

BY-LAWS - LOCAL 30117

BANFF NATIONAL PARK, BANFF AND ROCKY MOUNTAIN HOUSE

(October 24, 2013)

Local Bylaw 1: Name

This organization shall be known as Local 30117, of the Union of National Employees Public Service Alliance of Canada (PSAC) and will consist of members employed at Banff and Rocky Mountain House. The address is confirmed as Local 30117, P.O. Box 572, Banff, Alberta, T1L 1A7. For the purposes of this document, Local 30117 is referred to as the 'Local'.

Local Bylaw 2: Aims and objectives

Bylaw 2 Section 1

This Local will protect, maintain and advance the interest of the employees of Parks Canada under the jurisdiction of the Local.

Local Bylaw 2 Section 2

The Local unconditionally subscribes to and accept as its governing documents the Constitution of the Public Service Alliance of Canada and the Bylaws of the Union of National Employees.

Local Bylaw 2 Section 3

The Local fully supports the Public Service Alliance of Canada in the furthering of its constitutional responsibility for the improvement and protection of wages, salaries and other terms of employment of all PSAC members.

Local Bylaw 2 Section 4

The Local shall operate in the best interests of our members.

Local Bylaw 3: Membership

Those eligible for membership shall be employees of Parks Canada in the jurisdiction of the Local who are eligible for membership in the Union of National Employees of the Public Service Alliance of Canada. The jurisdiction of the Local may be as assigned from time to time by the Union of National Employees. In situations where disputes arise regarding jurisdiction, the National Executive will make the final decision.

Local Bylaw 4: Membership dues

Local Bylaw 4 Section 1

The amount of dues payable to the P.S.A.C. and to the Union of National Employees shall be in accordance with the provisions of the P.S.A.C. constitution and the Bylaws of the Union of National Employees, as determined by their respective conventions.

Local Bylaw 4 Section 2

In addition, the Local dues shall be set as a percentage per member per month. The Local shall inform Union of National Employees of any changes to the Local dues with supporting minutes. (members can obtain information regarding their Local dues on the Union of National employees web-site)

Local Bylaw 4 Section 3

The Local may amend the Local membership dues by majority vote of those members present and voting at an annual or general meeting of the Local, providing that thirty days notice of motion has been given and posted.

Local Bylaw 5: Local executive

Local Bylaw 5 Section 1

The term of office for the local executive will be two years.

Local Bylaw 5 Section 2

The executive officers of this local will consist of, but not be limited to, those listed in Union of National Employees Bylaw 3, Section 4. (President, Vice-President, Secretary, Treasurer, Health and Safety Representative, Chief Shop Steward, and Communications Officer).

Local Bylaw 5 Section 3

Vacancies on the local executive that last for less than six months will be filled on an interim basis by the local executive's remaining members. Vacancies that will last for more than six months will be filled by election at a special or general meeting of the local. This meeting can be held no later than 45 days from the date at which the local executive became aware of the vacancy.

Local Bylaw 5 Section 4

For the role of the position of local president, see UNE Policy LOC 8.

Local Bylaw 5 Section 5

For the role of the position of local vice-president, see UNE Policy LOC 8.

Local Bylaw 5 Section 6

For the role of the position of local secretary, see UNE Policy LOC 8.

Local Bylaw 5 Section 7

For the role of the position of local treasurer, see UNE Policy LOC 8.

Local Bylaw 5 Section 8

For the role of the position of local health and safety representative, see UNE Policy LOC 8.

Local Bylaw 5 Section 9

For the role of the position of local chief shop steward, see UNE Policy LOC 8.

Local Bylaw 5 Section 10

Communications Officer will be responsible for updating bulletin boards and other media with union information including but not limited to: executive committee member list, education schedules, convention/conference opportunities, and bargaining. He or she will maintain a member database of emails and work with Human Resources and Union of National employees to complete a database of emails.

Local Bylaw 5 Section 11

The elected Officers, in their capacity of executive, shall have the authority to take actions as are necessary to ensure the proper conduct of the Local and to protect the interests of the members, provided such actions are not in conflict with the provisions in these By-Laws.

Local Bylaw 5 Section 12

All elected Officers will solicit membership to the Local.

Local Bylaw 6: Finances

Local Bylaw 6 Section 1

No officers of this local may enter into any financial contractual understanding of agreement without prior approval by the national executive, or incur any expenses on behalf of the local in excess of \$600 without the prior approval of a majority of the members present at a regular monthly or special meeting.

