

# **GSU Local 50058 By-laws**

(Royal Canadian Mint Protective Services)

Draft: to be adopted at AGM on November 27<sup>th</sup>, 2023.

## **Bylaws:**

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## **By-law 1 – Name and Jurisdiction**

### **Section 1**

This Local shall be known as Local 50058 of the Government Services Union, Public Service Alliance of Canada. (Declaration: December 3<sup>rd</sup>, 2013)

### **Section 2**

This organization shall also be known as Local 50058 Royal Canadian Mint Protective Services, Government Services Union, of the Public Services of Canada.

### **Section 3**

This local shall have jurisdiction over all Public Service Alliance members who are employed in the Royal Canadian Mint Protective Services in Winnipeg, Manitoba.

### **Section 4**

The Headquarters for the Local shall be located in the city of Winnipeg in the Province of Manitoba.

## **By-law 2 – Aims and Objectives**

### **Section 1**

This Local shall protect, maintain, and advance the rights and 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 Public Service Alliance of Canada, the By-laws of the GSU, and these By-laws.

### **Section 3**

To support fully the Public Service Alliance of Canada in fulfilling its constitutional responsibility for the improvement and protection of wages, salaries and other terms and conditions of employment of all employees in organizations where the Public Services Alliance is certified as the bargaining agent.

## **By-law 3 – Membership and Membership Responsibilities**

### **Section 1 -Membership Application**

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.

### **Section 2 - Regular**

All employees for whom the Local has jurisdiction shall be eligible for Regular Membership in the Local.

### **Section 3 - Other Memberships**

Eligibility for associate, Life and Honorary Memberships shall be governed by By-law 3, Section 2, 3 and 4 of the Government Services Union by-laws.

## **By-law 4 – 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 two thirds (2/3) majority vote of the members present at a meeting called for the purpose of establishing dues.

### **Section 3**

Associate (Retired), Life Members and Honorary Members of this Local shall be exempt from paying dues.

## **By-law 5 – Executive Committee**

### **Section 1**

The Executive Committee of this Local shall consist, at a minimum, of a President, a Vice-president (General), Vice-president Chief Shop Steward, Director of Training & Development, Director of Language & Procedure and 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 3 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 (General) will fill the position. 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. At the next General Membership Meeting the Executive must conduct an election, following the procedure outlined in the PSAC Rules of Order, to fill the vacant position for the remainder of the original term of office.

#### **Section 5**

Should any elected office other than the President, become vacant for any reason, within thirty (30) days the Executive Committee shall appoint a successor and as mentioned, at the next Annual General Meeting of the Local, an election shall take place in accordance with the By-Laws governing the elections of officers. In the event the vacancy occurs within three (3) months of the Annual General Meeting, the appointment may be deferred. The President in his/her Annual report to the membership shall include a statement on any appointments made or deferred, the reason for the vacated office, and the rationale for the selection of the replacement.

#### **Section 6**

Other positions elected at the Annual General Meeting of the Local, that will report to the executive, and shall hold office for a period of three (3) years will include, a Health & Safety Officer and a Diversity Equity & Inclusion Officer.

### **By-law 6 – Duties of Officers**

#### **Section 1 – President**

The President shall:

- a) Convene and preside at all special and regular meetings of the Executive Committee and the Local.
- b) Interpret and enforce a due observance of the By-laws of the Local.
- c) Decide all disputed points of order and unless two-thirds (2/3) majority of the votes cast shall dissent, the decision shall stand.

- d) Decide emergency cases and make full report to the next meeting or call a special meeting of the Executive Committee or Adhoc.
- e) Submit a written activity report to the Annual General Meeting of the Local covering the period between the Annual General Meetings.
- f) Be a delegate to the Tri-annual Convention of the Government Services Union.
- g) The President shall represent members on job evaluations on behalf of the Union, and receive to training to fulfill these duties.

### **Section 2 – Vice-president – General**

The Vice-President shall:

- a) Assist the President in their duties and/or act in his/her/them stead when requested to do so, or in the case of absence, incapacity, resignation, or death.
- b) May be assigned to chair committees established in accordance to by-law 14.01
- c) Perform other duties as may be assigned by the President of the Executive Committee.
- d) Attend all meetings of the Executive Committee and the Annual and Special General Meetings of the Local.
- e) The General Vice-president shall represent members on job evaluations on behalf of the Union, and receive to training to fulfill these duties.

### **Section 3 – Vice-president – Chief Shop Steward**

The Vice-President-Chief Shop Steward shall:

- a) Act as Chief Shop Steward of the Local. Recruit, train and oversee Shop Stewards. Prepare and present grievances to the employee on behalf of members of Local 50058.

