BY-LAWS

GOVERNMENT SERVICES UNION LOCAL 40007 SASKATCHEWAN

* DATED: SEPTEMBER, 1999

Table of Contents

Interpretations 1

By-Law 1 - Name 1

By-Law 2 - Aims and Objectives 1

By-Law 3 - Membership 2

By-Law 4 - Membership Responsibility 2

By-Law 5 - Membership Dues 3

By-Law 6 - Form of Organization. Local Jurisdiction, Authority and Rights 3

By-Law 7 - Duties of Officers and Executive Members 3

By-Law 8 - Election of Officers 4

By-Law 9 - Finances 6

By-Law 10- Discipline 6

By-Law 11 - Area Councils 7

By-Law 12 - General 7

APPENDIX A - Form for Election of Local Officers 9

# Interpretations

The following interpretations shall apply to these By-Laws:

* “Component”, where used, shall be construed to mean “Government Services Union of the Public Service Alliance of Canada.”
* “Shall” is to be construed as imperative.
* “National Executive” shall be construed to refer to the “National Executive of the Union of the Government Services Union”.
* “PWGSC” shall be construed to mean “Public Works and Government Services Canada”.
* “GSU” shall be construed to mean “Government Services Union”. “PSAC” shall be construed to mean “Public Service Alliance of Canada”.
* “Executive”, where used, refers to the “Executive of Local 40007 of the Government Services Union”.
* “Member in Good Standing” shall be construed to mean a member who is not currently under suspension of has done nothing to undermine the values of the union.

# By-Law 1 - Name

**Section 1** The name of this Local shall be Local 40007 of the Government Serviëes Union of the Public Service Alliance of Canada.

**Section 2** This Local is constituted under By-Law 10 of the Component By-Laws.

# By-Law 2 - Aims and Objectives

**Section 1** To unite all public service employees over which this Component has jurisdiction as determined by the Constitution of the Public Service Alliance of Canada in a single organization capable of acting on their behalf.

**Section 2** To support fully the PSAC in the furtherance of its constitutional responsibility for the improvement and protection of wages, salaries and other terms and conditions of employment and to protect the interests, rights and privileges of all employees over which this Component has jurisdiction.

**Section 3** To obtain, through democratic means, for all employees over which this Component has jurisdiction, the best possible standards of wages, salaries and other conditions of employment, and to protect the rights and privileges of all these employees.

**Section 4** To support the aims and objectives outlined in the Constitution of the PSAC and the By-Laws of the Government Services Union.

# By-Law 3 - Membership

**Section 1** Regular Membership - All employees over which the Local has been granted jurisdiction by the By-laws of this Component.

**Section 2** Associate Membership - Any former member of this Local whose employment has been terminated by:

a. Retirement,

b. Lay off, or

c. Separation from their continued employment in the Federal Public Service by reason of privatization.

 Associate members shall not be eligible for elective or other office in the Local, nor shall they attend meetings of the Local, but shall be accorded such other privileges of membership for such length of time as may be provided by Regulations of these By-Laws.

**Section 3** Honourary Membership - may be granted to former members who have retired and who, in the opinion of the Local and with the concurrence of the National Executive, merit such honour. Honourary members shall not be entitled to vote at meetings or hold office in the Local.

**Section 4** Life Membership - in this Local may be bestowed upon any member whose service to the Local, in the opinion of the membership, merits such honour. Nominations for Life Membership should be recommended at a General or Executive Meeting for consideration at a following General or Special Meeting. Life membership is approved by majority vote of the members present.

**Section 5** All members shall be required to pay membership fees (dues) as provided in GSU By-Law 5.

**Section 6** With the exception of members as provided by Sections 2, 3 and 4, all members shall be issued with an identical identification card, approved by the National Convention, PSAC, as evidence of their membership in this Local.

# By-Law 4 - Membership Responsibility

**Section 1** Upon being granted membership in this Local and for the terms of such membership, each member of this Local is deemed to have agreed to abide and be found by the provisions of these By-Laws and the By-Laws of GSU and the Constitution of the PSAC.

