

Bylaws - Local 50316 Winnipeg Composite (March 2019)

Local Bylaw 1: Name

This organization is known as Winnipeg Composite Local 50316 of the Union of National Employees (UNE), PSAC.

Local Bylaw 2: Aims and objectives

Local Bylaw 2 Section 1

This local will protect, maintain, and advance the interests of the employees of the

- Canadian Heritage (PCH)
- Winnipeg Passport Office (PPT)
- Library and Archives of Canada (LAC)
- Statistics Canada (STC)

Local Bylaw 2 Section 2

This local unconditionally subscribes to, and accepts as its governing documents, the Constitution of PSAC and the bylaws of the Union of National Employees.

Local Bylaw 2 Section 3

This local fully supports PSAC in its efforts to improve and protect the wages, salaries and other terms and conditions of employment of all PSAC members.

Local Bylaw 3: Membership

Local Bylaw 3 Section 1

People eligible for membership will be employees of Winnipeg Composite Local in the jurisdiction of the local and are also members of the Union of National Employees of PSAC. The jurisdiction of this 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 be called upon to render a decision.

Local Bylaw 3 Section 2

Honorary Membership of Local (Former Local Members). A former member may be granted honorary membership for outstanding service and commitment to their respected Local by application from any Local member to the Local Executive, and unanimous approval of the members present at a general or special meeting.

Local Bylaw 3 Section 3

Honorary members shall not be entitled to vote at meetings or hold elect(ed) office, but shall be entitled to all other rights and privileges of membership.

Local Bylaw 3 Section 4

Listed names of Honorary Members of Local 50316:

- Eileen Edkins (Statistics Canada) - 1993
- Todd Panas (Library and Archives Canada) - 2005
- Kevin Ingram (Library and Archives Canada) - 2006

Local Bylaw 4: Membership dues

Local Bylaw 4 Section 1

The amount of dues payable to PSAC and the Union of National Employees will be in

accordance with the provisions of the PSAC Constitution and the bylaws of the Union of National Employees, as determined by each group's respective conventions.

Local Bylaw 4 Section 2

In addition, local dues will be set as a flat rate per member, per month. The local will inform the Union of National Employees of any changes to its dues, with supporting minutes as evidence. (Members may obtain information regarding their local dues on the Union of National Employees website.)

Local Bylaw 4 Section 3

The local may amend its membership dues by a majority vote of its members present and voting at an annual, regular or special meeting, provided that the local has posted notice of this motion at least 30 days before the meeting date.

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
- Chief Steward
- Human Rights Representative Note The Human Rights Representative may be combined with any of the above positions.
- Health and Safety Representative Note The Health and Safety Representative may be combined with any of the above positions.

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/treasurer, see UNE Policy LOC 8.

Local Bylaw 5 Section 7

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

Local Bylaw 5 Section 8

For the role of the position of local Human Rights representative, see UNE Policy LOC 8.

Local Bylaw 6: Finances

Local Bylaw 6 Section 1

No Officer or Officers of this Local shall enter into any financial contractual understanding or agreement without prior approval by the National Executive or incur any expenses on behalf of the Local in excess of \$3,000 without the prior approval of a majority of members present at a special, general or annual meeting.

Local Bylaw 6 Section 2

In accordance with By-Law 11, Section 13 of the By-Laws of the Union of National Employees, the Local shall submit to the National Office of the Component annual audited statements of Local finances and number of members before April 1 of each year. In accordance with the foregoing, the National President of the Union of National Employees shall make no remittance of refundable portion of dues until such statement has been received.

Local Bylaw 6 Section 3

In accordance with By-Law 6, Section 2, the Local Treasurer shall make available the financial statement, two weeks prior to the date of the annual meetings. Copies will be made available to members who have requested.

Local Bylaw 6 Section 4

Petty cash limit to be set at \$200.00.

Local Bylaw 6 Section 5

The Local will pay fifty dollars (\$50.00) for a full day and twenty-five dollars (\$25.00) for a half day to any member attending P.S.A.C. or Component Courses, Seminars or Special Meetings upon presentation of certificate of attendance or certified by the Local. Courses, Seminars, or Meetings shall be a minimum of four hours in one day to qualify. All members must seek prior approval.

Local Bylaw 7: Meetings

Local Bylaw 7 Section 1

The local's elected officers will hold at least six regularly scheduled executive meetings each year, and additional meeting as required. 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, a consideration and maintenance of membership lists. No meetings will be scheduled for the months of July and August.

Local Bylaw 7 Section 2

The local's general membership meetings will be held at least 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 10 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 (10) or more 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 and considering other business. This meeting will be held in January, February, or March.

Local Bylaw 7 Section 6

Elections will be conducted on a rotational basis allowing each position to be held for 2 years:

- President, Secretary and Treasurer elections will be held on even numbered years
- Vice-President, Health and Safety Representative and Human Rights Representative will be held on odd numbered years

Local Bylaw 7 Section 7

Elections will be conducted by secret ballot and will proceed in the order of President, Vice-President, Secretary, Treasurer, Health and Safety Representative and Human Rights Representative.

Local Bylaw 7 Section 8

No member shall serve on the Executive, in any one position, for more than six (6) consecutive years.

Local Bylaw 7 Section 9

Any Executive Officer who is absent three (3) consecutive meetings, or misses a total of five meetings during any twelve-month period, without satisfactory explanation, will be removed from Local Executive Office.

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: CONVENTIONS

Local Bylaw 9 Section 1: An observer can be elected by the General Membership to attend the Union of National Employees Convention with the local delegate. The observer must be a member in good standing. Provisions can be made in the finances to cover the cost of the observer. A written report to the membership to apprise them of events observed must be sent to the general membership two weeks prior to the General Meeting at which she/he will be presenting.

Amended: April 10, 2001, February 7, 2005, February 22, 2008, February 19, 2009, March 2019.

For further information related to local issues, please see:

Bylaw 3, Sections 4,8,10,14 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