By-laws, Regulations
and Policies

Government Services Union, PSAC

Local 70024

AS APPROVED AT THE GENERAL MEMBERSHIP MEETING ON \_

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# By-law 1 - Name and Jurisdiction

**Section 1**

This Local shall be known as Local 70024 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, PSAC.

**Section 3**

The Headquarters for the Local shall be located in the National Capital Region or as defined by the GSU National Council.

# 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 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 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 (2/3) majority vote of the members present at a meeting called for the purpose of establishing dues.

**Section 3**

Local membership dues for Regular Members shall be as determined from time to time by the membership of the Local at an Annual General Meeting or Special General Meeting.

**Section 4**

The Local monthly membership dues will be determined by multiplying the member's monthly income by a factor of ????

**Section 5**

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 be composed of President, 1st Vice- President, 2nd Vice-president, Secretary Treasurer and an Equity Officer.

**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.

**Section 3 Elections**

The following positions will be held in odd-numbered years and shall proceed in the following order: President, 2nd Vice-president and Secretary. Elections for the

Following positions will be held in even-numbered years starting in 2014 and shall proceed in the following order: 1st Vice-president, Treasurer and Equity Officer.

**Section 4**

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

**Section 5**

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 8, 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:**

1. convene and preside at all special and regular meetings of the Executive Committee and the Local;
2. submit a written Activity Report to the Annual General Membership Meeting of the Local covering the period between Annual General Membership Meetings;
3. in consultation with the Local Executive, deal with local representatives of the employer on matters affecting the interests of the members of the Local;
4. attend the GSU Triennial Convention as a delegate from the Local;
5. perform other duties as may be assigned by the Executive Committee;
6. participate on Regional Consultation Committees if requested by the Regional Vice-president and if approved by the GSU National President;
7. participate on GSU Standing Committees if requested by the GSU National President;
8. be responsible for member representation in their locals;
9. the President shall put on the union bulletin boards on a monthly basis a report containing comments, information, general union activities that can be made public.

**Section 2 - The 1st Vice-president shall:**

1. 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;
2. attend all meetings of the Executive Committee and of the Local:
3. perform other duties as may be assigned by the Executive Committee.
4. ~~The first Vice-President shall aid the President in his/her duties and act on his/her behalf when requested to do so or in his/her absence, incapacity or resignation.~~
5. ~~He/she shall attend all meetings of the Executive Committee and the Annual and Special General Meetings of the Local. Redundant~~

**Section 3 - The 2nd Vice-president shall:**

1. the Second Vice-President shall aid the President in his/her duties and act on his/her behalf when requested to do so. In the event the First Vice-President is absent, incapacitated of resigns, he/she shall move up and proceed to perform the duties of the First Vice-President.
2. he/she shall attend all meetings of the Executive Committee and the Annual and Special General Meetings of the Local.
3. perform other duties as may be assigned by the Executive Commi ttee.

**Section 4 - The Secretary shall:**

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

**Section 5 - The Treasurer shall:**

1. be responsible for the financial records of the Local;
2. be responsible for the preparation and presentation of financial statements at membership and executive meetings as required.

**Section 6 - The Equity Officer shall:**

1. support and promote the principles of Human Rights and Equity issues in the Workplace;
2. lobby the Union at all levels to end discriminatory practices;
3. pressure the Employer at all levels to end discriminatory practices in the Workplace;
4. work with other organizations that have similar goals in improving benefits and conditions for the Members of the Equity Groups;
5. gather written materials and support documents from the PSAC and other sources for the Membership use;
6. support collective bargaining proposals for articles that further our Human Rights goals;
7. maintain active communication with the Component and the other representatives on the PSAC Human Rights Committees;
8. support Union Executives in order to promote Human Rights and Equity issues in the Workplace.

# By-law 8 - Shop Stewards

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

1. The Executive shall arrange for the appointment or election of Stewards, having regard to the plan of organization. the distribution of employees at their work locations and administrative structure implied by the Grievance Procedure laid down in the Collective Agreement.
2. Stewards Meetings, for the purpose of discussing reports of activities within the jurisdiction of each Steward, shall be held at least quarterly and preferably in the months of March, June, September and December.

# By-law 9 - Meetings

**Section 1 - Executive Committee Meetings**

1. Meetings of the Executive Committee shall be held monthly, except during the months of July and August.
2. 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.
3. A quorum for Executive Committee Meetings shall be a simple majority of elected officers.
4. ~~Three members of the Executive Committee shall form a quorum to conduct the business of the Local. Redundant~~
5. 5.06 All members of the Executive Committee shall have a right to vote. In the event of a tie vote, the President shall have a casting vote in addition to his deliberate vote.
6. 5.08 A Local Executive does not have the authority to remove a Local Officer from office, nor does it have the authority to remove the membership rights of a member. Only a properly convened meeting of the Local's general membership may make that decision.

**Section 2 - Membership Meetings**

1. The governing body of the Local shall be the Annual General Membership Meeting, which shall be held once each year not later than January 31st of that year.
2. Members of the Local shall be given advance notice of the scheduled Annual General Membership Meeting at least 30 days before the meeting to give them time to prepare motions and amendments to the By-laws if they wish.
3. The date, time, location and the proposed Agenda the Annual General Membership Meeting shall be advertised to the members of the Local at least 30 days before the meeting.
4. 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 30 days before the meeting.
5. Resolutions for discussion at the Annual General Meeting shall be submitted in writing to the Secretary not later than thirty days prior to the date set for the Annual General Meeting. Emergency resolutions may be submitted at the Annual General Meeting but must be approved for discussion by a two-thirds majority of the members in attendance at the meeting, after the proposer has been given an opportunity to give the reason for the emergency.
6. 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.
7. 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, if any
	11. Nomination and Election of Auditors
	12. Other Business
	13. Adjournment
8. 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 15 members. (The Local shall set a specific number or percentage or combination, as determined by the Local).
9. A Special General Meeting may be called at such time and place if deemed necessary by the Executive Committee, or when petitioned by not less than fifty (50) members in good standing of the Local. Such Special General Meetings must be convened within three (3) weeks of the notice being given either by the Executive Committee or at the call of the membership.
10. Notices for Special General Meetings shall be circulated by the Secretary indicating the time, place and matters to be discussed. Members shall be given notice of at least one week before the date of the meeting.
11. Only the subject matter pertinent to and as detailed in the notice of the meeting shall be discussed.
12. All unfinished business at the Annual General Meeting shall be referred to the newly elected Executive Committee, unless agreement is reached that items still remaining to be dealt with, be withdrawn in accordance with the Rules of Procedure.

**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

1. Election of officers shall take place at the Annual General Meeting and will follow the procedure outlined in the PSAC Rules of Order.
2. All officers shall take office at the end of the meeting at which they are elected.
3. 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**

1. Three members of the Local Executive shall be designated as signing officers, two of whom shall sign all cheques and one of whom shall be the Trasurer.
2. The GSU staff person assigned the responsibility of Signing Officer will be an additional signing authority on every GSU Local Bank Account.
3. 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**

1. 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.
2. 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 - Bylaws 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 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.