
**BY-LAWS, REGULATIONS AND
POLICIES**

GOVERNMENT SERVICES UNION, PSAC

LOCAL 50002

Contents

By-law 1 - Name and Jurisdiction	3
By-law 2 - Objectives	3
By-law 3 - Authority and Responsibilities	3
By-law 4 - Membership	4
By-law 5 - Membership Dues	4
By-law 6 - Executive Committee	5
By-law 7 - Duties of Officers	6
By-law 8 - Shop Stewards	7
By-law 9 - Meetings	8
By-law 10 - Election of Officers	10
By-law 11 - Finances	10
By-law 12 - Discipline	12
By-law 13 – By-laws and Amendments	12
By-law 14 - Charter	13
By-law 15 General	13

By-law 1 - Name and Jurisdiction

Section 1

This local shall be known as Local 50002 of the Government Services Union (GSU), Public Service Alliance of Canada (PSAC), hereinafter referred to as the “Local”.

Section 2

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

By-law 3 - Authority and Responsibilities

Section 1 - Authority

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, whichever is appropriate.

Section 2 - Full-time officers

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 - Space & facilities

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 - Committees

The Executive Committee shall have the authority to establish any committee it deems necessary for the conduct of this Local's business.

Section 5 - Regulations

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

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 are 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-thirds ($\frac{2}{3}$) majority vote of the members present at a General Membership 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 of the President, Vice-President, Communications Officer, Treasurer, and Chief Steward.

Section 2

The members of the Executive Committee shall be nominated and elected at the Annual General Membership Meeting at the Local, and shall hold the office for a period of two (2) years. Any Member of the Executive may withdraw at any time.

Section 3

The Executive Committee shall conduct the business of the Local between General Membership Meetings.

Section 4

Should an elected office become vacant for any reason, it shall be filled by election in accordance with the By-law governing the election of officers.

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

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.

By-law 7 - Duties of Officers

Section 1 - The President shall:

- a) convene and preside at all 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 Meetings;
- c) perform other duties as may be assigned by the Executive Committee;
- d) attend the GSU Triennial Convention as a delegate from the Local;
- e) in consultation with the Local Executive, deal with local representatives of the employer on matters affecting the interests of the members of the Local;
- f) participate on Regional Consultation Committees if requested by the Regional Vice-President and if approved by the GSU National President; and
- g) participate on GSU Standing Committees if requested by the GSU National President.

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; and
- d) be responsible for the co-chair for the Occupational Safety & Health Committee. In case of absence, the President can appoint another member of the Executive Committee to sit in as co-chair.

Section 3 - The Communications Officer 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; and
- e) ensure that an up-to-date listing of all members is kept.

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; and
- f) perform other such duties as pertain to the office or as are assigned by the Executive Committee.

Section 5 - The Chief Steward shall:

- a) be responsible for representing members interests before the employer;
- b) attend all meetings of the Local and Executive Committee; and
- c) perform other such duties as pertain to the office or as are assigned by the Executive Committee.

Section 6 - 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 attempt to arrange for the election or where necessary, the appointment of Shop Stewards. Shop Stewards shall be responsible for representing members interest before the employer, attend all meetings of the Local and Executive Committee when requested to do so and in the case of absence of the Chief Shop Steward: and perform other such duties as pertain to the office or as are assigned by the Executive Committee.

By-law 9 - Meetings

Section 1 - Executive Committee Meetings

- a) The Executive Committee shall hold regular bi-monthly 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 February of each year, and all meal costs will be provided by Local funds.
- 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 ByLaws if they wish.
- c) The date, time, location and the proposed agenda of the Annual General Membership Meeting shall be advertised to the members of the Local at least twenty (20) 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 fourteen (14) days before the meeting.
- e) Recurring General Membership Meetings may be held as determined by the Local Executive or by decision of the membership at the Annual General 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:

Call to Order by the Chairperson

Roll Call of Officers

Minutes of previous Annual General Membership Meeting

Report of President

Report of Treasurer

Audited Financial Statements

Approval of Local Budget

Committee Reports

Amendments to By-laws if any

Nomination and election of Officers

Nomination and election of Auditors

Other Business

Adjournment

- g) At minimum, 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.
 - Our Local Executive Committee consists of five (5) members therefore the quorum shall be nine (3+5+1=9).
- h) A Special Membership Meeting shall be called at the request of a majority of the Local Executive or at the written request of twenty-five percent (25%) of the membership or thirty (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 ($\frac{2}{3}$) 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 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 the calendar year commencing on the First (1st) day of January and ending on the Thirty First (31) day of December.

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. Except that, the Local Executive has the authority to approve, at Local Executive Committee Meetings, up to five hundred dollars (\$500.00) annually without membership approval for union activity expenses.

Section 3

- a) The Treasurer shall submit a financial statement to all General Membership Meetings 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 auditor shall audit the Local's financial statement prior to the next Annual General Membership Meeting in order for the Treasurer to present his/her report.

Section 4

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

Section 5

A separate account for a strike fund shall be established. All funds shall be subject to any regulation established by the Local or by the motions at any General Membership Meeting and reported on at the Annual General Membership Meeting

Section 6

The Local Executive will receive their honorariums within the week of the Annual General Membership Meeting.

Position	Total
President	\$ 360.00
Vice-President	\$ 240.00
Communications Officer	\$ 120.00
Treasurer	\$ 180.00
Chief Shop Steward	\$ 120.00
Steward - Production Centre	\$ 50.00
Steward - SALD	\$ 50.00
Steward - Lombard	\$ 50.00
Audit Fees	\$ 50.00
Total	\$ 1,220.00

Section 7

The local will pay fifty dollars (\$50.00) for a full day and twenty-five dollars (\$25.00) for a half day to any member attending PSAC or Component courses, seminars, or special meetings upon presentation of certificate of attendance or certified by the Local to a maximum spending allotment as per the current year projected budget. Courses, seminars or meetings shall

be a minimum of four hours in one day to qualify. All members must seek prior approval from the Executive.

By-law 12 - Discipline

Section 1

Should the Local fail to carry out the responsibilities required by these Bylaws, the provisions of the Bylaws 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 Bylaws 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 Communications Officer at least thirty (30) days prior to the date set for an Annual General Membership Meeting. Proposed amendments must be detailed in the Notice of Meeting and circulated to the membership at least thirty (30) days prior to the General Membership Meeting.

Section 2

The adoption of amendments to these By-laws shall require a two-thirds ($\frac{2}{3}$) 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.

Section 4

Each member of the Local shall receive a copy of the Local By-laws. When a Bylaw is amended, each member of the Local shall receive a copy of the amended By-laws.

Section 5

In the event of conflict, the order of precedence shall be:

- Constitution of the PSAC
- The By-Laws of the GSU
- These By-laws

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 which 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 Membership Meeting of the Local.

Section 3 – Observer at GSU Convention

An observer can be elected by the General Membership to attend the Government Services Union Convention with the local delegate. The observer must be a member in good standing and provide justification at a General Membership Meeting regarding why he/she should be selected to attend. Provisions can be made in the finances to cover the cost of the observer. A written report to the membership to appraise them of events observed must be sent to the General Membership two weeks prior to the General Membership Meeting at which she/he will be presenting.