

BYLAWS - LOCAL 00087

(March 31, 2017)

Local Bylaw 1: Name

This organization is known as *Local 00087* 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 Industry Canada 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 *Industry Canada and its agencies in Markham, Belleville, Greater Toronto Area* in the jurisdiction of the local, and are also members of the Union of National Employees of the Public Service of the Alliance of Canada. 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 flat rate 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 two years. The positions of President, Treasurer and Chief Steward will be elected in odd numbered years; and the positions of Vice-President, Secretary, Human Rights Representative and Local Health and Safety Representative will be held in even numbered 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; a Health and Safety Officer (can be more than one for individual offices) and in addition may establish a Human Rights Representative and Chief - Steward.*

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 Human Rights Representative, see UNE Policy LOC 8.

The Human Rights Representative will be responsible for advising/informing the members on human rights issues and shall be the main contact person on these issues with the Union of National Employees and the PSAC.

Local Bylaw 5 Section 10

For the role of the position of Local Chief-Steward, see UNE Policy LOC 8.

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 \$200.00 (*Two Hundred Dollars*) 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

This Local will approve at least three signing officers and no more than five. One of whom is the Local's treasurer and may hold signing authority for the local's bank withdrawals. Each cheque issued by the Local will carry signatures of the Treasurer and one of the following officers to be valid; President, Vice President, Secretary. 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 Local Treasurer will submit a Financial statement at all regular meetings of the Local.

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. 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 *at least two times 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 5 members in good standing and at least the Local President or his/her designate and at least one other of the Executive

Local Bylaw 7 Section 4

The Local's president, a majority of its Executive Officers or a petition of at least five (5) 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

Executive meetings will have as a minimum three of the executive officers, including the President or their designate.

Local Bylaw 7 Section 6

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 7

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

Local Bylaw 8: Amending local bylaws

Local Bylaw 8 Section 1

The 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. The text of the proposed amendment must be included in the notice convening the meeting at which and the amendment proposed is to be considered.

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: Strike Fund

Local Bylaw 9 Section 1

The Local shall set up a Strike Funds of \$30,000, which will be held in a separate account.

Local Bylaw 9 Section 2

Any member that is on strike shall receive in a top up of \$50.00 a day to a maximum of \$750.00 per person for the duration of the strike.

Local Bylaw 9 Section 3

A member must participate in the strike in accordance to the PSAC Constitution and Regulations in order to receive the top up.

Local Bylaw 9 Section 4

Should the strike fund fall below \$20,000 the local will replenish with a dues rate change to be determined at a special meeting.

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*