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**LOCAL 90011**  
**BY-LAWS**

**GOVERNMENT SERVICES UNION, PSAC**

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*As approved at the Annual General Membership Meeting on March 31<sup>st</sup>, 2025*

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## **By-law 1 – Name and Jurisdiction**

### **Section 1**

This Local shall be known as Local 90011 of the Government Services Union, Public Service Alliance of Canada (GSU 90011).

### **Section 2**

The jurisdiction of this Local shall be as determined from time to time by the National Council of the Government Services Union, 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 Public Service Alliance of Canada, 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 Area Council of the Public Service Alliance of Canada, whichever is appropriate.

### **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 Public Service Alliance of Canada 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 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  $\frac{2}{3}$  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, at a minimum, of a President, a Vice-president, a Secretary/Treasurer.

In addition, the Executive Committee of the local shall include the Young Worker Representative.

### **Section 2**

The members of the Executive Committee, (except the Immediate Past-President,) shall be nominated and elected at the Annual General Meeting of the Local and shall hold office for a period of 2 years.

### **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 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.

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 local.

## **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**

### **a) The Secretary shall:**

- i) Attend all meetings of the Local and Executive Committee;
- ii) keep an accurate account of the proceedings of each and distribute the minutes to the appropriate members and the GSU National Office;
- iii) be responsible for maintaining proper files of documents and all correspondence;
- iv) perform such other duties as pertain to the office or as are assigned by the Executive Committee.

### **b) The Treasurer shall:**

- i) be responsible for the financial records of the Local;
- ii) be responsible for the preparation and presentation of financial statements at membership and executive meetings as required;
- iii) collect all moneys payable to the Local and deposit such funds in a financial institution approved by the Executive Committee;
- iv) be responsible for the disbursement of funds payable by the Local in settlement of its just debts;
- v) attend all meetings of the Executive Committee and of the Local;
- vi) perform other such duties as pertain to the Office or as are assigned by the Executive Committee;
- vii) ensure that an up-to-date listing of all members is kept.

### **c) The Secretary/Treasurer:**

- i) If there is interest into only one of these two positions, that person shall fill both roles.

## **Section 4**

### **The Young Worker Representative shall:**

- a) attend all meetings of the Local Executive Committee;

- b) develop and implement engagement strategies to engage the young workers in the local;
- c) prepare and draft communications for the membership and submit by a discussed deadline to the executive for distribution.

## **Section 5**

### **Vacant Positions:**

- a) If any elected positions are vacant, other than the president's position, the duties of that vacant position are to be assigned to the other members on the executive by the executive.

## **Section 6**

### **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**

The Executive Committee shall arrange for the election or where necessary, the 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 shall be open to the general membership. Notices of these meetings will be communicated to the members using various communication means, including, but not limited to, bulletins boards, social media or email, advising the membership of the time and location of the meet.
- 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 in April each year.
- 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 date, time, location and the proposed Agenda of all other General Membership

Meetings shall be advertised to the members of the Local at least 7 days before the meeting.

d) The agenda for the Annual General Membership Meeting shall be presented by the Executive Committee and include but not be limited to:

- i. Registration of members present by Attendance Registry Sheet
- ii. Call to Order by the Chairperson
- iii. Roll Call of Officers
- iv. Minutes of previous General Membership Meeting
- v. Report of President
- vi. Report of Secretary/Treasurer
- vii. Audited Financial Statements
- viii. Approval of Local Budget
- ix. Committee Reports
- x. Amendments to By-laws, if any
- xi. Nomination and Election of Officers, if any
- xii. Nomination and Election of Auditors
- xiii. Other Business
- xiv. Adjournment

### **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**

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

- The majority of the Local Executive Committee; AND
- Local members in good standing, equal to the number of positions within the Local Executive plus 1.



- e.g. If the Local Executive Committee consists of 5 Executive Committee members (majority = 3) + 6 members in good standing = 9 for quorum.

## **Section 5**

### **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 (President, Vice President, Secretary/Treasurer, Young Worker Representative, and Shop Stewards) 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<sup>st</sup> to December 31<sup>st</sup>.

### **Section 2**

- a) Three members of the Local Executive shall be designated as signing officers, two of whom shall sign all cheques, or approve all electronic funds transfers, as per Regulation 1.
- 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 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.

## **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.

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

## **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 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.

## **REGULATION 1 – Electronic Transfer of Funds**

### **General**

This regulation shall be known as Electronic Transfer of Funds Regulation and is issued under the authority of Local By-law 11, Section 2. As stated in this By-law, two designated signing officers of the local shall authorize all electronic transfers of funds from the local's account.

### **Approval of Electronic Transfer of Funds**

1. One signing officer shall email another signing officer to ask for approval to send an electronic transfer from the local's account.
2. Upon receipt of approval from the second signing officer, the first signing officer shall proceed with the electronic transfer.
3. The email approval, and any associated e-transfer receipts, shall be documented and kept on file for a minimum of 7 years.