

LOCAL 60018 BY-LAWS AND POLICIES

GOVERNMENT SERVICES UNION, PSAC

As amended at the General Meeting, January 24, 2019

And as amended at the General Meeting, November 27, 2019

And as amended at the General Meeting, May 5, 2021

And as amended at the General Meeting, June 12, 2024

And as amended at the General Meeting, March 26, 2025

And as amended at the General Meeting, February 12, 2026



Government Services Union
Syndicat des services gouvernementaux

TABLE OF CONTENTS

By-law 1 – Name and Jurisdiction.....1

By-law 2 – Objectives.....1

By-law 3 – Authority and Responsibilities.....1

By-law 4 – Membership.....2

By-law 5 – Membership dues.....3

By-law 6 – Executive Committee.....3

By-law 7 – Duties of Officers.....4

By-law 8 – Shop Stewards.....6

By-law 9 – Meetings.....6

By-law 10 – Election of Officers.....8

By-law 11 – Finances.....8

By-law 12 – Discipline.....111

By-law 13 – By-laws and Amendments 111

By-law 14 – Charter.....121

By-law 15 – General.....122

Legend.....122

Policy 1 – Strike Fund.....12

By-law 1 – Name and Jurisdiction

Section 1

This Local shall be known as Local 60018 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 GSU, 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 PSAC, 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

- a) The Local may retain as associate members, former members of the Local whose employment has been terminated.
- b) 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 PSAC, 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 $\frac{2}{3}$ majority vote of the members present at a meeting called for the purpose of establishing dues.

Section 3

Associate Members of this Local shall be exempt from paying dues.

Section 4

The dues rate for Regular Members shall be \$1.66 per member, per month.

By-law 6 – Executive Committee

Section 1

- a) The Executive Committee of this Local shall consist, at a minimum, of a President, a Vice-president, a Secretary-Treasurer.
- b) 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, as long as they remain a member in good standing with the Local.

Section 2

- a) 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 2 years. Elections will be held on alternating years to ensure sufficient experience is maintained. Positions will be elected based on the following schedule;
- b) The elections for positions of President, 2nd Vice President, Secretary and Communications Officer shall be held every year ending in an odd number.
- c) The elections for positions of 1st Vice President, Treasurer and Chief Shop Steward shall be held every year ending in an even number.
- d) If a position becomes vacant which requires a replacement be elected on a year that does not coincide with the above schedule, the term will be for only one year with the subsequent elected term returning to 2-years.

Section 3

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

Section 4

- a) 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 7, Section 2 a).
- b) 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 from among the Members in Good Standing of the local.
- c) At the next General Membership Meeting the Executive must conduct an election, following the procedure outlined in the PSAC Rules of Order, to fill any vacant position or any position held on an interim basis 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 special and regular 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 Membership Meetings;
- c) in consultation with the Local Executive, deal with local representatives of the employer on matters affecting the interests of the members of the Local;
- d) attend the GSU Triennial Convention as a delegate from the Local;
- e) perform other duties as may be assigned by the Executive Committee;
- f) participate on Regional Consultation Committees if requested by the Regional Vice-president and if approved by the GSU National President;
- g) participate on GSU Standing Committees if requested by the GSU National President;
- h) be responsible for member representation in their locals.

Section 2

The 1st 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.

Section 3

The 2nd Vice-president shall:

- a) assist the President in his or her duties in the absence of the 1st vice-president;
- b) attend all meetings of the Executive Committee and of the Local;
- c) perform other duties as may be assigned by the Executive Committee.

Section 4

The Secretary 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) no later than fifteen (15) days prior to any general meeting, 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 meeting;
- e) perform such other duties as pertain to the office or as are assigned by the Executive Committee.

