

Local 70017

Bylaws

Government Services Union (GSU)

PSAC

As adopted at the AGM on March 31, 2026



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By-law 1 – Name and Jurisdiction

Section 1

This Local shall be known as Local 70017 – Shared Services Canada - NCR of the GSU, PSAC (hereafter; The Local).

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

The Local shall protect, maintain, and advance the interests of the members coming under its jurisdiction.

Section 2

The 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

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 the Local shall pay such dues as set by the Convention of the PSAC, by the Convention of the GSU, and by the Local.

Section 2

The amount of Local membership dues for Regular Members shall be established by a two-thirds majority vote of the members present at a meeting called for the purpose of establishing dues.

Section 3

Associate members of the Local shall be exempt from paying dues.

By-law 6 – Executive Committee

Section 1

The Executive Committee of this Local shall consist of, at a minimum:

- President
- Vice President
- Secretary
- Treasurer
- Chief Shop Steward

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.

When the Annual General Meeting takes place on an odd year, the election of the following positions will take place:

- Vice President
- Director
- Treasurer
- Secretary

When the Annual General Meeting takes place on an even year, the election of the following positions will take place:

- President
- Chief Shop Steward
- Director of Communications

Section 3

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

Section 4

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).

If an elected officer 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.

At the next Annual 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.

Section 5

Disbursement of Allowances

- a) The Local Executive will disburse monthly allowances to its designated serving officers to cover time and appropriate expenses incurred in the performance of their duties on behalf of the Local.
- b) Officers currently deemed eligible for monthly allowances are:
 - President
 - Vice President
 - Director
 - Chief Shop Steward
 - Director of Communications
 - Treasurer
 - Secretary
- c) The Local Executive shall make the total yearly dollar (\$) amount recommendation to the Annual General Meeting membership for their approval.
- d) Stewards will be disbursed \$50 for executive meetings for which they are required and attend.
- e) Out of pocket expenses must be paid within five (5) days of claim.
- f) The President can authorize payment of an allowance of up to \$50.00 (\$100.00 maximum annually) to members for participation in Local activities.

By-law 7 – Duties of Officers

Section 1

The President shall:

- a) be the Chief Executive Officer of the Local Executive
- b) convene and preside at a majority of special and regular meetings of the Executive Committee and the Local;
- c) attend the Local's Annual General Meeting, and General Membership Meetings when called;
- d) submit a written activity report to the Annual General Membership Meeting of the Local covering the period between Annual General Membership Meetings;
- 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) attend the GSU Triennial Convention as a delegate from the Local;
 - g) perform other duties as may be assigned by the Executive Committee;
 - h) participate on GSU Standing Committees if requested by the GSU National President;
 - i) coordinate the administration of Local affairs through other officers of the Local Executive and Local sub-committees;
 - j) decide, by application of the rules of order, all questions of procedures as Chairperson;
 - k) function as the chief spokesperson of the Local in its dealings with the employer.

Section 2

The Vice President shall:

- a) attend a majority of meetings of the Local Executive Committee;
- b) attend the Local's Annual General Meeting and General Membership Meetings when called;
- c) assist the President in their duties and replace the President when requested to do so, or in the case of absence, incapacity, resignation, or death;
- d) perform other duties as may be assigned by the Executive Committee.

Section 3

The Director shall:

- a) attend a majority of meetings of the Local Executive Committee;
- b) attend the Local's Annual General Meeting and General Membership Meetings when called;
- c) support at all times, the duly elected executive officers of the Local in the execution of their duties in pursuance of the aims and objectives of the Local;
- d) serve on the committees of the Local as requested by the President or the Executive Committee;
- e) carry out such assignments on behalf of the Local as may be fairly allotted to them;
- f) act in a liaison capacity between the Local's members and its executive officers with a view to promoting the good order, discipline and welfare of the Local;
- g) perform other duties as may be assigned by the Executive Committee.

Section 4

The Chief Shop Steward shall:

- a) attend a majority of the meetings of the Local Executive Committee;
- b) attend the Local's Annual General Meeting and General Membership Meetings when called;
- c) convene and preside at all steward meetings;
- d) maintain a current list of all Shop Stewards in the Local and provide it to the Local Executive Committee upon request;
- e) recruit stewards, organize, and manages the network of Stewards;
- f) support and mentor all Stewards within the Local;
- g) assign member cases and grievances to Stewards;
- h) manage grievances and member cases on an as needed basis;
- i) arrange for Stewards' attendance at required and elective PSAC training courses;
- j) set up and maintain a communication system amongst the Stewards;
- k) advise Stewards and provide guidance and support on more complex cases;
- l) track grievances and member cases to ensure time limits are respected and files are complete;
- m) work closely with all Stewards, executive officers, and committees.

Section 5

The Director of Communications shall:

- a) attend a majority of meetings of the Local Executive Committee;
- b) attend the Local's Annual General Meeting and General Membership Meetings when called;
- c) manage communications between the Local Executive and members;
- d) address member concerns related to communications;
- e) provide communications and public relations guidance and support, contributing to the union's effectiveness and influence in achieving its goals
- f) drive the implementation of board priorities and campaigns
- g) communicates member concerns up through GSU;
- h) perform other duties as may be assigned by the Executive committee.

