

## **LOCAL 80352 BY -LAWS**

### **PARKS CANADA ATLANTIC SERVICE CENTRE**

(November 2007)

#### **BY-LAW 1 - NAME**

**Section 1.1:** This organization shall be known as Local 80352, Parks Canada, Atlantic Service Centre, part of the Union of National Employees, Public Service Alliance of Canada.

#### **BY-LAW 2 - AIMS AND OBJECTIVES**

**Section 2.1:** It shall be the object of this local to protect, maintain and advance the interests, rights and privileges of the employees of the Parks Canada Agency, Atlantic Service Centre coming under its jurisdiction. This includes employees from other offices of Parks Canada who are physically located in the Halifax Regional Municipality (such as the National Office - Human Resources, National Design Team and Informatics.)

**Section 2.2:** To ensure that all members are protected against all forms of discrimination, in or about the workplace irrespective of race, colour, creed, sex, sexual orientation, age, handicap, marital status, country of origin, family status, ancestry and record of offences.

**Section 2.3:** This local shall unconditionally subscribe to and accept as its governing documents the Constitution of the Public Service Alliance of Canada and the Bylaws of the Union of National Employees.

**Section 2.4:** This 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 of employment of all members of the Public Service Alliance of Canada.

#### **BY-LAW 3 - INTERPRETATION**

**Section 3.1:** The ALocal@ shall mean Local 80352 of the Public Service Alliance of Canada. AComponent@ shall mean the Union of National Employees of the Public Service Alliance of Canada.

## **BY-LAW 4 - ADDITIONS OR AMENDMENTS TO BY-LAWS**

**Section 4.1:** A notice of motion of any amendment or additional bylaw must be given at a regular or special meeting of the Local at least *thirty days* prior to the date of the Annual General Meeting at which the motion is to be considered.

**Section 4.2:** The text of the proposed motion **must** be included in the notice convening the meeting at which the motion is to be considered.

**Section 4.3:** A two-thirds (2/3) majority vote by the members present at the meeting at which an additional bylaw or amendment is proposed shall be required to pass the motion and if passed, it be effective immediately.

## **BY-LAW 5 - MEMBERSHIP**

**Section 5.1:** Those eligible for membership shall be employees of the Parks Canada Agency, Atlantic Service Centre and those from other sections/branches of Parks Canada who are physically located in the Halifax Regional Municipality in the jurisdiction of the Local who are not otherwise ineligible for membership by reason of being declared a managerial or confidential employee. The jurisdiction of the Local may be as assigned from time to time by the Union of National Employees.

## **BY-LAW 6 - MEMBERSHIP DUES**

**Section 6.1:** The membership dues of the Local shall be not less than the amount of the per capita dues required by the Constitution of the Public Service Alliance of Canada and the Bylaws of the Union of National Employees as determined by the National Triennial Convention.

**Section 6.2:** The Local dues shall be \$1.50 per member per month.

**Section 6.3:** Increases to Local dues must be voted on by a two-thirds (2/3) majority of the members present at the Annual General Meeting.

## **BY-LAW 7 - LOCAL EXECUTIVE**

**Section 7.1:** The Executive Officers of the Local shall consist of the President, Vice-President, Treasurer, Secretary, Chief Shop Steward and Health and Safety

Representative . The position of Secretary/Treasurer may be a combined position. The officers shall be elected at the Annual General Meeting of the Local and their duties shall be consistent with By-law 8 of the Union of National Employees By-laws.

**Section 7.2:** All members of the Executive shall adhere to and abide by the Bylaws of this Local, the Union of National Employees of the PSAC and the Constitution of the Public Service Alliance of Canada.

**Section 7.3:** No member shall be eligible for nomination to office or to the Health and Safety or Labour Management Committees unless she/he has attended fifty percent (50%) of the regular local meetings during the previous year.

**Section 7.4:** All terms of office shall be for either a one year or two year period commencing immediately after the Annual General Meeting.

**Section 7.5:** When a vacancy occurs within the elected Executive, a notice to fill such a vacancy shall be posted by the Executive thirty days prior to an election to fill the vacancy at a regular or special meeting. A vacancy will be filled at this meeting by a simple majority of the members present. During the interim period, the Executive may provisionally appoint a replacement.