Section 5

The Treasurer shall:

- a) keep an accurate account of the Local's financial records and shall upon vacating the office transfer clear of all encumbrance all financial records, documents, funds and assets in his or her possession to his or her successor;
- b) collect all monies payable to the Local and deposit such funds within ten (10) days of receipt in a financial institution approved by the Executive Committee. Funds shall be withdrawn by cheque only;
- c) be responsible for the disbursement of funds payable by the Local in settlement of its just debts within the jurisdiction approved by the Executive Committee;
- d) keep an accurate account of financial activity, receipts and disbursements, in such a form as will display the financial condition of the Local at any time and shall produce all documents pertaining to the Office of Treasurer for inspection at any time upon request of the Executive Committee and shall present a statement of receipts and disbursements at all regular meetings of the Local;
- e) submit the financial statements for audit by the authorized auditors;
- f) at least three (3) days prior to the Annual General Meeting, submit to the National President, GSU the audited financial statements;
- g) attend all meetings of the Executive Committee and of the Local;
- h) perform such other duties as pertain to the office or as are assigned by the Executive Committee;
- i) ensure that an up-to-date listing of all members is kept.

Section 6

The Communications Officer shall:

- a) Act as an information conduit between the union and the membership to assist in the collection and maintenance of contact information for the membership.
- b) Promote all union events.
- c) Be responsible for updating the local's website, bulletin boards and posting to social media (Face Book, Twitter) any information determined by the Executive.
- d) Engage in political action and public relations on matters of concern to the membership.
- e) Will monitor the locals email account and advise of any member concerns.

Section 7

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

Section 1

The Executive Committee shall arrange for the election of Shop Stewards. In the event an election is not feasible, an appointment may be made.

Section 2

Upon his or her election or appointment, the Executive Committee shall arrange for the Shop Steward(s) attendance at the PSAC sponsored Shop Steward Training Course.

Section 3

A Chief Shop Steward shall preside at all regular Shop Steward meetings.

Section 4

The Chief Shop Steward submits the minutes of all Shop Steward meetings to the Executive Committee.

Section 5

The Chief Shop Steward and Communications Officer shall be full members of the Executive Committee and will attend meetings with a voice and a vote.

By-law 9 – 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

Annual General Meeting

- a) The governing body of the Local shall be the Annual General Membership Meeting, which shall be held by May of each year at the latest.
- b) The date, time, location and the proposed agenda the Annual General Membership Meeting shall be advertised to the members of the Local at least 45 days before the meeting.

- c) The agenda for the Annual General Membership Meeting shall be presented by the Executive Committee and include but not be limited to:
- i. Call to Order by the Chairperson
 - ii. Roll Call of Officers
 - iii. Minutes of previous General Membership Meeting
 - iv. Report of President
 - v. Report of Treasurer
 - vi. Audited Financial Statements
 - vii. Approval of Local Budget
 - viii. Committee Reports
 - ix. Amendments to By-laws
 - x. Nomination and Election of Officers
 - xi. Nomination and Election of Shop Stewards
 - xii. Nomination and Election of Auditors
 - xiii. Other Business
 - xiv. Adjournment
- d) Relevant documents for the AGM must be sent to the membership at least 7 days prior to the meeting. These documents include, but are not limited to, by-law amendments, the previous year's minutes, last year's financial statements, and the proposed budget for adoption.

Section 3

Other Membership Meetings

- a) 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 21 days before the meeting.
- b) 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.
- c) 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 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.

Section 4

Quorum

- a) For GSU Locals with **more than 50 members**, at minimum, a quorum for any General Membership meeting including the Annual General Meeting shall be:
 - i. The majority of the Local Executive Committee; AND
 - ii. Local members in good standing, equal to the number of positions within the Local Executive plus 1.

Example:

- 1. If the Local Executive Committee consists of 6 members, the minimum quorum shall be 11 (4+6+1).
- 2. If the Local Executive Committee consists of 5 Executive Committee members (majority = 3) + 6 members in good standing = 9 for quorum.
- 3. If the Local Executive Committee consists of 4 Executive Committee members (majority = 3) + 5 members in good standing = 8 for quorum.
- 4. If the Local Executive Committee consists of 3 Executive Committee members (majority = 2) + 4 members in good standing = 6 for quorum.

Section 5

Rules of Order

All Local meetings shall be governed by PSAC Rules of Order PSAC.

By-law 10 – Election of Officers

- a) Election of officers shall take place at the Annual General 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.
- d) Between Annual General Meetings, if an executive position becomes vacant, the Executive Committee may appoint a replacement subject to Bylaw 6, Section 4.

By-law 11 – 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.

Section 3

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

Section 4

Expenditures outside of the budgetary items, not exceeding \$300, shall be approved by the Executive Committee. Expenditures to exceed this amount shall have prior approval by a General Meeting.