Section 6

The Treasurer shall:

- a) attend a majority of meetings of the Local Executive Committee;
- b) attend the Local's Annual General Meeting and General Membership Meetings when called;
- c) be responsible for the financial records of the Local;
- d) be responsible for the preparation and presentation of financial statements at membership and executive meetings;
- e) collect all monies payable to the Local and deposit such funds in a financial institution approved by the Executive Committee;
- f) be responsible for the disbursement of funds payable by the Local in settlement of its just debts;
- g) perform other such duties as pertain to the Office or as assigned by the Executive Committee;
- h) ensure that an up-to-date listing of all members is kept;
- i) shall submit a financial statement to all membership meetings of the Local;
- j) submit an audited annual financial statement to the National President of GSU within thirty (30) days following the Local's Annual General Membership Meeting;
- k) submit the books for audit by the authorized auditor;
- l) complete expense payment to members of the Local Executive Committee members within five (5) days of claim being submitted.

Section 7

The Secretary shall:

- a) attend a majority of meetings of the Local Executive Committee;
- b) attend the Local's Annual General Meeting and General Membership Meetings when called;
- c) keep an accurate account of the proceedings of each and distribute the minutes to the appropriate members and the GSU National Office;
- d) be responsible for maintaining proper files of documents and all correspondence;
- e) perform such other duties as pertains to the office or as assigned by the Executive Committee;
- f) submit minutes of the Annual General Meeting to the National President of GSU within 30 days following the Local's Annual General Membership Meeting.

Section 8

General

Any officer of the Local, on vacating an office, shall deliver all documents, monies, or other property of the Local to their successor or to the President.

Section 9

Mobile Phone for Executives

The President should have a mobile phone provided by the Local to conduct union business with PSAC, GSU, Local Executive, members, and the employer. It is the responsibility of the President to file monthly expense claims using/attaching the monthly mobile phone bill. The cost of the phone should not exceed \$100.00 monthly. The phone number for this subsidized mobile phone should be published on the Local's page on the GSU website.

Section 10

The Past President

The immediate past president shall be a member of the executive committee, for a period of one (1) year after the election of their successor for mentoring, with voice but no vote as long as they remain a member in good standing of the local.

- a) The past President shall have voice but no vote at all Executive Meetings for a period of only one (1) year.
- b) They shall provide mentoring on existing cases and shall perform other duties as may be assigned by the new President and/or Executive Committee.

By-law 8 – Shop Stewards

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

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 published 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 at least once each year.
- b) Members of the Local shall be given thirty (30) days advance notice of the scheduled Annual General Membership Meeting to give them time to prepare motions and amendments to the By-laws.
- 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 thirty (30) 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 twenty (20) days before the meeting.
- e) 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.
- f) 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, if any
 - x. Nomination and Election of Officers
 - xi. Nomination and Election of Auditors
 - xii. Other Business
 - xiii. Adjournment
- g) At minimum, a quorum for any General Membership meeting including the Annual General Meeting shall be in accordance with GSU Regulation 2, By-law 9, Section 2 g).
- h) 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 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 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.

By-law 10 – Election of Officers

- a) Election of officers shall take place at the Annual General Meeting for members 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 from January 1 to December 31.

Section 2

- a) Three members of the Local Executive shall be designated as signing officers, two of whom must pre-approve all expenses by e-mail and claims must be signed by two members to complete e-transfer.
- 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 unless such disbursements are within budgetary limits or with Presidents approval.

Section 3

- a) 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 thirty (30) days following the Local's Annual General Membership Meeting.

- b) The Auditor(s) shall audit the Local's financial statements prior to the next Annual General Membership Meeting in order to present their report.

Section 4

- a) The Local shall not enter into any contractual financial understanding or arrangement without first obtaining the approval of the National Council of the Union. However, any undertaking shall be the sole and exclusive responsibility of the Local.
- b) Neither GSU nor PSAC has no responsibility for any financial obligations undertaken by the 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 GSU By-law 10, Section 13 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

Section 1

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 Membership Meeting. Proposed amendments must be detailed in the Notice of Meeting.

Section 2

Amendments to these By-laws shall require a two-thirds 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 President shall represent the local at National Conventions. In the event that the President cannot attend, and/or should the local be entitled to more than one representative, the order of precedence shall be:

1. Vice President
2. Director
3. Chief Shop Steward

4. Director of Communications
5. Treasurer
6. Secretary
7. Stewards
8. Members in good standing

Should the entitlement exceed the total of the Executive Committee, additional delegates shall be elected at a General Meeting of the local.

Section 2

Representation to PSAC Area Council

Delegates to the Area Council shall be elected at a general meeting of the Local or appointed by the local executive.

Policies for Local 70017

1. Local Policy – Convention

If an accredited delegate attending a convention on behalf of the Local leaves the convention without notifying personally the Local President or the hotel clerk at the front desk of the hotel where the convention is held, the reason for their absence, the delegate will be immediately replaced by the alternate delegate for the duration of the convention. All documents and monies given to the delegate who is to be replaced must be forfeited to the alternate delegate.

