

Bylaws - Local 60350
Atlantic Canada Opportunities Agency
Head Office and New Brunswick Region

(February 21, 2017)

Local Bylaw 1: Name

Local Bylaw 1 section 1

This organization shall be known as Local 60350, Atlantic Canada Opportunities Agency, Head Office and New Brunswick Region of the Union of National Employees, Public Service Alliance of Canada. And the short name will be Local 60350, ACOA-APECA NB.

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 Atlantic Canada Opportunities Agency coming under its jurisdiction.

Local Bylaw 2 section 2

This Local shall unconditionally subscribe to and accept as its governing documents the Constitution of the PSAC and the By-laws of the Union of National Employees.

Local Bylaw 2 section 3

This Local shall fully support the PSAC in its efforts to improve and protect the wages, salaries and other terms and conditions of employment of all PSAC members.

Local Bylaw 2 section 4

In addition, the Local will aim to provide members with the means to become active participants in the management of their workplace, the advancement of society, and the promotion of the common good using the Mission, Values and Vision of the Union of National Employees as a guide.

Local Bylaw 3: Membership

Local Bylaw 3 section 1

People eligible for membership will be employees of the Atlantic Canada Opportunities Agency 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 the PSAC and to the Union of National Employees shall be in accordance with the provisions of the PSAC constitution and the By-laws of the Union of National Employees, as determined by each group's respective conventions.

Local bylaw 4 section 2

In addition, the Local dues shall be set as a flat rate per member per month. The Local shall inform the Union of any changes to its dues with supporting minutes as evidence (members can obtain information regarding their Local dues on the Union of National Employees web-site).

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 of the Local, provided that the local has posted notice of this motion at least thirty (30) days before the meeting date.

Local Bylaw 5: Local executive

Local Bylaw 5 section 1

The term of office for the Local Executive shall 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, up to 6 additional local officers. One of these officers will assume the duties of 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.

N.B: Other Local Officers shall perform additional duties as agreed to by the Executive Committee.

Local Bylaw 5 section 8

Starting with the general elections in the fall of 2017, the positions of President, Secretary and Human Rights will be elected for two (2) year terms in every odd calendar year. The positions of Vice-President, Treasurer, Health and Safety and Chief Shop Steward will be elected for two (2) year terms in every even calendar year. For the 2017 elections only, the positions to be elected in even years will be elected for a one (1) year term.

Local Bylaw 6: Finances

Local Bylaw 6 section 1

No officers of this Local may enter into any financial contractual understanding or agreement on behalf of the Local without prior approval of the National Executive or incur any expenses on behalf of the Local in excess of \$1000.00 without the prior approval of a majority of members present at a regular or special executive meeting.

Local Bylaw 6 section 2

For audited annual statements, see Bylaw 5, Section 9. The Treasurer shall submit a financial statement to all regular meetings of the Local.

Local Bylaw 6 section 3

The Local shall approve at least three and no more than five (signing officers-one of whom is normally the local's treasurer-may hold signing authority for the local's bank withdraws. 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.

Local Bylaw 6 section 4

Meal, accommodation, and mileage rates for reimbursement of travel expenses will normally follow those set by the Union. Other expenses may be decided on by the executive on a case by case basis.

Local Bylaw 7: Meetings

Local Bylaw 7 section 1

The elected officers of the local shall hold at least six (6) regularly scheduled executive meetings each year. These meetings shall be held in order to ensure that the Local properly conducts its business, including, but not limited to, such issues as the consideration and maintenance of membership lists, collective bargaining, labour management relations, human rights, and health & safety.

Local Bylaw 7 section 2

The membership meetings of the Local shall be held a minimum of two times per year.

Local Bylaw 7 section 3

Following a thirty day notice of meeting, the quorum for a general membership meeting shall be at least seven 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 five (5) members in good standing may call a special meeting of the local. Reasonable notice of such meeting should 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, the consideration of business, and the election of officers. The Annual Membership Meeting shall normally be held within the first three months of the fiscal year.

Local Bylaw 7 section 6

Election of officers shall be by secret ballot and shall proceed in the order of: President, Vice-President, Secretary, Treasurer, Health and Safety Representative, Chief Steward, Human Rights Officer. Stewards can be appointed at any time by the local President in consultation with the Local Executive, and need not be elected. Appointed Stewards will not be considered to be part of the Local Executive.

Local Bylaw 7 section 7

To permit as wide a participation as possible, meetings will be by teleconference.

Local Bylaw 8: Amendments

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 of the local, providing thirty days notice of 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: Strike fund

Local Bylaw 9 section 1

After each collective agreement is ratified, the strike fund allocation will be revisited. Amendments to the strike fund allocation and its administration require a majority of

attendees at a special meeting assuming quorum has been achieved and a thirty day notice has been provided.

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*