
LOCAL 50057

BY-LAWS

GOVERNMENT SERVICES UNION,

PSAC

As adopted at the Local AGM on April 29, 2023

As amended at the Local AGM on April 20, 2024



Government Services Union
Syndicat des services gouvernementaux

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By-law 1 – Name and Jurisdiction

Section 1

This Local shall be known as Winnipeg Mint Local 50057 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 Winnipeg, Manitoba. 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 city of Winnipeg in the Province of Manitoba.

By-law 2 – Objectives

Section 1

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

Section 2

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.

Section 3

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 local 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 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.

By-law 6 – Executive Committee

Section 1

The Executive Committee of this Local shall consist of a President, a VP Chef Shop Steward, a VP Health and Safety, a Secretary/Treasurer, a Diversity Equity and Inclusion Coordinator and two (2) Directors.

Section 2

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.

Section 3

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 3 year(s).

Section 4

All members for elected office shall be members in good standing of the PSAC and be present at the meeting to accept their nomination.

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 First Vice-president will fill the position, in accordance with Local By-law 7, Section 2 (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.

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 thirty (30) 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.

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) Interpret and enforce a due observance of the By-laws of the Local.
- d) Decide all disputed points of order and unless two-thirds (2/3) majority of the votes cast shall dissent, the decision shall stand.
- e) Be ex-office member of all committees of the Local.
- f) Decide emergency cases and make full report to the next meeting or call a special meeting of the Executive Committee.
- g) Attend the GSU Triennial Convention as a delegate from the Local.
- h) In consultation with the Local Executive, deal with local representatives of the employer on matters affecting the interests of the members of the Local.
- i) Perform other duties as may be assigned by the Executive Committee.
- j) Participate on Regional Consultation Committees if requested by the Regional Vice-president and if approved by the GSU National President.
- k) Participate on GSU Standing Committees if requested by the GSU National President.
- l) Be responsible for member representation in their locals.

Section 2

The Vice-president – Chief Shop Steward shall:

- a) Act as Chief Shop Steward of the Local. Recruit, train and oversee Shop Stewards. Prepare and present grievances to the employer on behalf of members of Local 50057.
- b) Assist the President in his/her duties and replace the President when requested to do so, or in the case of absence, incapacity, resignation, or death.
- c) Attend all meetings of the Executive Committee and the Annual and Special General Meetings of the Local.
- d) Perform other duties as may be assigned by the Executive Committee.

Section 3

The Vice-president – Health and Safety shall:

- a) Represent Local 50057 as the employee Co-Chair of the Health and Safety Committee.
- b) Assist the President in the absence of the Vice President Chief Shop Steward.
- c) Perform other duties as may be assigned by the President or the Executive Committee.
- d) Attend all meetings of the Executive Committee and the Annual and Special General Meetings of the Local.

Section 4

The Secretary – Treasurer shall:

- a) Attend all meetings of the Local and Executive Committee, have the minutes of the proceedings recorded, conduct such correspondence as may be required by the Local and the Executive Committee, preserve the book, papers and all documents pertaining to the Local and transfer them to his/her successor clear of all encumbrances.
- b) Notify all members of the Executive Committee of meetings calls as well as postponement of any regular or special meetings of the Executive Committee.
- c) Not later than fifteen (15) days prior to any general meetings, 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 meetings.
- d) Perform such other duties as pertain to the office or as are assigned by the Executive Committee.
- e) Keep a true account of the Local's financial transactions in a set of books belonging to the Local, and shall upon vacating the office transfer clear of all encumbrance all books, papers, funds and assets in his/her possession, to his/her successor.
- f) Receive all moneys due to the Local, and pay expenses that are approved by the Executive Committee provided the payment of the expenses is within the jurisdiction of the Executive Committee.
- g) Keep an account of receipts and disbursements in such a form as will show the financial condition of the Local at any time, and shall produce all documents pertaining to the Office of the Treasurer for inspection at any time, upon request of the Executive Committee and shall present a statement of receipts and disbursement at all regularly called meeting of the Local.
- h) Deposit all funds in a financial institution designated by the Executive Committee, in the name of the Local within ten (10) days of receipt. Funds will be withdrawn by cheque only.
- i) Submit the books for audit by the authorized auditors.
- j) At least three (3) working days prior to the Annual General Meeting, submit to the National President, Supply and Services Union the audited financial statement.
- k) Attend all meetings of the Executive Committee and all General Meetings of the Local.
- l) Perform other such duties as pertain to the office or as assigned by the Executive Committee.
- m) Ensure that an up-to-date listing of all members is kept.

Section 5

The Director shall:

- 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. The Director shall represent members on job evaluations on behalf of the Union, and receive to training to fulfill these duties
- c) The Director shall attend all meetings of the Executive Committee, the Annual General meeting and special General meetings.

