

# UNION OF NATIONAL EMPLOYEES ISC/CIRNA LOCAL 20150 BY-LAWS

*Approved March 15, 2018 [Revised for approval at AGM on March 9, 2020]*  
These by-laws are posted at <http://psac20150.ca/documents/by-laws/>.

## **BY-LAW 1—NAME**

This organization shall be known as Indigenous Services Canada, and Crown-Indigenous Relations and Northern Affairs Canada, Local 20150 of the Union of National Employees, Public Service Alliance of Canada (“the Local”).

## **BY-LAW 2—AIMS AND OBJECTS By-Law 2, Section 1**

It shall be the objective of the Local to protect, maintain and advance the interests of the employees of Indigenous Services Canada (ISC), and Crown-Indigenous Relations and Northern Affairs Canada (CIRNA) (“the Departments”) coming under their jurisdiction.

### **By-Law 2, Section 2**

The Local shall unconditionally subscribe to and accept as its governing documents: The Constitution of the Public Service Alliance of Canada (PSAC) and the By-Laws of the Union of National Employees (UNE).

### **By-Law 2, Section 3**

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

## **BY-LAW 3—MEMBERSHIP**

Those eligible for membership shall be employees of the Departments of Indigenous Services Canada (ISC), and Crown-Indigenous Relations and Northern Affairs Canada (CIRNA) (“the Departments”) coming under their jurisdiction, in the province of British Columbia, and who are eligible for membership in the Union of National Employees component 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.

## **BY-LAW 4—MEMBERSHIP DUES**

### **By-Law 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.

### **By-Law 4, Section 2**

In addition, local dues will be set at 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.

### **By-Law 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.

## **BY-LAW 5—LOCAL EXECUTIVE**

### **By-Law 5, Section 1**

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

### **By-Law 5, Section 2**

The local executive will consist of, but not be limited to, those listed in Union of National Employees Bylaw 3, Section 5. The local executive shall consist of the following:

- President (nominated and elected in even years)
- Vice-President (nominated and elected in odd years)
- Secretary (nominated and elected in even years)
- Treasurer (nominated and elected in odd years)
- Health and Safety Representative (nominated and elected in even years)
- Human Rights Representative (nominated and elected in odd years)
- Youth Coordinator (nominated and elected in even years)
- Chief Steward (nominated and elected in odd years)

The local executive shall appoint local representatives for committees including, but not limited to:

- Metro Vancouver Area Council
- Vancouver Regional Women's Committee
- Union / Management Consultation Committee
- Stewards Circle

Note: In the cycle for National Convention, the Local President will be an automatic delegate to the National Convention. In the event that the Local President does not use the automatic delegate entitlement, the Local Vice-President will be an automatic delegate to the National Convention.

The remaining delegates and alternatives which the Local is entitled to send to National Convention shall be elected at the Annual General Meeting or at a Special General Meeting called for that specific purpose.

### **By-Law 5, Section 3**

Vacancies on the local executive committee 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 committee became aware of the vacancy.

### **By-Law 5, Section 4**

For the role of the position of local President, see UNE Policy LOC 8, Section 1.

**By-Law 5, Section 5**

For the role of the position of local Vice-President, see UNE Policy LOC 8, Section 2

**By-Law 5, Section 6**

For the role of the positions of local Secretary and local Treasurer, see UNE Policy LOC 8, Section 3.

**By-Law 5, Section 7**

For the role of the position of local Health and Safety Representative, see UNE Policy LOC 8, Section 5.

**By-Law 5, Section 8**

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

**By-Law 5, Section 9**

The Youth Coordinator shall

- Be a member in good standing under the age of 35;
- Specifically represent on issues related to young employees;
- Serve as liaison and communication contact for youth in member departments and with the wider PSAC youth initiatives;
- Be responsible for certain portfolios or duties as assigned by the president or the executive.

**By-Law 5, Section 10**

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

**By-Law 5, Section 11**

A member of the local executive who fails to attend three consecutive meetings without reason acceptable to the local executive shall be considered to have abandoned the post.

**BY-LAW 6—FINANCES****By-Law 6, Section 1**

No officers of this local may 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 \$500 (five hundred dollars) without the prior approval of a majority of the members present at a regular monthly or special meeting.

**By-Law 6, Section 2**

For audited annual statements, see UNE Policy FIN 1, Sections 6 through 10.

**By-Law 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.

**By-Law 6, Section 4**

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

**By-Law 6, Section 5**

No officer(s) will incur expenses on behalf of the Local in excess of \$100 (one hundred dollars) without the prior approval of a majority of the Executive members present at a regular monthly meeting, or of a majority of members at a General Meeting. In emergency situations, votes by e-mail, fax and/or telephone call may replace a physical meeting to decide on an urgent financial matter. A record must be kept of the vote. Approval may be granted outside of a meeting provided a majority of the Executive concurs, assuming quorum has been achieved.

**By-Law 6, Section 6**

Each member who completes any PSAC weekend course shall receive from the Local \$25 (twenty-five dollars) per diem, upon presentation of a certificate of completion or record of attendance, such as an attendance list certified by PSAC staff or written verification of attendance from PSAC staff for documentation purposes.

**By-Law 6, Section 7**

All financial records of the Local shall be retained for the legal period prescribed by the Income Tax Act.

**By-Law 6, Section 8**

Local funds for workplace activities and events are intended mainly for the benefit of Local members and invited guests.

**BY-LAW 7—MEETINGS**

**By-Law 7, Section 1** Executive Meetings: The local's elected officers will hold at least eight regularly scheduled executive meetings each calendar 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.

Members can attend the local executive meetings at the invitation of the local executive as observers with voice, but no vote. A quorum for the local executive meetings shall be a simple majority of non-vacant elected officer positions, must include the President or Vice-President for business to be conducted, and shall never be fewer than three officers.

The time and place of the regular local executive meetings shall be determined from time to time by the Executive Committee. 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 equal to the Meal Allowance set out by the Union of National Employees at the time the meeting takes place.

**By-Law 7, Section 2**

The local's membership meetings will be held once per year prior to March 31 of the following year, and the agenda for the Annual General Meeting shall be presented by the local executive and shall include, but not be limited to, the following.

- Call to Order by the President or designate.

- Roll Call of Officers
- Minutes of the Previous Annual General Meeting
- Report of the President
- Report of the Treasurer
- Amendments to By-laws (if applicable)
- Presentation and Approval of New Year Budget
- Nomination and Election of Officers
- Adjournment

**By-Law 7, Section 3**

Following a 30-day notice of meeting, the quorum for a general membership meeting will be at least five (5) members in good standing.

**By-Law 7, Section 4**

The local's President, a majority of its executive officers, or a petition of at least 25% (twenty-five percent) of the membership or 30 (thirty) members (whichever is less) in good standing, may call a special meeting of the local. Reasonable notice of this meeting will be provided. It shall be held within 30 (thirty) calendar days of the request.

**By-Law 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.

**By-Law 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, Human Rights Representative, Youth Coordinator, and Chief Steward.

**By-Law 7, Section 7**

A Special Membership Meeting shall deal only with matters for which it was called unless the members present agree with a majority to consider other matters of an urgent or necessary nature.

**BY-LAW 8—AMENDING LOCAL BYLAWS**

**By-Law 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 (thirty) days' notice of the meeting has been issued and posted.

**By-Law 8, Section 2**

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

**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*