

BYLAWS - LOCAL 70101

LIBRARY AND ARCHIVES CANADA

(June 1, 2010)

BY-LAW 1 - NAME

Section 1: This organization shall be known as Local 70101 (Library and Archives of Canada) of the Union of National Employees of the Public Service Alliance of Canada, hereinafter referred to as the Local.

Section 2: This Local shall have its headquarters in the Ottawa-Gatineau or (NCR) Area.

BY-LAW 2 - AIMS AND OBJECTIVES

Section 1: It shall be the object of this Local to protect, maintain and to advance the interests of the employees of the Federal Government under its jurisdiction.

Section 2: This Local shall support fully the Public Service Alliance of Canada in furthering of its constitutional responsibility for the improvement and protection of wages, salaries and other terms of employment of all employees of the Federal Government.

Section 3: It shall be the object of the Local to educate the members on the policies of the Alliance and to keep them abreast of new developments.

BY-LAW 3 - MEMBERSHIP

Section 1: In the event of a jurisdictional dispute between Locals of this Component concerning employees of the Department eligible for membership, such dispute shall be referred to the National Executive and their decision shall be binding on all Locals concerned. In such matters, the Locals concerned shall have the right to make an appeal to the Triennial National Convention of this Component.

Section 2: Regular Membership

All employees of the PA & TC not otherwise provided for in the Public Service Alliance of Canada Constitution shall be eligible for membership in the Public Service Alliance of Canada and this Local.

Section 3: Associate Membership (Public Sector)

All employees of the PA & TC below the rank of Deputy Minister or equivalent, including classified, salaried, prevailing rate, part-time, seasonal and casual employees shall be eligible for membership in the Local, except that any employee who is "a person employed in a managerial capacity" as defined in the Public Service Staff Relations Act shall be eligible only for associate membership in the Local and shall not be entitled to vote at meetings or to election to office in the Local but shall be entitled to all other rights and privileges of membership in the Local.

Section 4: Associate Membership (Component)

Any employee of this Local who is not also a dues-paying member of the Local by virtue of membership prior to election or appointment to full-time office, may, in accordance with Section 4, subsection 6 of the P.S.A.C. Constitution, be granted an associate membership in the Local and be issued by the Executive Secretary with a card which certifies the holder to be an associate member.

Section 5: Associate Membership (for benefit)

This Local may retain as associate members, employees whose employment with the Department is terminated: (a) by reaching the minimum statutory requirement age, (b) ill health, when such is certified as the reason for retirement, or (c) who, by reason of abolition of position, are separated from their continued employment in the Federal Public Service. Associate members shall not be eligible for executive office in this Local nor have voice or vote in meetings, but may be accorded such other privileges or membership for such length of time as may be provided by regulations to these By-Laws.

Section 6: Honorary Membership (for retired members)

For outstanding service to the Local, a superannuated or one who has left the service may be granted an honorary membership. This being dependent upon the application for such membership to the Executive Secretary and approval of the National Executive. Such a member will retain all rights and privileges, except voting and holding office, without obligation of paying dues.

Section 7: Honorary Membership (for non-members)

Should the Local propose and the National Executive concurs, an honorary membership may be granted to one who is ineligible for regular membership but has merited this honor.

Section 8: Life Membership

As a reward for personal and devoted efforts to the Local, a life membership may be awarded, dependent upon the control and decision of the National Executive.

BY-LAW 4 - MEMBERSHIP DUES

Section 1: All members of this Local shall be required to pay the dues established by the Public Service Alliance of Canada Convention and the Union of National Employees Convention, as well as the amount established at the annual general meeting of the Local. The Component shall collect these dues and rebate them to the Local.

Section 2: The dues payable to the Local shall be sufficient to ensure the proper functioning of the Local and the discharge of its obligations but shall not be set or maintained at a rate that will create an unreasonable surplus. To this end it is hereby provided that the dues payable for the operation of the Local may be amended by a two-thirds majority vote of those members present at an Annual Meeting.

Section 3: The Local may amend its amount of dues as authorized by a two-thirds majority vote at an Annual General Meeting, provided a 30-day notice of motion proceed the meeting.