- b) Assist the President in their duties and/or act in his/her/them stead when requested to do so, or in the case of absence, incapacity, resignation, or death.
- c) May be assigned to chair committees established in accordance to by-law 14.01
- d) Perform other duties as may be assigned by the President of the Executive Committee.
- e) Attend all meetings of the Executive Committee and the Annual and Special General Meetings of the Local.
- f) Have first choice to attend any and all conferences as the second delegate in accordance with by-law 15, section 1.

#### **Section 4 – Secretary Treasurer**

The Secretary shall:

- a) Attend all meetings of the Local and Executive Committee, have the minutes of the proceedings recorded, conduct such correspondence as may be required by the Local and the Executive Committee, preserve the books, papers and all documents pertaining to the Local and transfer them to his/her successor clear of all encumbrances.
- b) Notify all members of the Executive Committee of meetings calls as well as postponement of any regular or special meetings of the Executive Committee.
- c) Not later than fifteen (15) days prior to any general meetings, advise the general membership by the most efficient means, upon the instructions of the Executive Committee, of all matters which are to come before the meetings.
- d) Perform such other duties as they pertain to the office or as assigned by the Executive Committee.
- e) Assign a shop steward to take notes during meetings.

The Treasurer shall:

- a) Keep a true account of the Local's financial transactions in a set of books belonging to the Local, and shall upon vacating the office transfer clear of all encumbrance all books, papers, funds and assets in his/her/them possession, to his/her/them successor.
- b) Receive all moneys due to the Local, and pay expenses that are approved by the Executive Committee provided the payment of the expenses is within the jurisdiction of the Executive Committee.
- c) Keep an account of receipts and disbursements in such a form as will show the financial condition of the Local at any time, and shall produce all documents pertaining to the Office of the Treasurer for inspection at any time, upon request of the Executive Committee and shall present a statement of receipts and disbursement at all regularly called meetings of the Local.
- d) Deposit all funds in a financial institution designated by the Executive Committee, in the name of the Local within ten (10) days of receipt. Funds will be withdrawn by cheque only.
- e) Submit the books for audit by the authorized auditors.
- f) At least three (3) working days prior to the Annual General Meeting, submit to the National President, Supply & Services Union the audited financial statement.
- g) Attend all meetings of the Executive Committee and all General Meetings of the Local.
- h) Perform other such duties as they pertain to the office or as assigned by the Executive Committee.

## **Section 5 – Director of Training & Development**

The Director of Training & Development shall:

- a) It shall be the duty of the Director to support at all times the duly elected Executive Officers of the Local in the execution of their several assignments in pursuance of the aims and objectives of the Local.

- b) The Director shall serve on Committees of the Local as requested by the President or the Executive Committee, and shall carry out such assignments on behalf of the Local as may be fairly allotted to He/She/They. The Director shall represent members on job evaluations on behalf of the Union, and receive the training to fulfill these duties.
- c) The Director shall attend all meetings of the Executive Committee, the Annual General meeting and special General meetings.
- d) The Director shall act in a liaison capacity between the Local members and its executive officers, with a view of promoting the good order, discipline, and the welfare of the Local.
- e) The Director shall be the Technological changes co-ordinator for the Local.
- f) Ensure that an up-to-date listing of all members is kept, and submitted or returned to the PSAC within (10) calendar days of any change.

## **Section 6 – Director of Language Development and Procedures**

The Director of Language Development and Procedures shall:

- a) It shall be the duty of the Director to support at all times the duly elected Executive Officers of the Local in the execution of their several assignments in pursuance of the aims and objectives of the Local.
- b) The Director shall serve on Committees of the Local as requested by the President or the Executive Committee, and shall carry out such assignments on behalf of the Local as may be fairly allotted to He/She/They.
- c) The Director shall attend all meetings of the Executive Committee, the Annual General meeting and special General meetings.
- d) The Director shall act in a liaison capacity between the Local members and its executive officers, with a view of promoting the good order, discipline, and the welfare of the Local.
- e) The Director shall chair a research committee, recruit members of the local or executive, with the intent to find language from other



contracts that may be deemed by the committee to be an improvement in contract language. The committee findings will be shared with the executive and cascaded to the membership once approved by the executive committee. Any language changes will be considered by the negotiation team.

- f) The Director shall contact any outside agency or internal department on behalf of the local with an intent to understand procedures that may benefit members of the local in relation to pensions, benefits and payroll.

