**Local 50057 By-Laws**

**April 10/2021 Edition**

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**Name and Headquarters**

1.01 This organization shall be known as Winnipeg Mint Local 50057, **GOVERNMENT SERVICES UNION**, of the **PUBLIC SERVICE ALLIANCE OF CANADA**.

1.02 This Local shall have jurisdiction over all Public Service Alliance members who are employed in the Royal Canadian Mint in Winnipeg, Manitoba. ***Amended – removed Vancouver Boutique Nov. 2017***

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

**AIMS AND OBJECTIVES**

2.01 To unite in harmony all members within the jurisdiction of the local, and to protect their interests, rights and privileges.

2.02 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 Service Alliance is certified as the bargaining agent.

2.03 To subscribe to and accept unconditionally as its governing documents the Constitution of the Public Service Alliance of Canada, the by-laws of the Government Service Union, and these by-laws.

**MEMBERSHIP**

3.01 Regular

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

3.02 Other

 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.

3.03 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 by-laws. This is a condition of the continuing membership.

**MEMBERSHIP DUES**

4.01 The amount of Local membership dues for the Regular Members shall be established by a two/thirds (2/3) majority vote of the members present at a General Meeting or a Special Meeting called for the purpose of establishing dues.

4.02 Life Members and Honorary Members shall be exempt from paying dues.

 Associate Members shall pay the same dues as Regular Members.

4.03 The per capita dues assessed by the PSAC and the GSU conventions shall be additional to the Local dues.

4.04 The Local monthly membership dues will be determined by multiplying the member’s monthly income by a factor of 0.00234 (0.234%)

 (average wage is level 7 + level 6

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**EXECUTIVE COMMITTEE**

5.01 The Executive Committee of this Local shall consist of a President, a First Vice President, a Second Vice President, a Secretary/Treasurer, an Equity Co-ordinator and two Directors.

5.02 The Immediate past President shall be a member of the Executive Committee for a period of one year after the election of his/her successor with voice, but no vote.

5.03 The officers of the Executive Committee, except the Immediate past President, shall be nominated and elected at the Annual General Meeting of the Local, and shall hold office for a period of three (3) years. ***Changed from 2 years,*** ***November 5, 2005.***

5.04 All members for elected office shall be members in good standing of the PSAC and be present at the meeting to accept their nomination. ***Amended at AGM, November 22, 2014.***

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

5.06 Should any elected office become vacant for any reason, within thirty (30) days the Executive Committee shall appoint a successor and 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 decision to defer the appointment must be made at a properly convened Executive Committee Meeting which is called within the thirty (30) day period allowed. 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.

**DUTIES OF OFFICERS**

**PRESIDENT**

6.01 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) Be ex-office member of all committees of the Local.

e) Decide emergency cases and make full report to the next meeting or call a special meeting of the Executive Committee.

f) Submit a written activity report to the Annual General Meeting of the Local covering the period between the Annual General Meetings.

g) Be a delegate to the Tri-annual Convention of the Government Services Union.

**VICE-PRESIDENT – CHIEF SHOP STEWART**

6.02 The Vice-President-Chief Shop Steward shall:

1. 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 50057.
2. Assist the President in their duties and/or act in his/her stead when requested to do so, or in the case of absence, incapacity, resignation, or death.
3. May be assigned to chair committees established in accordance to by-law 14.01
4. Perform other duties as may be assigned by the President of the Executive Committee.
5. Attend all meetings of the Executive Committee and the Annual and Special General Meetings of the Local.

**VICE-PRESIDENT – HEALTH AND SAFETY**

6.03 The Vice-President-Health and Safety shall:

1. Represent Local 50057 as the employee Co-Chair of the Health and Safety Committee.

b) Assist the President in the absence of the Vice President Chief Shop Stewart.

c) Perform other duties as may be assigned by the President or the Executive Committee.

d) Attend all meetings of the Executive Committee and the Annual and

 Special General Meetings of the Local.

