

**BYLAWS – LOCAL 20088
VANCOUVER COMPOSITE**

(April 16, 2015)

Local Bylaw 1: Name

This organization is known as Local 20088 of the Union of National Employees (UNE), Public Service Alliance of Canada (PSAC).

Local Bylaw 2: Aims and objectives

Bylaw 2 Section 1

This local will protect, maintain and advance the interests of the employees of Library and Archives Canada, Western Economic Diversification, Heritage Canada, Parks Canada, Service Canada – Passport Program, and other agencies/departments as determined by the National Executive of the UNE, 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 Library and Archives Canada, Western Economic Diversification, Heritage Canada, Parks Canada, Service Canada – Passport Program, and other agencies/departments as determined by the National Executive of the UNE 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 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 (2) 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 and Health and Safety Representative

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

No one member may be elected as President of this Local for more than two (2) consecutive terms or four (4) consecutive years.

Local Bylaw 5 Section 9

The Local executive shall endeavour to include representation from each of the employing departments/agencies if qualified candidates are available

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 fifty dollars (\$50.00) without the prior approval of a majority of the members present at a regular monthly or special meeting.

IN exceptional circumstances approval may be granted by means of a majority vote of the Executive by email, fax, telephone, or in person. A record must be kept of the vote.

Local Bylaw 6 Section 2

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

Local Bylaw 6 Section 3

Locals will approve at least three (3) and no more than five (5) signing officers—one (1) 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 (2) 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

Each member who completes any basic PSAC course shall receive from the Local a twenty-five dollar (\$25) per diem for each day in attendance, Each member who completes any advanced PSAC course shall receive from the Local a fifty dollar (\$50) per diem per day for each day in attendance, upon presentation of completion certificate or record of attendance such as an attendance list certified by PSAC Staff or written verification of attendance from PSAC staff for documentation purposes. Basic and advanced courses are listed on PSAC BC's education page.

Local Bylaw 7: Meetings

Local Bylaw 7 Section 1

The local's elected officers will hold at least six (6) 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.

The Local executive meetings will be open to the general membership to attend as observers with voice but no vote. A quorum for the Local executive meetings shall be a simple majority of elected officers and must include the President or Vice-President for business to be conducted. The time and place of the regular Local executive meetings shall be determined from time to time by the Local executive. In the event that such meetings are held during a meal time and where that meal is not provided by the Local, each attending member shall be given a meal allowance in an amount to be determined at the initial meeting following the Annual General Meeting.

Local Bylaw 7 Section 2

The local's membership meeting will be held one (1) time per year.

Local Bylaw 7 Section 3

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 twenty-five percent (25%) of 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.

Local Bylaw 7 Section 6

Elections will be conducted by secret ballot.

The following members on the Local executive shall be nominated and elected every even-numbered year and shall hold office for a period of two (2) years:

President

Treasurer

Secretary

Human Rights Representative

The following members of the Local executive shall be nominated and elected every odd-numbered year and shall hold office for a period of two (2) years:

Vice President

Health and Safety Representative

Steward Coordinator

Local Bylaw 8: Amending local bylaws

Local Bylaw 8 Section 1

A local's bylaws may be amended by a two-thirds (2/3) majority vote of the members present at an annual membership meeting, provided thirty (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: Guidelines

Local Bylaw 9 Section 1

Officer Conduct

To be considered an officer in good standing with the Local executive it is expected that you shall: attend meetings when they are called, review local by-laws and duties of the

office to which you were elected and act accordingly, facilitate the mandate of the Local executive as outlined during executive meetings, ensure accountability for conduct of self and other officers on the Local executive, be aware of the wider union and activities and facilitate, wherever possible the involvement of the Local executive and members of the Local and encourage greater participation of members in union activities.

Local Bylaw 9 Section 2

Election of Members-at-Large

Following the election of the Officers, the Election Official will review the departmental representation on the Local executive against full departmental membership. If there are unrepresented or under-represented departments, elections will continue for Members-at-Large for those departments, until they are represented. For those larger departments there will be a member per every one-hundred (100) members, or greater portion thereof, on the Local executive.

Local Bylaw 9 Section 3

Principles for Budgeting

Local Executive members carry a responsibility towards the membership, especially a financial one, since the membership has given, in trust, the responsibility of managing their Local dues. By accepting to serve as Local officers, elected officers have, amongst other things, accepted the responsibility of upholding this trust and must always keep in mind their fiduciary responsibility with respect to how the member's money will be invested or expended. In this regard Local Executive members must abide by the financial provisions of their Local By-Laws and those of the Union of National Employees. In addition, the following guidelines should be considered when expending Local resources:

Accountability

The budget managed by the Local executive belongs to the members and is used for the achievement of goals set by the PSAC and the Local. Money budgeted and being spent should be accounted to members by reporting through a monthly and annual financial statements.

Integrity

Local executive members who make decisions on budget management and members who utilize funds from the Local should make conscious efforts to abide by the substance and spirit of these guidelines.

Efficiency

Members should use funds from the Local in the most economical way without compromising the objectives set out for activities, projects, or service delivery, or the established PSAC guidelines.

Solidarity

While the Local aims at financial accountability, we will not negate the human value of unionism. The Local may assist our brothers and sisters in crisis situations in a limited

way. Every individual or group should be treated with respect and dignity when one presents a request for financial assistance. Confidentiality should be respected as well.

Local Bylaw 9 Section 4

Special Requests for Personal Assistance

Requests for loans will not be considered. Requests for donations must be presented to the Local executive for approval. Only in exceptional hardship or crisis situations would a request be considered. Income level, family needs, and urgency of the situation will be the deciding factor in donations. Amount of the assistance is limited to \$500 maximum. No payment is allowed prior to approval. The total amount for special requests cannot exceed the approved budget.

Local Bylaw 9 Section 5

Special Requests for Donations from Organizations

The organizations must have goals that are compatible with PSAC objectives and values. A request from each organization will be limited to one-time only in a fiscal year, to a maximum of \$500. The total amount for special requests cannot exceed the approved budget.

Local Bylaw 9 Section 6

Member Requests for Union Meetings

Members from a department office can request a budget to support up to two (2) Union events for PSAC members in that office. This amount will be limited to ten dollars (\$10) per member. Agenda and speakers must be pre-approved by the Local executive.

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*