Meeting at least thirty (30) 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 thirty (30) days before the meeting,

d) 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.

e) 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:

- Call to Order by the Chairperson
- Roll Call of Officers
- Minutes of previous General Membership Meeting
- Report of President
- Report of Treasurer
- Audited financial Statements
- Approval of Local Budget
- Committee Reports
- Amendments to Bylaws if any
- Nomination and Election of Officers
- Nomination and Election of Auditors
- Other Business
- Adjournment

e) A quorum for any General Membership Meeting, including the Annual General Membership 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 one.
 - e.g. The Local 30401 Executive Committee consists of four (4) members therefore, the minimum for quorum shall be 8 (3+4+1).

f) A Special Membership Meeting shall be called at the request of a majority of the Local Executive or of 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 thirty (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 third 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, as published by the Public Service Alliance of Canada.

By-law 10 — Election of Officers

a) Election of officers shall take place at the Annual General Membership Meeting and will follow the procedure outlined in the PSAC Rules of Order.

b) All nominations shall come from a member in good standing on the floor.

- c) A nomination must be moved and seconded by another member in good standing.
- d) Only Local members in good standing are eligible for office and shall have the right to cast a ballot at any Local voting exercise.
- e) Written acceptance of a nomination of a member in good standing will be accepted by the Chair for any person not able to attend the Annual General Meeting and who has been duly nominated at the meeting.
- f) All officers shall take office at the end of the meeting at which they are elected.
- g) The Oath of Office shall be administered to all officers immediately before taking office.
- h) 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.

By-law 11— Finances

Section 1

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

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."
- d) For the items in the Budget called "Discretionary Expenditures" the Executive will review and approve such expenditures in advance.

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 thirty (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

- a) The Local shall not enter into any financial contractual understanding or agreement without prior approval of the National Council of the Union. However, any such undertaking shall be the sole and exclusive responsibility of the Local.

b) The Government Services Union, PSAC has no responsibility for any financial obligations undertaken by a GSU Local.

By-law 12 — Honoraria

Section 1

Provision or annual honoraria payable to members of the Executive is to be included in the annual budget and is on based completion of duties for a full operating year as defined by By-law 11 Section 1 and on attendance at least six (6) Local Executive Committee meetings.

Section 2

Annual honoraria payable to members of the Executive is not to exceed \$100 and will be Issued to eligible Executive members in January of each year.

Section 3

Annual Honoraria may be extended to other members in good standing who have been appointed to the Executive on an interim basis to fill a vacant Executive position if they meet the minimum requirement of Attendance at six (6) meetings. The departed Executive member who vacated the position will not be eligible for Honoria payment.

By-law 13 — 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 thirty (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 two-thirds (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 Area Council

Delegates to the Area Council shall be elected at a general meeting of the Local.

Approved at the 2018 Local 30410 Annual Membership General Meeting on December 6, 2018

Signature:

Signature: 

Date: 17-12-2018

Chantal Umphrey

President Government Services Union Local
30401

Signature:

Signature: 

Date: December 17, 2018

Valerie Taylor

Vice President Government Services Union
Local 30401