The president shall deem if the reason for leave is justifiable.

2. Local Policy – Finance

Members attending Union activities, such as conferences and conventions, outside the NCR region on behalf of the Local are entitled to receive an extra allowance of \$50.00 per day.

3. Local Policy – Finance

Stewards, communicators, and executive members attending Local activities during the day outside normal work/school/daycare hours will be reimbursed the costs for care at the following rates:

- i. The actual amount up to a maximum of \$80.00 per day (for each 24-hour period) for the first family member and
- ii. The actual amount up to a maximum of \$55.00 per day (for each 24-hour period) for each additional family member.

4. Local Policy – Finance

Executive members shall receive their out of pocket expenses on a monthly basis. To be paid within five (5) working days of the receipt of an authorized claim form.

5. Local Policy – Finance

Any casual help hired by the Local to provide services to the Local shall receive financial remuneration for the hours worked only as authorized by the President. Amounts not exceeding \$100.00 may be decided by the Executive Committee. Amounts exceeding \$100.00 must be authorized by the President.

6. Local Policy – Finance

The Local shall reimburse Executive Members any transportation costs incurred on behalf of the Local, over and above coming to regular meetings of the Local, at the current PSAC rate. This could include taxi fares, personal motorized vehicle mileage, and other public transportation costs.

7. Local Policy – Finance

Any expense incurred by an executive committee member carrying out duties on behalf of the Local as delegated by the president, will be reimbursed on presentation of an authorized claim form duly signed by two members of the finance committee.

8. Local Policy – Finance

On evenings when the Local Executive Officers have union meetings to attend, a meal for the group may be purchased at the President's discretion.

9. Local Policy – Finance

Members attending union courses must register through the Local's education officer to be eligible to receive the Local's allowance. Those members attending a full day course are be given a daily allowance of \$50.00.

10. Local Policy – Finance

Members attending union conferences on behalf of the Local shall have the approval of the Local president and as such will be eligible for a daily allowance.

11. Local Policy – Finance

All newly-elected executive members are allowed to have a computer and appropriate peripherals (computer bag, mouse, etc.) purchased by the Local along with any software and other-supplies required for the performance of their duties. If the newly elected executive member's term of office is for one (1) year, or their two (2) year term of office is not completed, the member shall return the computer and associated peripherals to the Local.

12. Local Policy – Finance

The Local, whenever possible, will obtain all its goods and services at the most economical rate from a unionized provider.

13. Local Policy – Finance

All expense claims for members attending union activities, performing union-related duties, and/or purchasing supplies must be presented on an authorized Local claim form, with receipts (if issued) and approved by the Local's finance committee.

14. Local Policy – Finance

Members attending union activities, such as conferences and conventions, or otherwise performing Local business are entitled to receive an allowance of \$50.00 per day - prorated for a fraction of a day.

15. Local Policy – Finance

Members attending union activities such as conferences, conventions, courses, and/or seminars on behalf of the Local, or performing Local business on weekends, and statutory holidays, are entitled to a disbursement to cover lost time of an additional \$50.00 per day - prorated for a fraction of a day.

16. Local Policy – Finance

Members attending union meetings other than those routinely scheduled by the executive committee, such as executive and steward meetings, or performing business on behalf of the Local in an evening will be entitled to receive an allowance of \$30.00.

17. Local Policy – Finance

Designated Stewards and communicators of the Local attending steward meetings of the Local will be paid an allowance of \$50.00.

18. Local Policy – Finance

When an active Steward, communicator, executive member, or a member of their immediate family is hospitalized, the Local may send a gift or donation to either the sick member or family member. When an active steward, communicator, executive member or member of their immediate family dies the Local may send a gift or donation in memory of the deceased member or family member to any appropriate recipient.

19. Local Policy – Finance

Breakdown of monthly expenses:

- President: \$300.00
- Vice President: \$200.00
- Director: \$200.00
- Chief Shop Steward: \$250.00
- Director of Communications: \$200.00
- Treasurer: \$200.00

- Secretary: \$200.00
- Stewards: \$50.00

20. Local Policy – Finance

Breakdown on allocations for special meetings:

- President: \$300.00
- Vice President: \$200.00
- Director: \$200.00
- Chief Shop Steward: \$250.00
- Director of Communications: \$200.00
- Treasurer: \$200.00
- Secretary: \$200.00
- Stewards: \$ 50.00

21. Local Policy – Meetings

Executives, Stewards, and communicators attending meetings of the Local are required to be in attendance for the duration of the meeting in order to receive the Local's allowance, at the discretion of the President and Executive Committee.

22. Local Policy – Meetings

All executive members must attend all scheduled meetings and special meetings called by the President of the Local.

If an executive member is unable to attend these meetings, that member must notify the President of their absence prior to the meeting.

23. Local Policy – Meetings

Executive members who are performing union business on behalf of the Local at the time of the scheduled meeting are deemed to be present.

Other situations which may arise will be evaluated by the President and Executive Committee.