Section 5

- a) The Treasurer shall submit a financial statement to all regular 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 Meeting.
- b) The Auditors shall audit the Local's financial statements prior to the next Annual General Membership Meeting to present their report.

Section 6

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 GSU, PSAC has no responsibility for any financial obligations undertaken by a GSU Local.

Section 7

Honoraria to the Local Officers shall be as follows:

President :	\$400
1st Vice-president :	\$250
2nd Vice-president :	\$250
Secretary :	\$250
Treasurer :	\$250
Communications Officer	\$250
Chief Shop Steward :	\$200
Stewards :	\$100
Auditors :	\$ 50

Section 8

All expenses legitimately incurred by elected officers in carrying out their duties in accordance with these By-laws shall be paid in accordance with Local policy as specified in these By-laws.

Section 9

Auditors shall be appointed by the Executive Committee. Auditors shall not hold elective offices in the Local.

Section 10

Local Policy

Pursuant to By-law 11, section 8, the following policy shall apply with respect to legitimate expenses incurred by elected officers, stewards and/or members in carrying out their duties. This policy is intended to assist members and recognizes the fact that most of the following activities take place during weekends. The Local acknowledges that while it cannot fully compensate members for time spent away from their families these expenses may offset some of the costs. Elected Officers, Stewards and / or members are required to submit a written report of their activities to the executive committee within thirty days following their participation as outlined within this by-law, from section A-H inclusive, for which the received monies from the local.

A. Education

All members, recommended by the Local Executive, and selected to attend an educational training course approved by the PSAC, the CLC and/or NBFL, shall receive a per diem of \$50 per day in accordance with Bylaw 11, section 10 paragraph 2.

B. Conventions

All members in good standing, elected or appointed by the Local to attend the GSU or PSAC Regional Conventions, as an official voting delegate, representing the Local shall receive a per diem of \$50 per day in accordance with Bylaw 11, section 10 paragraph 2.

C. Conferences

All members in good standing, selected, elected or appointed by the Local to attend an approved conference shall receive a per diem of \$50 per day in accordance with Bylaw 11, section 10, paragraph 2. Eligible conferences/meetings are as follows: Regional Action Committee Meetings, Area Council Meetings, Area Strike Coordinator Meetings, GSU Regional Local Presidents' Conference, GSU National Local Presidents' Conference, Regional Health and Safety Conference, Regional Women's Committee, Regional Human Rights Committee and other special conferences or meetings if called by the Regional PSAC or GSU Representative, the CLC and/or the NBFL.

D. Transportation

While traveling to an approved event more than 40 kms away, members shall be reimbursed transportation costs as per Treasury Board policy rates. The Local shall pay only when no other organization pays.

E. Accommodations

While attending an approved event more than 40km away, members shall be reimbursed for accommodation costs upon presentation of receipts. The Local shall pay only when no other organization pays.

F. Meals

While attending an approved event, members shall be paid as per Treasury Board policy rates. The Local shall pay only when no other organization pays.

G. Travel Time

If a per diem is not paid pursuant to Bylaw 11, section 10 (a) through (c) and a member in good standing must travel more than 40 km one way and outside of their regular working hours, to an approved event, they may request a per diem of \$50 per trip. The Local shall pay only when no other organization pays.

H. Family Care

Members shall be paid as per PSAC policy if they are required to pay family care costs in order to carry out their Union duties outside of their homes. The Local shall pay only when no other organization pays.

Exception – No member shall be paid for any expenses incurred to attend regular, special or general meetings of the Local. No member shall be paid for expenses incurred to attend any Executive Meetings or Shop Steward Meetings of the Local. No monies shall be paid by the Local to a member holding any National council seat and attending any of the aforementioned approved events in the official capacity of that position.

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 – By-laws and Amendments

General

Amendments to the By-Laws shall be done in accordance with GSU Policy 12.

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 $\frac{2}{3}$ 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.

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.

Legend

CLC – Canadian Labour Congress
GSU – Government Services Union
NBFL – New Brunswick Federation of Labour
NCR – National Capital Region
PSAC – Public Service Alliance of Canada

Policy 1 – Strike Fund

A strike fund is established and funded by a \$5.00 per month dues. The fund is administered by the Local Executive and is to be used solely as a strike fund.