### **Section 7 – Diversity, Equity and Inclusion Officer**

The Diversity, Equity and Inclusion Officer shall:

- a) Promote and support the principles of human rights and equity issues in the workplace.
- b) Lobby the Union at all levels to end discriminatory practices.
- c) Pressure the employer at all levels to end discriminatory practices in the workplace.
- d) Work with other organizations that have similar goals in improving benefits and conditions for the members of equity groups.
- e) Gather written material and support documents from the PSAC and other sources for the membership use.
- f) Support collective bargaining proposal for articles that further our human rights goals.
- g) Maintain active communications with the component and other representatives on the PSAC equal opportunities committee and human rights committee.
- g) Support union executives in order to promote human rights and equity issues in the workplace.

## Section 8 - The Health and Safety Officer

The Health & Safety Officer shall:

- a) Represent Local 50058 at all health and safety meetings.
- b) Perform other duties as may be assigned by the President or the Executive Committee.
- c) Attend the Annual and General Meetings of the Local.
- d) Have first right to attend any and all Safety Conferences and related training.
- e) Submit to the Executive Committee any updates or changes related to Health & Safety within fifteen (15) calendar days of any update or change.

## By-law 7 – Stewards

The Stewards shall:

- a) The Executive Committee shall arrange for the election of Stewards at the Annual General meeting in the event more than seven (7) members are interested in becoming a Steward. If an election is not necessary, an appointment shall be made by the Executive Committee.
- b) The term of office for elected Stewards shall be three (3) years, or extended in accordance with by-law section 7a.
- c) When a vacancy occurs for a Steward position, an election shall be held, if necessary and in accordance with by-law section 7a & 7b.
- d) Upon election or appointment of a Steward, the Director of Training or the Executive Committee shall arrange for the Stewards' attendance at the PSAC sponsored Stewards Training Program.
- e) Stewards will submit for review all grievances and related materials to the Chief Shop Steward or Local President or their assigned delegate prior to any submission.

## **By-law 8 – Vacating of Office or Position**

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

## **By-law 9 – Finances**

### **Section 1**

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

### **Section 2**

Three members of the Local Executive shall be designated as signing officers, two of whom shall sign all cheques. 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 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 findings or report.

c) The Auditors shall not hold elective office in the Local.

### **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 10 – 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 no later than November 30 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 of all other General Membership Meetings 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:

- 1) Call to Order by the Chairperson
- 2) Roll Call of Officers
- 3) Minutes of previous General Membership Meeting
- 4) Report of President
- 5) Report of Treasurer
- 6) Audited Financial Statements
- 7) Approval of Local Budget
- 8) Committee Reports
- 9) Amendments to By-laws if any
- 10) Nomination and Election of Officers
- 11) Nomination and Election of Auditors
- 12) Other Business
- 13) Adjournment

g) A quorum for any General Membership Meeting, including the Annual General Membership Meeting, shall be a majority of the Local Executive Committee and at least 12% of members.

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 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-thirds majority to consider other matters of an urgent or necessary nature.

## **By-law 11 – Discipline**

### **Section 1**

Should the Local fail to carry out the responsibilities required by these Bylaws, 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 12 – 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 and also circulated to the membership by email at least two (2) weeks prior to the upcoming 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 13 – 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 14 – Local Committees**

#### **Section 1**

All delegates and alternates on committee of the local shall be elected by the membership.

#### **Section 2**

The term of office shall be three (3) years with vacancies filled in accordance with by-law 5, section 4.

### **By-law 15 – General**

#### **Section 1 - Representation at National Conventions**

The Local President shall be an automatic Delegate to the GSU Convention. The two Vice-president's shall alternate who will represent the President in the event of absence or vacancy. Should the local be entitled to more than one delegate at a convention or conference, the order of precedence shall be:

- A) Vice-president CSS
- B) Vice-president General
- C) Director of Training
- D) Secretary Treasurer
- E) Director of Language and Procedure

#### **Section 2 - Other Conventions of Seminars**

Delegates to all other conventions or seminars shall be elected by the membership except where a General Membership is not possible, the Executive Committee may appoint a delegate from the appropriate standing committee of the local or if there is no related standing committee, a random draw of those members interested in attending.

#### **Section 3 - Representation to Area Council**

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

## **By-law 16 – Negotiation Team**

The Local President shall automatically be chosen as one of three members to attend negotiations. The other two members and one alternate will be nominated at the Annual General meeting. If the commencement of negotiations exceeds the term of office, a new team will be nominated at the next Annual General Meeting unless the start of negotiations is prior to that meeting.