**Section 7.6:** On vacating the respective positions which they may hold, all officers (including chairpersons of committees) of this Local shall deliver to their successors all documents or other properties of the Local within thirty (30) days.

**Section 7.7:** Executive meetings shall be held monthly but special executive meetings may be held at the oral or written request of the President or two elected members of the Executive.

**Section 7.8:** A quorum of the Executive shall not be less than two of the elected officers.

## **BY-LAW 8 - DUTIES OF THE LOCAL EXECUTIVE**

President:

**Section 8.1:** The President shall be responsible for the efficient and proper conduct of the affairs of the Local. She/he shall preside at all meetings of the Local and at all meetings of the Executive. She/he may attend meetings on behalf of the Local. She/he shall interpret the Local Bylaws, supervise the work of the other officers of the Local and of all committees and perform such other duties as pertain to her/his office.

**Section 8.2:** She/he shall report on her/his activities to the Executive at each meeting, to the Local at each regular meeting and to the Annual General Meeting. She/he shall vote only in case of a tie. She/he shall be an ex-officio member of all committees of the Local.

Vice-President:

**Section 8.3:** The Vice-President shall assist the President in the discharge of her/his duties and shall perform such other duties as may be required of her/him by the President of the Local.

**Section 8.4:** In the absence of the President, or in the event of her/his inability to act, the Vice-President shall assume the duties of the President.

Secretary:

**Section 8.5:** The Secretary shall keep the minutes of all membership and Executive meetings, maintain proper maintenance of documents, records and correspondence related to same and bring all correspondence to the attention of the Executive. The Secretary shall place the names of the executive officers on all available bulletin boards.

Treasurer:

**Section 8.6:** The Treasurer shall insure that all monies received are deposited in a chartered financial institution to the credit of the Local and to keep proper records of all transactions.

**Section 8.7:** She/he shall be one of three signing officers and shall be responsible for all transactions in accordance with the requirement of the said financial institution.

**Section 8.8:** She/he shall submit to the Financial Advisor of the Union of National Employees audited statements of the finances and the membership of the Local before April 1<sup>st</sup> of each year.

Chief Steward:

**Section 8.9:** The Chief Steward will recruit Stewards, organize and co-ordinate the Stewards Network.

**Section 8.10:** The Chief Steward will assist each Steward with grievance presentations.

**Section 8.11:** The Chief Steward will work in close liaison with all Stewards, Executive Officers, Committees and Union of National Employees staff.

Health and Safety Representative:

**Section 8.12:** The Health and Safety Representative shall recruit work site Health and Safety Representatives and co-ordinate the local Health and Safety Network. He/she shall promote Health and Safety in the workplace and shall ensure the proper application of the Canada Labour Code and all Health and Safety Acts and Regulations. The Health and Safety Representative shall carry out other duties as delegated by the Local Executive.

#### **BY-LAW 9 - ELECTION OF OFFICERS**

**Section 9.1:** All officers shall be elected at the Annual General Meeting and shall proceed in the following order: President, Vice-President, Secretary, Treasurer, Chief Shop Steward and Health and Safety Representative.

**Section 9.2:** All members in good standing of the Local, except Rands, shall have the right to vote at any election or any taking of ballots in connection with the Local.

**Section 9.3:** Nominations may be submitted to the Executive and/or a Nominating Committee elected by the Local at any time prior to the Annual General Meeting. The Chairperson of the Nominating Committee or the Local President shall report to the meeting all nominations received and shall call for further nominations from the floor.

**Section 9.4:** All elections shall be by secret ballot and decided by a simple majority - fifty percent plus one (50% plus 1).

**Section 9.5:** The Oath of Office shall be administered to all officers before taking office.

#### **BY-LAW 10 - MEETINGS**

**Section 10.1:** The Annual General Meeting of the Local shall be held during the month of March, if possible, on a day to be determined by the Local Executive.

**Section 10.2:** Regular membership meetings shall be held whenever possible.

**Section 10.3:** Special meetings may be called by the President or by a majority of the Executive members of the Local.

