

**BYLAWS – LOCAL 70407
LIBRARY OF PARLIAMENT**

(April 16, 2014)

Local Bylaw 1: Name

This organization is known as Local 70407, Library of Parliament, 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 Library of Parliament under its jurisdiction.

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

People eligible for membership will be employees of the Library of Parliament 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 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 percentage of salary 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 one year.

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 5.

For Local 70407, these officers include (1) one president, (1) one vice-president, (1) one secretary/treasurer, (1) one chief steward, (1) one health and safety representative and (1) one communications agent. All persons in positions of officers of the executive must be a PSAC member in good standing.

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 chief steward, see UNE Policy LOC 8.

Local Bylaw 5 Section 9

For the role of the position of local communications agent, see the Annex.

Local Bylaw 5 Section 10

The executive of the local may remove from office any member of the executive being absent from three meetings, unless a valid reason is given for these absences.

Local Bylaw 5 Section 11

The executive may establish committees of the local as required and appoint members.

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 two thousand dollars (\$2,000) 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. The local executive will also present its audited financial statement at the annual general membership meeting.

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—who 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.

The signing officers of the executive of local 70407 will be the following persons: the president, the vice-president and the secretary-treasurer; two of which must sign financial documents. Under no circumstances shall a signing officer sign a cheque made to his or her own name.

Local Bylaw 6 Section 4

At no time, the Executive or any member of the Executive may incur an expense that exceeds one hundred dollars (\$100.00) on behalf of the Local without having received the prior consent of the majority of the Executive with supporting documents.

Local Bylaw 7: Meetings

Local Bylaw 7 Section 1

For local 70407, the executive of the local will hold a meeting every month, except for July and August, unless of an emergency. The quorum for a meeting of the executive shall be at least three members of the executive one of which must be an officer with financial signing authority. These meetings will be held to ensure the local properly conducts its business on matters such as, but no limited to: collective bargaining, labour-management relations, human rights and health and safety promotion, and consideration and maintenance of membership lists.

At least three days before the monthly meeting of the executive, executive members should have on hand the minutes of the previous meeting and the agenda of the upcoming meeting.

Local Bylaw 7 Section 2

The local's membership meetings will be held once a 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 or a majority of its executive officers or a petition of at least 20 members in good standing may call a special meeting of the local. Reasonable notice of a minimum of 11 and a maximum of 21 working days shall be given for this meeting.

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.

Local Bylaw 7 Section 6

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

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 a 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 Coordinator of Administration, Union of National Employees.

Local Bylaw 9: Courses of education, P.S.A.C.

In order to ensure the competence of members of the executive, the latter, if not already done so must follow the union basic training course within a timeframe of six months following their election or appointment to the executive.

For further information related to local issues, please see:

Bylaw 3, Sections 6-10, 14 and 15—*Election of Officers*

Bylaw 4, Sections 17 and 18—*Local dues*

Bylaw 5—*Money and finances*

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

Policy LOC 8 – *Duties of Local Officers*

Annex

Communications Agent

Send all communications to members in both official languages.

Communicate with new members and provide them with information about the local and the union in general. Suggest to them that they sign their membership card if they have not already done so.

Post on billboards and keep up to date the list of all the members of the local executive.

Verify on a regular basis the membership list sent by PSAC, Identify any missing names and errors and insure corrections are made.

Assist, when needed, the secretary-treasury with the maintenance of the administrative records (ex. Minutes of proceedings, agenda) but not with the financial records.