



**Government Services Union
Syndicat des services gouvernementaux**

BY-LAWS
LOCAL 30001
EDMONTON and NORTHERN ALBERTA, NT and NU
of the
GOVERNMENT SERVICES UNION
of the
PUBLIC SERVICE ALLIANCE OF CANADA



*Public Service Alliance of Canada
Alliance de la Fonction publique du Canada*

March 2024

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By-law 1 Name and Jurisdiction

Section 1

This Local shall be known as Local 30001 of Edmonton & Northern Alberta, NT & NU of the Government Services Union, of the 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, Public Service Alliance of Canada.

By-law 2 Aims and Objectives

Section 1

To unite in harmony all members within the Jurisdiction of the Local, and to protect their interests, rights and privileges.

Section 2

This Local shall subscribe unconditionally to and accept as its governing documents, the Constitution of the Public Service Alliance of Canada, the Local 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 Area Council of the Public Service Alliance of Canada, whichever is appropriate.

Section 2

The executive shall have the authority to establish any committee it deems necessary for the conduct of Local business.

By-law 4 Membership

Section 1 Regular

All employees for which 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 no 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

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

Section 3

The amount of dues payable to the Local shall be **0.1250%** of the members' monthly salary.

Section 4

The amount of dues payable may be amended by following Local By-law 13 in its entirety.

By-law 6 Executive Committee

Section 1

The Executive Committee of this Local shall consist of a President, a Vice-president, a Secretary, a Treasurer, a Chief Steward, and a Health & Safety Officer, and at minimum, two Local Committee Representatives, all of whom shall be elected separately by members in attendance at the Annual General Meeting of this Local.

Section 2

The offices of the President, Vice-president, Secretary, Treasurer, Chief Steward and Health & Safety Officer shall be for a two-year term on a staggered basis. The President, Treasurer, and Chief Steward are to be elected for a two-year term in Year 1, and the Vice-president, Secretary and Health & Safety Officer shall be elected for a two-year term in Year 2. The offices have a minimum of two Local Committee Representatives shall be for a one-year term.

Section 3

Should any elected office become vacant for any reason, within thirty (30) days, the Executive Committee shall appoint a successor and at the next Annual General Meeting of the Local, an election shall take place in accordance with these By-laws. In the event the vacancy occurs within three (3) months of the Annual General Meeting, the appointment may be deferred. The President 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 in the President's Report at the Annual General Meeting.

Section 4

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

By-law 7 Election of Officers

Section 1

Election of officers shall take place at the Annual General meeting and will follow the procedure outlined in the PSAC Rules of Order

Section 2

Only Local members in good standing are eligible for office and shall have the right to cast a ballot at any Local voting exercise.

Section 3

All nominations shall come from a member in good standing on the floor. A nomination must be moved and seconded by another member in good standing.

Section 4

Written acceptance of a nomination of a member in good standing will be accepted by the Chair for any person not able to attend the Annual General Meeting and who has been duly nominated at the meeting.

Section 5

All officers shall take office at the end of the meeting at which they are elected, and the oath of office shall be

administered to all officers immediately before taking office.

By-law 8 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 Meeting of the Local covering the period between Annual General Meetings;
- c) ensure that an up-to-date listing of all members of the Local is kept
- d) perform other duties as may be assigned by the Executive Committee

Section 2 The 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 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 with Financials provided by Treasurer;
- c) be responsible for maintaining proper files of documents and all correspondence of the Local;
- d) perform such other duties as pertain to the office or as are assigned by the Executive Committee.

Section 4 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;
- c) collect all moneys payable to the Local and deposit such funds in a financial institution approved by the Executive Committee;
- d) be responsible for the disbursement of funds payable by the Local in settlement of its just debts;
- e) attend all meetings of the Executive Committee and of the Local;
- f) perform other such duties as pertain to the Office or as are assigned by the Executive Committee;
- g) ensure that an up-to-date listing of all members of the Local is kept.

Section 5 The Chief Steward shall:

- a) at the earliest convenience, arrange for attendance at the PSAC sponsored Stewards Training course
- b) attend all meetings of the Executive Committee and of the Local;
- c) perform other such duties as pertain to the Office or as assigned by the Executive Committee.