**SECRETARY**

6.04 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 pertain to the office or as assigned by the Executive Committee.

**TREASURER**

6.05 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 possession, to his/her 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 pertain to the office or as assigned by the Executive Committee.

i) Ensure that an up-to-date listing of all members is kept.

**DIRECTOR**

6.06 The Director 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 him/her. The Director shall represent members on job evaluations on behalf of the Union, and receive to 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.

**EQUITY CO-ORDINATOR**

6.07 The Equity Co-ordinator 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.

h) Support union executives in order to promote human rights and equity issues in the workplace.

**STEWARDS**

7.01 The Executive Committee shall arrange for the election of Stewards at the Annual General meeting. In the event an election is not feasible, an appointment may be made.

7.02 The term of office for elected Stewards shall be three (3) years.

7.03 When a vacancy occurs for a Steward position, an election shall be held or an appointment made within thirty (30) days. Appointment shall be made in accordance with By-law 5.06.

7.04 Upon his/her election or appointment, the Executive Committee shall arrange for the Stewards’ attendance at the PSAC sponsored Stewards Training Course.

7.05 Stewards meetings shall be held at least every two (2) months for the purpose of discussing reports or activities within each Steward’s jurisdiction. The Chief Shop Steward shall be responsible for seeing that the meetings are held, minutes are kept and reported to the Executive Committee.

7.06 The Chief Steward shall preside at all Stewards meetings.

**FINANCE**

8.01 The fiscal year of the Local shall be January 1st to December 31st – ***Amended from November 1 to October 31 at AGM, November 22, 2014.***

8.02 The Executive Committee shall approve three (3) signing Officers for the purpose of issuing cheques, one of whom shall be the Treasurer. Each cheque shall be signed by two of the authorized Executive Committee and the cost paid by the local.

8.03 Disbursement of funds shall be made in accordance with these by-laws and shall receive the prior approval of the Executive Committee.

8.04 Individual expenditures not exceeding $800.00 may be approved by the Executive Committee. These expenditures will be for training expenses only – no social functions. Expenses for amounts exceeding this amount must be authorized in advance by a general meeting, except in the case of a grievance hearing in Vancouver this amount can be exceeded if grievance cannot be done via conference without the approval of the membership. ***(Amended November 5, 2015.)***

8.05 The maximum monthly limits set for per diems to Local Officers for personal expenses shall be approved by the membership at a general meeting.

1. A monthly per diem shall be paid to the Local 50057 Union Executive for personal expenses incurred for union business as follows:

*President: $250.00*

*Vice President: $150.00*

*Chief Shop Steward: $150.00*

*Secretary/Treasurer: $150.00*

*Equity Coordinator: $150.00*

*Director: $150.00 (Two Positions)*

*Regional Vice President: $150.00 (the RVP will only be eligible for this per diem when they are a member of Local 50057)*

*Health and Safety Committee Members: $50.00 (Three Positions)*

*These per* diems are separate from that stated in by-law 8.07. ***Amended - Added two directors April 2012. Amended Honorariums change to per-diems April 2013. Amended – Increased per-diems to President from $120.00 to $240.00 Nov. 2017. Amended – Added Regional Vice President May 4th 2019. Amended Honorariums change to per-diems from $240.00 to $250.00 for President and from $120 to $150 for Executive members April 2021. Amended-Added 3 members of the Health and Safety Committee ($50.00/Month), November 20, 2021.***

8.06 All expenses legitimately incurred by elected officers in carrying out their duties in

accordance with these by-laws shall be paid in accordance with Treasury Board rates.