**Section 10.4:** Special meetings may also be called upon written request of 25% or more of the members. The purpose for calling the meeting must be put in writing, signed by the requesting members and made available to all members of the Local at least five working days in advance of the meeting. Members who requested the

meeting must be at said meeting unless absent for just cause. Only the matters for which the special meeting was called shall be discussed.

**Section 10.5:** A quorum of a regular, special or annual meeting shall be four members and two Executive officers and **must** include the President **or** Vice-President. No union business shall be transacted at a union meeting without a quorum of members.

**Section 10.6:** An Annual General Meeting of the Local shall be held in accordance with the National Bylaws for the purpose of receiving annual reports, the consideration of business and the election of officers.

**Section 10.7:** The Public Service Alliance of Canada Rules of Order shall apply at all Executive, regular and special meetings and the annual general meeting.

### **BY-LAW 11 - FINANCES**

**Section 11.1:** Funds of the Local, except for a petty cash fund not to exceed \$25.00, shall be held in a chartered bank or savings institution approved by the Executive, in the name of the Local.

**Section 11.2:** The expenditure of funds of the Local, not to exceed \$200.00 shall be vested in the authority of the Executive and carried by a majority vote of the Local Executive.

**Section 11.3:** The expenditure of funds of the Local, exceeding \$200.01 will need the majority recommendation of the Executive and the approval of a majority of the membership at a regular local or special meeting.

**Section 11.4:** The expenditure of funds of the local, excluding expenditures from the Petty Cash fund, shall be used only for specific union or union-related activities.

**Section 11.5:** In accordance with Bylaw 11, Section 11 of the Bylaws of the Union of National Employees, the Local shall submit to the Union of National Employees annual audited statements of the Local finances and number of members before April 1<sup>st</sup> of each year. In accordance with the foregoing, the Executive Secretary of the Union of National Employees shall make no remittance of the refundable portion of dues until such statement has been received.

**Section 11.6:** The officers authorized to sign cheques drawn on the account of the local are the Treasurer (or Secretary- Treasurer), President and Vice-President. Each cheque must have two of these three signatures. Such arrangements must be made at the bank after an election of new officers.

**Section 11.7:** All financial records of the Local should be retained for the legal period prescribed by the Income Tax Act.

**Section 11.8:** Mileage, meals and other expenses shall be reimbursed at current approved rates.

**Section 11.9:** Non-executive members shall submit a total cost estimate for the Executive's approval before incurring any debt to the Local. This total, when submitted for payment shall not exceed more than ten percent (10% ) of the pre-approved total.

**Section 11.10:** A minimum of five thousand dollars (\$5,000.00) shall be kept in a bank account to be used only for top up of strike pay when the minimum strike pay is given. There will be no local top up of strategic strike pay.

### **BY-LAW 12 - COMMITTEES**

**Section 12.1:** Committees of the Local will be appointed by the President. Normally a committee will be chaired by an executive officer. Terms of Reference will be established by the committee and approved by the Local Executive. The President shall act as ex-officio on all committees. There may be a Membership Committee, Human Rights Committee, Education Committee, Collective Bargaining Committee and Local Action Committee.

**Section 12.2:** The membership committee shall consist of two people. They shall maintain a record of attendance at all meetings. They shall solicit Rands to sign up and become full members

### **BYLAW 13 - PSAC EDUCATION COURSES**

**Section 13.1:** All members of the Local Executive as well as all Stewards shall take the PSAC Talking Union Basics course within six months of their election. All Stewards shall take the Grievance Handling course within six months of their election. If the course has been taken previously by a member they need not re-take the course though it is recommended to take the course as a refresher.

### **BYLAW 14 - PERSONAL LETTERS**

**Section 14.1:** Members of this local wishing to communicate personally by letter/email, fax with the National Office shall submit a copy of such correspondence to the Secretary or President of this Local

**BYLAW 15 ELECTED OFFICERS ABSENT FROM MEETINGS**

**Section 15.1:** Any elected officer missing three (3) consecutive meetings of this Local, unless a satisfactory reason is provided, shall be deemed to have forfeited the office and it shall be declared vacant by the Local President.

Amended: April 20, 2005

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