Local Bylaw 6 Section 2

For audited annual statements, see UNE Bylaw 5, Section 9.

Local Bylaw 6 Section 3

Locals will approve at least three and no more than five signing officers—one of whom is normally the local's treasurer—may hold signing authority for the local's bank withdrawals. Each cheque issued by the local will carry signatures from two of these officers to be valid. Amendments to these administrative arrangements should be made with the local's bank or credit union after new officers are elected.

Local Bylaw 6 Section 4

The treasurer shall submit a financial statement to all regular meetings of the Local and present the financial statement at the AGM each year.

Local Bylaw 6 Section 5

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

Local Bylaw 6 Section 6

All office supply purchases in excess of \$300 must be approved by the executive in advance.

Local Bylaw 7: Meetings

Local Bylaw 7 Section 1

The elected Officers shall hold regularly scheduled Executive Committee meetings, which shall take place at a minimum of six times a year. Time between meetings cannot be more than 2 months. These meetings will be held to ensure the local properly conducts its business on matters such as collective bargaining, labour-management relations, human rights and health and safety promotion, and consideration and maintenance of membership lists.

Local Bylaw 7 Section 2

The local's membership meetings will be held once per year.

Local Bylaw 7 Section 3

Following a 30-day notice of meeting, the quorum for a general membership meeting will be at least eight members in good standing.

Local Bylaw 7 Section 4

The local's president, a majority of its executive officers or a petition of at least ten members in good standing may call a special meeting of the local. Reasonable notice of this meeting will be provided.

Local Bylaw 7 Section 5

An annual membership meeting will be held in accordance with the Union of National Employees bylaws for the purpose of receiving annual reports, electing officers, appointing stewards, and considering other business.

Local Bylaw 7 Section 6

Elections will be conducted by secret ballot and will proceed in the order of < President, Vice-President, Secretary, Treasurer, Health and Safety Representative, Chief Shop Steward, and Communications Officer.>

Local Bylaw 7 Section 7

The Stewards and elected officers shall endeavour to meet once a month and this meeting shall be open to the general membership and shall be considered a regular meeting. The time and location of this meeting shall be determined by the elective officers.

Local Bylaw 8: Amending local bylaws

Local Bylaw 8 Section 1

A local's bylaws may be amended by a two-thirds majority vote of the members present at an annual membership meeting, provided 30 days' notice of the meeting has been issued and posted.

Local Bylaw 8 Section 2

All amendments and corresponding annual general meeting minutes must be forwarded to the Manager of Administration, Union of National Employees.

Local Bylaw 9: Election of Officers

Local Bylaw 9 Section 1

The Oath of Office shall be administered to all Officers before taking office.

Local Bylaw 9 Section 2

The Oath of Office shall be printed and signed by each elected official and kept on file.

Local Bylaw 9 Section 3

A member nominated for elected office who is unable to be present at the election of officers, shall submit a signed written statement, permitting his/her name to stand for the office stated.

Local Bylaw 9 Section 4

All elections shall be by secret ballot and decided by simple majority.

Local Bylaw 9 Section 5

Election of Executive Committee Officers shall take place at an AGM annually in accordance with the By-Laws of each work location and will be conducted by UNE Regional Officer or other body as designated by the President in consultation with the respective UNE Regional Vice President.

Local Bylaw 9 Section 6

All nominees shall be members in good standing of the Union of National Employees.

Local Bylaw 9 Section 7

To maintain continuity, elections of officers will be split into odd and even years as follows:

1. Odd year elections (e.g. 2013): Vice-President, Treasurer, and Communications Officer
2. Even year elections (e.g. 2014): President, Secretary, Chief Shop Steward, and Health and Safety Representative

Local Bylaw 10: Correspondence

Any elected officer corresponding with members, management or fellow officers with regards to union business shall save electronic and/or hard copies of written documentation and provide copies to the Secretary when requested.

Local Bylaw 11: Elected Officers Absent from Meetings

Any elected Officer missing three (3) consecutive meetings of the Local, unless a satisfactory reason is given, will be deemed to have forfeited the office and it will be declared vacant by the President.