Section 6 The Health & Safety Representative shall:

- a) preside as the Local representative, and CO-chair if required, at all employer/union Health & Safety committee meetings;
- b) be responsible for the Health & Safety records of the Local;

- c) attend all meetings of the Executive Committee and of the Local;
- d) perform other such duties as pertain to the Office or as assigned by the Executive Committee

Section 7 The Local Committee Representative shall:

- a) preside as the Local representative on Committee(s) as determined by the Executive Committee;
- b) be responsible for the Local records of such Committee(s);
- c) attend all meetings of the Executive Committee and of the Local;
- d) perform other duties as may be assigned by the Executive Committee.

Section 8 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 9 Meetings

Section 1 Executive Committee Meetings

- a) Regular monthly Executive meetings of the Local shall be held each month, except during July and August.
- b) Executive Committee meetings will be open to the general membership. An annual schedule 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 Membership Meetings

- a) The governing body of the Local shall be the Annual General Meeting which shall be held within 60 days of December 31 of each year.
 - Annual General Meeting will be held in person every three years, starting 2025. All other Annual General Meetings will be held virtually.
- b) Members of the Local shall be given 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.
- 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 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 30 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 Meeting shall be presented by the Executive Committee and shall include but not limited to the following:
 1. Call to Order by the Chairperson
 2. Roll Call of Officers
 3. Minutes of previous general meeting and special meeting
 - a) Business, if any, arising out of minutes
 4. Report of President
 5. Report of Treasurer
 6. Audited Financial Statements

7. Approval of the Local Budget
8. Committee Reports
9. Amendments to By-laws if any
10. Nomination and Election of Officers
11. Nomination and Election of Auditors
12. Other Business
13. Adjournment

- g) At minimum, a quorum for any General Membership meeting including the Annual General Meeting shall be:
- The majority of the Local Executive Committee (4) plus Local members in good standing, equal to the number of positions within the Local Executive plus 1 (7) for a total of 11.
- 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 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 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, as published by the Public Service Alliance of Canada.

By-law 10 Finances

Section 1

The fiscal year of the Local shall be January 1 of each year to December 31.

Section 2

Three members of the Local Executive shall be designated as signing officers, two of whom shall sign all cheques. No disbursements shall be made without authorization by a membership meeting unless such disbursements are within budgetary limits or in accordance with financial guidelines established at a membership meeting.

Section 3

The Treasurer shall submit a financial statement to all regular meetings of the Local, as required, and shall submit an audited annual financial statement to the National President of the GSU within thirty (30) days following the Local's Annual General meeting.

Section 4

The Executive shall be authorized to spend no more than \$1500 per occurrence up to a maximum of \$3,000 per fiscal year for the Item of the Budget called "Discretionary Expenditures".

Section 5

Funds of the Local, except for a petty cash fund not to exceed \$100, shall be held in a chartered bank or savings Institution or any financial contractual understanding or agreement, as approved by the Executive in the name of the Local.

Section 6

The new Executive shall be authorized to spend up to one-twelfth (1/12) of the previous year's expenditure per month until such time as its budget has been approved by National GSU.

Section 7

The member shall be reimbursed all expenses, including loss of salary, while acting on preauthorized union business.

Section 8

The Local shall reimburse \$50 per day (In addition to any other Alliance or Component per diem) to any member partaking in any union business that has been preauthorized by the Executive.

By-law 11 Honoraria

Section 1

Provision or annual honoraria payable to members of the Executive is to be included in the annual budget based on attendance of at least 6 meetings out of 10 per year.

Section 2

Annual honoraria to members of the elected Executive in amounts not to exceed \$200 and Member Representatives not to exceed \$100, may be recommended by any Local member in good standing and approved by the Executive and may be granted to any other member of the Local. The position of Treasurer will receive an additional \$150 Accounting Fee

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

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 or Special Meeting. Proposed amendments must be detailed in the Notice of Meeting.

Section 2

Amendments to these By-laws shall require a two-thirds (b) 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.

Section 4

In the event of conflict, the order of precedence shall be:

- a) the Constitution of the Public Service Alliance of Canada,
- b) the By-laws of the Government Services Union,
- c) these By-laws.

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

Representation at National Conventions

All delegates which the Local is entitled to send to National Conventions shall be elected at a General Meeting of the Local, including alternate(s), and observer(s).

Representation to Area Council

Section 1

This Local will belong to the Edmonton Area Council of the PSAC, and will pay the per capital fee levied by the Area Council.

Section 2

This Local will endeavour to have a local member attend all Area Council meetings