- d) 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.
- e) The Director shall be the Technological changes coordinator for the Local.

Section 6

The Diversity Equity and Inclusion Coordinator shall:

- a) Promote and support 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 equity groups.
- e) Gather written material and support documents from the PSAC and other sources for the membership use.
- f) Support collective bargaining proposal for articles that further our human rights goals.
- g) Maintain active communications with the component and other representatives on the PSAC equal opportunities committee and human rights committee.
- h) Support union executives in order to promote human rights and equity issues in the workplace.

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.

Section 8

WHSC Members shall:

- a) Assist VP H&S with incentives
- b) 4 positions will be elected by the local executive
- c) Act as Reps for: Accommodations, RTW, FAF, and all related H&S duties

Amendment - Section 8 was added to By-law 7 – April 20, 2024

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 Stewards at the Annual General meeting. In the event an election is not feasible, an appointment may be made.

Section 2

The term of office for elected Stewards shall be three (3) years.

Section 3

When a vacancy occurs for a Steward position, an appointment shall be made within thirty (30) days. Appointment shall be made in accordance with By-law 6 section 6. **Amended - removed an election shall be held – April 20, 2024**

Section 4

Upon his/her election or appointment, the Executive Committee shall arrange for the Stewards attendance at the PSAC sponsored Stewards Training Course.

Section 5

Stewards meetings shall be held at least every two (6) months for the purpose of discussing reports or activities within each Steward's jurisdiction. The Chief Shop Steward shall be responsible for seeing that the meetings are held, minutes are kept and reported to the Executive Committee. **Amended – (2) months replace with (6) months – April 20, 2024**

Section 6

The Chief Steward shall preside at all Stewards meetings.

By-law 9 – Meetings

Section 1

Executive Committee Meetings

- a) The Executive Committee shall meet at least once a month and it shall meet with Stewards as a body as frequently as possible, but in any event not less than twice a year.
- b) Any officer absents from three (3) consecutive meetings without a reason satisfactory to the Executive Committee shall, if a motion to that effect is passed by a two-thirds majority of the committee, cease to hold office.
- c) Any duly elected officer declared in forfeit of his/her office or removed from office for cause shall be advised of his/her right to appeal to a general meeting. Request for appeal must be received by the President within fourteen (14) days of the officer receiving notice of his/her forfeiture or removal from office, and the General Meeting must be held within thirty (30) days thereafter.

Section 2

Membership Meetings

The supreme governing body of the Local shall be the Annual General Meeting which shall be held no later than November 30th of each year.

- a) Members of the Local shall be given advance notice of the scheduled Annual General Membership Meeting at least two (2) months before the meeting to give them time to prepare motions and amendments to the By-laws if they wish. Such motions shall be submitted and received by the President no later than thirty (30) days before the date of the Annual General Meeting for inclusion in the agenda and distribution in accordance with by-laws 7 section 4 (c)

- duties of the Secretary.
- 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 thirty (30) 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 Officers
 - vi. Report of Treasurer
 - vii. Audited Financial Statements
 - viii. Approval of Local Budget
 - ix. Amendments to By-laws
 - x. Nomination and Election of Officers
 - xi. Nomination and Election of Auditors
 - xii. Other Business
 - xiii. Adjournment
 - d) A motion to change the order of the agenda may be introduced at any time, but not be carried by a two-thirds (2/3) majority vote of the members in attendance.

Section 3

Special General Meeting

- a) General meetings shall be called by the Executive Committee two times a year, once each in the month of April and November and may be called more often when deemed necessary by the Executive Committee.
- b) General meetings shall also be called when petitioned by not less than fifteen (15) members in good standing. Such petition shall include a proposed agenda, including notice(s) of motion(s). A special General meeting shall be convened within three (3) weeks of receipt of petition.
- c) The notice of meeting must be issued at least one (1) week before the meeting and shall detail the subject matter to be discussed. No other business will be brought before the meeting except by acceptance of a two-third (2/3) majority of the members in attendance.
- d) Members who cannot attend local General or AGM meetings due to work schedules in the plating plant shall have access to a written transcript of the meeting within ten (10) days.
Should no member of the Plating Plant staff hold an elected position on the Local 50057 Executive, 1 or the Director positions be filled by a Plating Plant employee. This official shall be elected by the Plating Plant staff and his/her name be submitted one week prior of a general vote to the residing Union President in the advent it is needed in the upcoming election. This elected official shall have to comply to all existing rules regarding eligibility of holding elected office. This elected official shall and must remain a working member of the Plating Plant. In the event that he resins his position in the Plating Plant, he also voids his elected position. The

Plating Plant shall then hold another election to fill this portion. In the event that the Plating Plant Director is scheduled to work the weekend of the General Meeting, the Local 50057 union cover the Director's wages for 5 hours.