Local Bylaw 12: Membership Rights

Upon being granted membership in the Local, each member shall have the following rights in the Local:

- a) to nominate fellow members for office,
- b) to be nominated for and/or hold office upon election or appointment,
- c) to vote on all motions duly brought before a General Membership meeting or AGM,
- d) to serve on authorized committees of the Local,
- e) to be represented by an authorized agent of Union of National Employees, or PSAC, in matters where the member feels they may be in conflict with the employer,
- f) to self representation, if so desired, in any grievance against the employer, except where such matter pertains to the interpretation of a clause covered in a collective agreement for which PSAC is the certified bargaining agent,
- g) to vote in the election of local officers at Annual General Meetings,
- h) to be provided with, upon request, up-to-date copies of the by-Laws, and policies governing the Local,
- i) to be provided with, upon request, up-to-date copies of the Minutes of Annual and General Membership Meetings and/or Minutes of the local executive meetings, and minutes of Union of National Employee Executive Committee meetings.
- j) the right of appeal to higher authority, i.e., the Union of National Employees or PSAC, any decision reached by the Local within the scope of their power, that they feel is unjust or in conflict with the aims and objectives as covered and provided for in these By-Laws. Such addresses as are necessary will be provided for the applicant by the Local.

Local Bylaw 13: Membership Duties and Responsibilities

Local Bylaw 13 Section 1

Upon being granted membership in the P.S.A.C., the Local and the Union of National Employees, and for term of such membership, each member is deemed to abide by the Constitution of the P.S.A.C. and the by-Laws of the Union of National Employees and the Local.

Local Bylaw 13 Section 2

Upon being granted membership in the P.S.A.C, Union of National Employees and the Local, and for the term of such membership, each member is deemed to appointment of the P.S.A.C as their sole bargaining agent for the purpose of entering into the Collective Agreements with the employer under procedures established in a by law for Collective Bargaining in the Public Service.

Local Bylaw 13 Section 3

The Local Executive Committee, as directed by the members of Local 30117 at an Annual General Meeting or General Membership Meeting, can explore options to contribute to strike pay for Local 30117 members with Local funds.

Local Bylaw 14: Miscellaneous

Local Bylaw 14 Section 1

Officers of the Local are required to take the Oath of Office prior to assuming such office.

Local Bylaw 14 Section 2

Officers shall be members of P.S.A.C and the Local, in-good-standing.

Local Bylaw 14 Section 3

Shop Stewards shall be required to take a Shop Steward course at the earliest opportunity following their appointment and shall be required to take a refresher course at least once in every three years following the last course attended if, they remain a Shop Steward over consecutive years.

Local Bylaw 14 Section 4

Executive Committee Officers of the Local are required to attend union officer training applicable to their office at the earliest possible date following their election or appointment to such office.

Local Bylaw 14 Section 5

Local Officers will attend 75% of all Executive Committee and General Membership Meetings except where reasonable excuse can be given.

Local Bylaw 14 Section 6

Local Officers shall deliver all documents, monies or other property of the Local to their successor or other executive member, as designated by the Local Executive Committee, within 15 days of vacating their Office.

Local Bylaw 15: Shop Stewards

Local Bylaw 15 Section 1

Shop Stewards shall be appointed in one of the following ways:

- a) by election from the body of the members concerned, or
- b) by appointment of volunteers, subject to approval of the Local Officers, from the body of members concerned where membership interest appears to be lacking.

Local Bylaw 15 Section 2

There will be provisions for Shop Stewards in the Local. One (1) Shop Steward being elected, or appointed from each of the following work locations:

- 1) Compound
- 2) Campgrounds
- 3) Upper Hot Springs
- 4) Historic Sites and Rocky Mountain House
- 5) Gates
- 6) Administration (Informatics, Finance, External Relations, Visitor Experience)
- 7) Garage

Local Bylaw 15 Section 3

Shop Stewards are eligible to attend all meetings of the Local Executive Committee, with voice but no vote.

Local Bylaw 16: Convention(s), Conferences, Seminars

Local Bylaw 16 Section 1

The cost for either a Conference or Convention observer or participants will be factored into the current budget year.

For further information related to local issues, please see:

Bylaw 3, Sections 4,8,14 and 15—*Election of Officers*

Bylaw 4, Sections 14 – Local dues

Bylaw 5—*Money and finances*

Policy FIN 2—*Financial assistance for locals/members*

Policy LOC 8 – *Duties of Local Officers*