8.07 Any member who attends an education course, negotiation session or work on union business approved by the Local in the Winnipeg area shall be paid a per diem of thirty dollars ($30.00). ***Amended – Change from $20.00 to $30.00, April 2004.***

 Where these take place outside the Winnipeg area, the per diem shall be forty

 dollars ($40.00). ***Amended – Changed from $30.00 to $40.00, April 2004.***

8.08 The Local will only disburse funds for:

 I. Union related activities.

 II. Approved Local Good & Welfare benefits to the members.

 III. Social activities organized by the local.

 IV. Charitable causes endorsed by the Labour Movement.

8.09 Auditors shall be nominated by the members and the election shall take place at

 the Annual General Meeting. Auditors shall not hold elective office in the Local.

**Meetings**

9.01 Executive Committee

a) The Executive Committee shall meet at least once a month and it shall meet with Stewards as a body as frequently as possible, but in any event not less than twice a year.

b) Any office absent from three (3) consecutive meetings without a reason satisfactory to the Executive Committee shall, if a motion to that effect is passed by a two-thirds majority of the committee, cease to hold office.

c) Executive Committee meetings will be open to the general membership. Notice of these meetings will be placed on a bulletin board advising the membership of the time and location of the meeting.

d) Any duly elected officer declared in forfeit of his/her office or removed from office for cause shall be advised of his/her right to appeal to a general meeting. Request for appeal must be received by the President within fourteen (14) days of the officer receiving notice of his/her forfeiture or removal from office, and the General Meeting must be held within thirty (30) days thereafter.

9.02 Annual General Meeting

The supreme governing body of the Local shall be the Annual General Meeting which shall be held no later than November 30 of each year.

a) At least two (2) months prior to the date set for the Annual General Meeting, shall be sent to the membership requesting written notice of motion policy papers and other matters which the membership wished to bring before the meeting. Such written response shall be received by the President no later than thirty (30) days before the date of the Annual General Meeting for inclusion in the agenda and distribution in accordance with by-laws 6.04 (c) duties of the Secretary.

b) An agenda of business shall be presented by the Executive Committee to the meeting and shall include but not be limited to the following:

 Call to order by the Chairperson

 Roll call officers

 Minutes of previous general meeting

 Report of President

 Report of committees not covered in the report of the Executive

 Committee

 Amendments to by-laws

 Nomination and election of officers (when necessary)

 Nomination and election of stewards (when necessary)

 Other business

 Adjournment

c) A motion to change the order of the agenda may be introduced at any time, but not be carried by a two-thirds (2/3) majority vote of the members in attendance.

* 1. Special General Meeting (as amended November 15, 1997)

1. General meetings shall be called by the Executive Committee two times a year, once each in the month of April and November and may be called more often when deemed necessary by the Executive Committee.
2. General meetings shall also be called when petitioned by not less than fifteen (15) members in good standing. Such petition shall include a proposed agenda, including notice(s) of motion(s). A special General meeting shall be convened within three (3) weeks of receipt of petition.
3. The notice of meeting must be issued at least one (1) week before the meeting and shall detail the subject matter to be discussed. No other business will be brought before the meeting except by acceptance of a two-thirds (2/3) majority of the members in attendance.
4. Members who cannot attend local General or AGM meetings due to work schedules in the plating plant shall have access to a written transcript of the meeting within ten (10) days.

*Should no member of the Plating Plant staff hold an elected position on the Local 50057 Executive, 1 of the Director positions be filled by a Plating Plant employee.*

*This official shall be elected by the Plating Plant staff and his/her name be submitted one week prior of a general vote to the residing Union President in the advent it is needed in the upcoming election. This elected official shall have to comply to all existing rules regarding eligibility of holding elected office.*

*This elected official shall and must remain a working member of the Plating Plant. In the event that he resigns his position in the Plating Plant, he also voids his elected position. The Plating Plant shall then hold another election to fill this position.*

*In the event that the Plating Plant Director is scheduled to work the weekend of the General Meeting, the Local 50057 union cover the Director’s wages for 5 hours.*

9.04 Rules of Order

All Local meetings shall be governed by Rules of Order for PSAC meetings, published by the Public Service of Alliance of Canada.

**DISCIPLINE**

10.01 Should the Local fail to carry out the responsibilities required by these by-laws, the provisions of by-laws, of the Government Services Union shall be applied.