# By-Law 5 - Membership Dues

**Section 1** Membership dues in this Local shall not be less than the dues established for the Public Service Alliance of Canada and the Government Services Union, respectively, by their National Conventions (GSU By-Law 5).

**Section 2** Additional membership dues in this Local shall be authorized by a two-thirds (2/3) majority vote of the members present and voting at a regularly constituted general or special meeting. Such additional dues shall be rebated by GSU to the Local.

# By-Law 6 - Form of Organization. Local Jurisdiction, Authority and Rights

**Section 1** This Local shall elect from its membership not less than three (3) Officers, a President, a Vice-President, a Secretary and a Treasurer (or Secretary-Treasurer) to conduct its affairs. Such Officers shall be elected either every one (1) year, two (2) years or three (3) years at a General Membership Meeting of the Local, and their duties shall be consistent with By-Law 7 of these By-Laws.

**Section 2** An executive shall consist of elected Officers. This Executive shall consist of elected Officers. This Executive may be augmented by the appointment of any other members deemed necessary.

**Section 3** The elected Officers of this Local shall have the power to deal with Departmental Officials on matters affecting the interests of its own members as authorized by By-Law 7 of these By-laws.

**Section 4** The elected Officers of this Local shall hold sufficient Executive Meetings in order to ensure the proper conduct of its affairs. The time, place and number of these meetings shall be decided by the President.

**Section 5** This Local shall hold a regular Annual Membership Meeting for the purpose of receiving reports from its Officers, consideration of such business as may be required by its By-Laws and the holding of Election of Officers as required by these By-Laws.

**Section 6** Shop Stewards, as necessary for the efficient operation of the Local, shall be elected or appointed.

# By-Law 7 - Duties of Officers and Executive Members

**Section 1** Local President

The Local President shall:

a. preside at all meetings of the Local and Executive,

b. ensure the Local Executive carries out the directives and policies established by National Conventions of the PSAC and GSU, this in accordance with the authorities of each as provided by Constitution and By-LSs,

c. give a report of activities to all meetings of the Local and Executive,

d. have an additional vote in the case of a tie,

e. perform such other duties as are within the authority of presiding Officers of deliberate bodies.

The Local President may be an ex-officio member of Local Committees.

**Section 2** Vice President

The Vice-President shall perform the duties of the President in the case of absence or the resignation of that Officer. The Vice-President shall attend meetings of the Local and Executive and shall perform such other duties as may be assigned by the President.

**Section 3** Secretary

The Secretary shall attend all meetings of the Local and Executive and maintain accurate records of all meetings of the Local and Executive, provide copy of approved minutes of all meetings to GSU National Office and perform such secretarial duties as the President may direct.

**Section 4** Treasurer

The Treasurer shall be accountable for all finance of the Local and all information pertaining to Group Life Insurance and carry on all correspondence pertaining to insurance and finances as the President may direct. The Treasurer shall attend all meetings of the Local and Executive and shall submit a financial statement to all regular meetings of the Local. The Treasurer’s duties shall be consistent with GSU By-Law 10.

**Section 5** Committees may be formed for any purpose necessary to further the work of this Local. Committee members may be either nominated and elected at Local meetings or appointed by the Executive.

# By-Law 8 - Election of Officers

**Section 1** All elections shall be by secret ballot and decided by simple majority.

**Section 2** The Executive may appoint a Nominating Committee at least one (1) month preceding the election meeting. This Committee shall elect its chairperson, conduct the election and appoint such assistance as necessary to ensure an orderly election.

**Section 3** All nominees for office in this Local shall be Regular Members in good standing and be present at the election.

**Section 4** In the event of more than two (2) candidates for any one office, the candidate receiving the fewest number of votes shall be dropped from the ballot whenever a clear majority of votes cast is not accorded any candidate. This procedure shall continue until a candidate receives the necessary majority.

