BY-LAWS, REGULATIONS AND POLICIES

GOVERNMENT SERVICES UNION, PSAC

LOCAL 70024

AS APPROVED AT THE ANNUAL GENERAL MEMBERSHIP MEETING ON January 24th, 2026

Amendments to Bylaws:

- *Bylaw 1 section 1 & 2*
- *Bylaw 2 section 3*
- *Bylaw 4 section 1*
- *Bylaw 9 section 2 b,c,d*
- *Bylaw 13 section 1*
- *Bylaw 6 section 1,3,4 & 6*
- *Bylaw 7 section 6, 7 & 8*
- *Bylaw 9 section 2 a*
- *Bylaw 15 section 1& 3*

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By-law 1 - Name and Jurisdiction

Section 1
This Local shall be known as Ottawa Mint Local 70024 of the GSU, PSAC

Section 2
This Local shall have jurisdiction over all Public Service Alliance members who are employed at the Royal Canadian Mint in Ottawa, Ontario. The jurisdiction of this Local shall be as determined from time to time by the National Council of the GSU, 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.

Section 3
To support fully the PSAC 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 PSAC is certified as the bargaining agent

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

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 0.164

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 VP, 2nd VP, Secretary, Treasurer, Equity Officer, Chief Shop Steward, and Director.
(amendment made on January 24th,2026)

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

starting in 2026 and shall proceed in the following order: 1st Vice-president, Treasurer, Equity Officer and Director.
(amendment made on January 24th,2026)

Section 4
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.
(amendment made on January 24th,2026)

Section 5
The Executive Committee shall conduct the business of the Local between General Meetings.

Section 6
If the office of Local President becomes vacant for any reason, the Local 1st Vice-president will fill the position.

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 any vacant position or any position held on an interim basis for the remainder of the original term of office. 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 (45) 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.
(amendment made on January 24th,2026)

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;
i) 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:

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) 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.
b) he/she shall attend all meetings of the Executive Committee and the Annual and Special General Meetings 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) perform such other duties as pertain to the office or as are assigned by the Executive Committee.

Section 5 - The Treasurer shall:

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

Section 6 - The Equity Officer shall:

a) support and promote 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 the Equity Groups;
e) gather written materials and support documents from the PSAC and other sources for the Membership use;
f) support collective bargaining proposals for articles that further our Human Rights goals;
g) maintain active communication with the Component and the other representatives on the PSAC Human Rights Committees;
h) support Union Executives in order to promote Human Rights and Equity issues in the Workplace.

Section 7 – Chief Shop Steward:

a) You are a workplace leader who represents the GSU and your local, coordinate stewards and enforce the collective agreement.

b) You collectively work with stewards, other elected officials, and staff in the workplace as well as GSU staff

c) Deal with management on behalf of the union

d) Encourage stewards to approach you with questions about processes, contract interpretation and reports of workplace conflicts and issues.

e) Be accessible to stewards

f) Assist in resolving conflicts between members and stewards or between members and the employer

g) Encourage stewards to talk to you when they encounter harassment in the union or in the workplace

h) Hold regular meeting of all stewards. Topics should include current workplace issues, barriers facing equity-group stewards, discriminating/harassment of stewards in the union and the workplace, and strategies to address the issues.

i) Grievance coordination: assign complaints and grievances to stewards in the proper zone of work or with stewards with specialized training/ knowledge.

j) Ensure that the proper grievance time deadlines are respected, all forms are properly filled out. Communicate with labor relation personnel within management in order to respect the meetings deadline for grievance hearings.

(amendment made on January 24th, 2026)

Section 8 – Director:

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.

c) The Director shall represent members on accommodations, RTW(return to works), WSIB and FAF's on behalf of the Union, and receive the training to fulfill these duties

d) The Director shall attend all meetings of the Executive Committee, the Annual General meeting and special General meetings.

e) 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.

(amendment made on January 24th,2026)

By-law 8 - Shop Stewards

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

a) 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.
b) 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

a) Meetings of the Executive Committee shall be held monthly, except during the months of July and August.
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.
d) 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.
e) 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

a) The governing body of the Local shall be the Annual General Membership Meeting, which shall be held once each year not later than March 31st of that year. **(amendment to date made on January 24th,2026)**
b) Members of the Local shall be given advance notice of the scheduled Annual General Membership Meeting at least 45 days before the meeting to give them time to prepare motions and amendments to the By-laws if they wish.
c) 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.

d) Resolutions for discussion at the Annual General Meeting shall be submitted in writing to the Secretary not later than 30 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.

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 shall include but not be limited to the following:

   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, if any
   xi. Nomination and Election of Auditors
   xii. Other Business
   xiii. Adjournment

g) 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).

h) 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.

i) 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.

j) Only the subject matter pertinent to and as detailed in the notice of the meeting shall be discussed.

k) 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

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.

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 shall sign all cheques and one of whom shall be the Treasurer.
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 in accordance with financial guidelines established at a General Membership Meeting.

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 30 days following the Local's Annual General Membership Meeting.
b) 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 45 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 President or his/her alternate shall represent the Local at National Conventions of the Government Services Union. Should the Local be entitled to more than one

delegate at a convention, the order of precedence shall be:
a) VP 1
b) VP 2
c) Chief Shop Steward
d) Equity Officer
e) Secretary
f) Director
g) Treasurer

(amendment made January 24th,2026)

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.

Section 3 – Collective Bargaining

a) The Collective Bargaining Proposal Committee shall consist of the Local Executive Committee. 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.
b) The President shall represent the Local on the negotiating team.
c)A second representative of the local shall be elected by the membership.
d) If negotiations are not complete at the time of the election of a new President, that the new President of the local shall be included in the negotiations. **(amendment made on January 24th,2026)**