Section 4

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 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

The Executive Committee shall approve three (3) signing Officers for the purpose of issuing cheques, one of whom shall be the Secretary/Treasurer. Each cheque shall be signed by two of the authorized Executive Committee and the cost paid by the local.

Section 3

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

Section 4

Individual expenditures not exceeding \$800.00 may be approved by the Executive Committee. These expenditures will be for training expenses only – no social functions. Expenses for amounts exceeding this amount must be authorized in advance by a general meeting.

Section 5

The maximum monthly limits set for per diems to Local Officers for personal expenses shall be approved by the membership at a general meeting.

- a) A monthly per diem shall be paid to the Local 50057 Union Executive for personal expenses incurred for union business as follows:

President:	\$250.00
VP Chief Shop Steward:	\$150.00
VP Health and Safety:	\$150.00
Secretary/Treasurer:	\$150.00
Director:	\$150.00 (2 positions)

Diversity Equity and Inclusion Coordinator: \$150.00

Regional Vice President: \$150.00

(the RVP will only be eligible for this per diem when they are a member of Local 50057)

Health and Safety Officers: \$50.00 (4 positions)

These per diems are separate from that stated in by-law 11 section 7. **Amended – change H&S officers (3 position) to read (4 positions) – April 20, 2024**

- b) 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 6

All expenses legitimately incurred by elected officers in carrying out their duties in accordance with these by-laws shall be paid in accordance with Treasury Board rates.

Section 7

Any member who attends an education course, negotiation session or work on union business approved by the Local in the Winnipeg area shall be paid a per diem of thirty dollars (\$30.00).

Where these take place outside the Winnipeg area, the per diem shall be forty dollars (\$40.00).

Section 8

The Local will only disburse funds for:

- a) Union related activities.
- b) Approved Local Good & Welfare benefits to the members.
- c) Social activities organized by the Local.
- d) Charitable causes endorsed by the Labor Movement.

Section 9

Auditors shall be nominated by the members and the election shall take place at the Annual General Meeting. Auditors shall not hold elective office in the Local.

- 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.

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 Membership Meeting. Proposed amendments must be detailed in the Notice of Meeting and also circulated to the membership at least two (2) weeks prior to the General Meeting.

Section 2

Amendments to these By-laws shall require a two-thirds (2/3) majority vote of the members attending the meeting.

Section 3

Each member of the Local shall receive a copy of the Local by-laws. When a by-law is amended, each member of the Local shall receive a copy of the amended by-laws.

Section 4

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 subjected to approval by the Executive Committee of the Government Services Union.

Section 5

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

- a) The constitution of the P.S.A.C
- b) The by-laws of the G.S.U.
- 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 – Collective Bargaining

Section 1

The Collective Bargaining Proposal Committee shall consist of the Local Executive Committee and the Shop Stewards or their alternatives. The Collective Bargaining Proposals Committee is responsible for gathering and shorting out proposals submitted by the members and or the Executive of the Local and will recommend a position on all proposals submitted. Only those proposals approved by the membership at a general meeting will be forwarded as bargaining demands.

Section 2

The President shall represent the Local on the negotiating team.

Section 3

If deemed necessary by the membership, a second representative of the executive shall be elected by the membership.

Section 4

If negotiations are not complete at the time of the election of a new executive, that the new President and an elected member of the Executive shall be included in the negotiations.

By-law 16 – 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 Chief Shop Steward
- b) VP Health and Safety
- c) Director
- d) Diversity Equity and Inclusion Coordinator
- e) Secretary/Treasurer

Section 2

Other Conventions or Seminars

Delegates to all other conventions or seminars shall be elected by the membership except where a General Meeting is not possible, the Executive Committee may appoint a delegate from the appropriate standing committee of the Local.

Section 3

Representation to the PSAC Area Council

Delegates to the Area Council shall be elected at a General Meeting of the Local. Vacancies shall be

filled in accordance with By-laws 6 - Section 5.

Section 4

Conventions and Seminars report

Any member delegated to attend a convention or seminar shall submit a written report to the Local.

Section 5

Publicity

The President shall approve all publicity prior to its issue by the Local.

The President shall not withhold approval of publicity except with the concurrence of the Executive Committee.

Section 6

Quorums

At minimum, a quorum of any General Membership Meeting, including the Annual General Meeting shall be:

- a) The majority of the Local Executive Committee, AND
- b) Local members in good standing, equal to the number of positions within the Local Executive plus one.

By-law 17 – Policies of Local 50057

Section 1

Retirees:

Upon retirement, a member shall receive from the Local a gift to a maximum value of \$250.00.

Section

Social Activities:

Social activities organized to the Local and/or its members who receive funds from the local cannot take funds or gifts from the employer, the Royal Canadian Mint. (By-law 11 – Section 8).