**Section 5** It shall be the responsibility of the Nominating Committee to ensure all names of candidates that have been submitted on a nomination form (see Appendix A) twelve (12) days prior to the election shall appear on the agenda as nominated candidates.

**Section 6** Election of Officers shall take place every one (1), two (2) or three (3) years during the period November to January at a regular General Meeting.

**Section 7** Before the close of the meeting, all elected Officers of this Local shall take the OATH OF OFFICE and assume their elected chairs.

The following OATH OF OFFICE shall be administered to all Officers immediately upon acceptance of their respective Offices:

*“ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, having been elected an Officer of the Government Services Union of the Public Service Alliance of Canada, solemnly declare that, for my term of office, I shall abide and uphold these By-Laws, fulfill the duties of such office, will maintain and uphold the dignity of the Union and will always keep confidential all matters concerning the affairs of the Union that are brought to my attention.”*

**Section 8** The nominator of a candidate for office or, in the nominator’s stead, the seconder of the nomination and the nominee may each be permitted to speak for not more than three (3) minutes on the nominee’s competence.

**Section 9** The election of Officers shall be in the order as set out in By-Law 6, Section 1 of these By-Laws.

**Section 10** Nominations will be accepted from the floor at the Election Meeting by the Nominating Committee.

**Section 11** The Nominating Committee shall provide and distribute ballots.

**Section 12** Officers shall be elected for a period of one (1), two (2) or three (3) years and shall be eligible for re-election.

**Section 13** In the event of a vacancy arising among the Officers of the Local, a by-election shall be held for the purpose of filling such vacancy for the remainder of the term. The nomination and election to fill such vacancy shall be carried out at the first General Meeting following the occurrence of the vacancy.

**Section 14** Members of the National Executive shall not be eligible for election to Local Office.

# By-Law 9 - Finances

**Section 1** The financial records of this Local shall be audited annually. A copy of such statement shall be forwarded to the National Office, GSU by April 1.

**Section 2** The signing Officers of this Local shall be any two (2) of the following: President, Vice-President, Secretary, Treasurer (or Secretary-Treasurer).

**Section 3** In case of emergency, the Executive Officers all have the authority to designate one or more of their members as signing Officers of this Local.

**Section 4** The fiscal year of this Local shall be from January 1 to December 31.

**Section 5** Cheques and money orders shall be made payable to the order of Local 40007 GSU.

**Section 6** This Local shall not enter into any financial or contractual understanding or agreement without prior authority of the National Executive.

**Section 7** All financial records of this Local shall be maintained in an approved manner as instructed by the National Executive.

**Section 8** A Petty Cash Account to the extent of Fifty ($50) Dollars may be kept by the Treasurer and vouchers must be kept to cover any expenses.

**Section 9** No order or request for either goods or services for any amount in excess of Fifty ($50) Dollars may be placed with any person, firm or business by any representative of the Local without first obtaining the sanction of the Executive.

**Section 10** The Executive or President shall be authorized to approve the payment of accounts not in excess of One Hundred Fifty ($150) Dollars for goods and/or services.

**Section 11** Expenditures in excess of One Hundred Fifty ($150) Dollars shall require the recommendation of the Executive and the approval of the General Meeting.

# By-Law 10- Discipline

**Section 1** i. The National Executive of this Component shall have the authority, by resolution passed by a majority consisting of two-thirds (2/3) of those eligible to vote, to:

a. remove from office any National Executive Officer or Local Officer and/or

b. recommend to the Public Service Alliance of Canada for Board of Director decision the suspension or expulsion from membership of any National Executive Officer, Local Officer or member for contravening any provision of the GSU By-Laws or the Constitution of the Public Service Alliance of Canada or for cause as listed in Section 5, Sub-sections (A) to (P) inclusive of GSU By- Law 14.

ii. Any person or persons suspended or expelled shall turn over to the Component all records, documents, funds or property held in trust for the Alliance, the Component or the Local.