BY-LAW 5 - LOCAL EXECUTIVE

Section 1: The officers of this Local shall consist of a President, Vice-President, Treasurer, Secretary, Chief Steward, Area Vice-President as required, an Occupational Group Committee Chairperson, a Membership Committee Chairperson, an Education and Publications Committee Chairperson and a Safety and Health Committee Chairperson.

Section 2: The actions of the Executive shall be reported to each regular monthly meeting.

BY-LAW 6 - ORGANIZATION

Section 1: This Local shall have the power to deal with its Departmental officials on matters affecting the interests of its members. The Local shall also have the power to initiate action on matters having broader effect than the interests of its own members, by submission in writing to the National Executive Secretary, or resolution to the Triennial National Convention of its Component or by submission in writing to the Area Council of the P.S.A.C. whichever is most appropriate.

Section 2: The elected officers of the Local staff shall hold a monthly executive meeting for the proper conduct of the Local's affairs. If a quorum is not present, no business shall be conducted and the meeting rescheduled. This meeting will also encompass a monthly general meeting for members, on a regularly scheduled day of each month. (e.g.: first Tuesday of each month) All Members in good standing will have a right to vote on issues at the meeting. At this meeting, a quorum shall consist of 50% + 1 of the elected officials of the Local.

Section 3: A special meeting of the Local may be called by the President or by a majority of the Executive or upon the petition of 50% + 1 members in good standing.

Section 4: This Local shall hold an Annual Membership Meeting for the purpose of receiving Annual Reports from the officers and consideration of such business as may be required by its By-Laws. A Biennial meeting shall be held for the election of officers as required by these By-Laws and may also be held by the AGM. An annual meeting shall be held for elections of Officers, President and Treasurer, and all others on the year following. In the Annual or Biennial meetings a quorum shall be 50% + 1 of Executive Members.

Section 5: No delegate to Union of National Employees Convention shall be nominated who has not attended at least 75% of the Local meetings during the twelve month period prior to the nominating meeting unless a satisfactory reason is given for such absence.

Section 6: Subject to Section 6 of this By-Law, the Local shall elect alternates who shall attend the National Convention in place of any accredited delegates who unavoidably cannot attend the Convention.

Section 7: The Executive of this Local shall have the right to send observers to National Conventions at Local expense subject to Section 6 of this By-Law.

Section 8: The following provisions will be applied, unless previously listed in the afore listed By-Laws. a) all decisions requiring a vote shall be decided by simple majority. b) P.S.A.C. Rules of Order shall apply at all meetings.

BY-LAW 7 - DISCIPLINE

Section 1: The Local Executive shall have the authority to suspend or expel any officer or member for violating a provision of its By-Laws, or for cause. An officer or member so dealt with shall have the right to appeal the above decision to Local Executive and then to the National Executive. A further appeal may be taken to the National Convention of the Component. The procedures shall be in accordance with Section 25 of the Constitution of the Public Service Alliance of Canada.

BY-LAW 8 - DUTIES OF OFFICERS

Section 1: a. The President shall be responsible for the efficient and proper conduct of the affairs of the Local. He/she shall preside at all meetings of the Local, and at all meetings of the Executive. He/she shall interpret the Local By-Laws, supervise the work of other officers of the Local and of all Committees, perform such other duties as appertain to his/her office.

b. He/she shall report on his/her activities to the Executive at each meeting, to the Local at each regular monthly meeting, and to the Annual General Meeting. He/she shall vote only in the case of a tie and shall be a member ex-officio of all committees of the Local.

Section 2: The Vice-President shall train the Area Vice-Presidents and aid them in the performance of their duties. He/she, in the absence of the President, shall carry out the duties of the President and shall perform such duties as may be delegated to him/her by the President.

Section 3: The Area Vice-Presidents shall represent the interests of the geographic area for which they are responsible, on the Executive and in all Local meetings. They shall attempt to deal with situations which cross occupational groups but affect only their geographic area. They should do all to promote the interests of the members and the Local within their assigned area.

Section 4: a. The Secretary shall record and distribute the minutes of the Local meetings.

b. The Secretary shall ensure that the following services are provided to the Local Executive to aid them in fulfilling their functions:

i. Copying

1. Typing correspondence, reports, etc.
2. Translation
3. Maintenance of Office Supplies
4. Filing of all relevant material and maintenance of file index
5. Distribution of mail

N.B. It is the intent of this section that the Secretary be responsible for these services and not necessarily to provide them personally. It is expected that when those services outlined in this section are needed on a regular basis, e.g. for a newsletter, that the Executive member would make arrangements for him/herself.