10.02 Any member or group of members found guilty of engaging in acts detrimental to the Local as detailed in By-laws 12, Section 4 of the Government Services Union, shall be subject to the disciplinary actions detailed therein. Actions taken under this by-law shall follow the procedures set out in PSAC Regulations No. 19.

**BY-LAWS AND AMENDMENTS**

11.01 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 Meeting. Proposed amendments must be detailed in the notice of meeting and also circulated to the membership at least two (2) weeks prior to the General Meeting.

11.02 The adoption of amendments to these by-laws shall require a two-thirds (2/3) majority of members attending the meeting.

11.03 Each member of the Local shall receive a copy of the Local by-laws. When a by-law is amended, each member of the Local shall receive a copy of the amended by-laws.

11.04 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, Government Services Union. These by-laws and any amendments thereto shall be subjected to approval by the Executive Committee of the Government Services Union.

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

 1) The constitution of the P.S.A.C.

 2) The by-laws of the G.S.U.

 3) These by-laws.

**CHARTER**

12.01 The members of this Local shall be bonded by these by-laws and being so bound shall be entitled to receive the Government Services Union Charter.

**COLLECTIVE BARGAINING**

13.01 The Collective Bargaining Proposal Committee shall consist of the Local Executive Committee and the Shop Stewards or their alternatives. The Collective Bargaining Proposals Committee is responsible for gathering and sorting out proposals submitted by the members and or the Executive of the Local and will recommend a position on all proposals submitted. Only those proposals approved by the membership at a general meeting will be forwarded as bargaining demands.

13.02 The President shall represent the Local on the negotiating team.

13.03 If deemed necessary by the membership, a second representative of the executive shall be elected by the membership.

13.04 If negotiations are not complete at the time of the election of a new executive, that the new President and an elected member of the Executive shall be included in the negotiations. – ***Amended November 22, 2014.***

**LOCAL COMMITTEES**

14.01 Committee

1. All delegates and alternates on committee of the local shall be elected by the membership.
2. The term of office shall be three (3) years with vacancies filled in accordance with by-laws 5.06.

**GENERAL**

15.01 Representation at National Conventions of the Supply and Services Union.

The President or his/her alternate shall represent the Local at National conventions of the Government Services Union. Should the Local be entitle to more than one delegate at a convention, the order of precedence shall be:

 a) First Vive-President

 b) Second Vice-President

 c) Secretary

 d) Treasurer

 e) Director

15.02 Other conventions or seminars

Delegates to all other conventions or seminars shall be elected by the membership except where a General Meeting is not possible, the Executive Committee may appoint a delegate from the appropriate standing committee of the Local.

15.03 Representation to the Area Council

Delegates to the Area Council shall be elected at a General Meeting of the Local. Vacancies shall be filled in accordance with by-laws 5.05.

15.04 Conventions and Seminars reports

Any member delegated to attend a convention or seminar shall submit a written report to the Local.

15.05 Publicity

1. The President shall approve all publicity prior to its issue by the Local.
2. The President shall not withhold approval of publicity except with the concurrence of the Executive Committee.

15.06 Quorums

At minimum, a quorum for any General Membership Meeting, including the Annual General Meeting shall be:

 a) The majority of the Local Executive Committee, AND

b) Local members in good standing, equal to the number of positions within the Local Executive plus one.

***Amended December 12, 2015***

**POLICIES OF LOCAL 50057**

**RETIREES:**

Upon retirement, a member shall receive from the Local a gift to a maximum value of $250.00. **Amended from $200.00 to $240.00 at AGM, May 2, 2015. Amended from $240.00 to $250.00 at GM April 10, 2021.**

**SOCIAL ACTIVITIES;** (New policy April 2013)

Social activities organized to the local and/or its members who receive funds from the local cannot take funds or gifts from the employer, the Royal Canadian Mint. (Reference to Article 8.08)