**Section 2** A Local of this Component shall have the authority to:

a. remove from office for cause any Local Officer and/or

b. recommend to the GSU National Executive the suspension or expulsion from membership any Local Officer or member

for contravening a provision of the Local By-Laws, a provision of GSU By-Laws, the Constitution of the Public Service Alliance of Canada, or for cause listed in Section 4, Sub-sections (A) to (P) inclusive of GSU By-Law 14.

**Section 3** A Local Officer or member so dealt with as provided in Sections 1 or 2 of this By-Law shall have the right to appeal such decision to the National Executive. Further appeal against the decision of the National Executive may be taken to the National Convention of this Component and the procedures for the disposition of such mailers shall be in accordance with Section 22 of the Constitution of the Public Service Alliance of Canada.

**Section 4** By-Law 14 of the Component By-laws shall apply, where applicable, to this Local.

**Section 5** Any member of the Executive who misses three (3) General and four (4) Executive Meetings without just cause may be subject to expulsion from office. On expulsion, the member shall not be eligible for re-election to the same office in the current year.

# By-Law 11 - Area Councils

**Section 1** This Local of the Component may affiliate with the Saskatoon Area Council of the PSAC (GSU By-Law 15).

# By-Law 12 - General

**Section 1** Subject mailer files shall be kept and maintained for periods of five (5) years, as established by the National Executive. It shall be the responsibility of the President to see that Local records are kept accurately for the eventual passing on to the next Executive Council.

**Section 2** This Local shall issue such publications as are necessary to keep the members informed on matters concerning them.

**Section 3** A General Meeting of the Local may be held in January, March, May, September and November, and/or at the call of the President when deemed necessary.

**Section 4** The October/November meeting shall be the Annual Meeting of the Local. The business of this meeting shall be the reception and consideration of reports from the Executive covering the work and finances of the Local and any other business that may be brought before the meeting which shall be of general interest.

**Section 6** Problems relative to Local 40007 will be dealt with by the Executive only upon submission in writing to the appropriate Executive Officer.

**Section 7** The Secretary and Treasurer (or Secretary-Treasurer) shall be paid an allowance, not to exceed an amount set by the membership at the Annual Meeting, to cover out of pocket expenses during their (his/her) term of office.

**Section 8** A quorum for an Executive Meeting shall consist of at least three (3) Officers of the Executive.

**Section 9** A quorum for a General Meeting shall be not less than 10 percent of the membership.

**Section 10** An agenda shall be posted at least five (5) working days prior to all Meetings.

**Section 11** These By-Laws may be amended at any General Meeting provided Notice of Motion has been given at a preceding meeting. The amending resolution will be directed to the membership in the same manner as the notice is issued calling the General Meeting at which the amending resolutions are to be moved and discussed. A two-thirds (2/3) majority vote of the members in attendance is required to approve an amendment to the By-Laws.

**Section 12** The Executive shall be empowered to conduct a plebiscite when such action appears warranted and a two-thirds (2/3) majority of those ballots returned shall decide the question.

**Section 13** The Order of Business for Executive and General Meetings shall be:

a. Roll call of Executive

b. Reading of minutes of last General Meeting

c. Action arising out of Minutes

d. Treasurer’s Report

e. Bills and Accounts

f. Reports of Committees

g. Reading and Consideration of correspondence

h. Unfinished business

i. Notices of Motions to amend these By-Laws (these must be submitted in writing)

j. New Business (election of Officers, where applicable)

k. General discussion

# APPENDIX A - Form for Election of Local Officers

GSU Local 40007 By-Laws

#### Issued: September, 1999

## ELECTION OF LOCAL OFFICERS

#### (By-Law 8, Section 5)

I wish to nominate \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

for the Office of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dated: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Nominator: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Seconder: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

==========================================================

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, hereby agree to accept the nomination indicated above and, if elected, to serve to the best of my ability in that office.

Nominee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(This form is to be completed and turned in to the Nominations Committee.)