Section 5: a. The Treasurer will ensure that all monies received are deposited in a chartered financial institution to the credit of the Local and keep proper records of all transactions. He/she shall be only of the signing officers and shall be responsible for all transactions in accordance with the requirements of said chartered institution.

b. He/she shall submit a financial report to all executive meetings of the Local and audited statement of the finances to the Union of National Employees and the membership of the Local before April 1 of each year.

c. The Treasurer shall be prepared to provide facts and where within the scope of his/her experience, advice concerning any financial decisions to be taken by the Executive. He/she shall also maintain a list of those regulations affecting financial policy within the Local.

Section 6: The Chief Steward shall be the head of the Grievance Committee, shall organize, direct and aid stewards within the Local and shall provide counsel and help to stewards as needed.

Section 7: The Chairperson of the Education and Publications Committee shall encourage members to improve their awareness of the union and its functions, act as a publicity director within the Local and ensure publication and dissemination of information from the Local.

Section 8: The Chairperson of the Occupational Group Committee shall instruct and aid the occupational group delegates in their duties; shall be the chairperson of the Collective Bargaining Committee and ensure that said committee shall carry out its functions; and shall represent the interests of the individual occupational groups on the Executive.

Section 9: The Chairperson of the Membership Committee shall ensure that said committee carry out its functions.

Section 10: The Chairperson of the Safety and Health Committee shall ensure that said committee carry out its functions.

Section 11: At the discretion of the President and with the approval of the Executive members involved, duties may be temporarily assigned to another member of the Executive. The President may also assign such other duties as are from time to time deemed essential.

Section 12: In addition, the following committees shall be organized; Education Committee, Collective Bargaining Committee, Grievance Committee and Membership Committee. The duties of the various committees shall be determined by the President and approved at an Executive meeting.

BY-LAW 9 - ELECTION OF OFFICERS

Section 1: All officers of the Local shall be elected by secret ballot at an Annual General meeting, unless specified in these By-Laws.

Section 2: Only members in good standing shall have the right to vote at any election or at any taking of ballots in connection with the Local.

Section 3: At the regular monthly meeting in the month preceding the one in which the election will take place; the Local shall appoint a Nominating Committee of three members, which shall elect its own chairperson.

Section 4: Nominations may be submitted to the Nominating Committee any time prior to the Annual General Meeting. The Chairperson of the Committee shall report to the meeting all nominations received and shall call for further nominations from the floor.

Section 5: A written nomination must be signed by two members in good standing and bear the signed acceptance of the nominee.

Section 6: Members of the National Executive shall not be eligible for election to office in this Local.

Section 7: Any officer who has missed three consecutive meetings of the Local without justifiable reason shall be recalled and a successor shall be appointed by the Executive for the unexpired portion of the term, if under six (6) months.

Section 8: (Subject to Section 7) When a vacancy occurs within the elected Executive, a notice to fill such vacancy shall be given at the next monthly meeting of the Local, and an election to fill the vacancy be held at the following meeting. During the interim period, the Executive may provisionally appoint a replacement.

BY-LAW 10 - FINANCE

Section 1: The expenditure of funds of the Local shall be vested in the authority of the Executive by approval of the Annual General Meeting.

Section 2: The fiscal year of this Local shall be from January 1 to December 31. All financial records shall be retained for the legal prescribed by the Income Tax Act as interpreted by the Minister of National Revenue.

Section 3: No member of the Executive shall enter into any financial contractual understanding or agreement without prior approval by the Executive by the Executive of the Local or incur any expense on behalf of the Local in excess of \$500.00 without the prior approval of a majority of the Local Executive present at a regular Executive monthly meeting.

Section 4: The signing officers of the Local shall be any two of the following: President or Vice-President and/or the Treasurer.

Section 5: The new Executive shall be authorized to spend up to one twelfth of the previous years' expenditure per month until such time as its budget has been approved.

BY-LAW 11

By-Laws of this Local may be amended by a vote of two-thirds majority of members present at the Annual General Meeting providing notice of motion has been made at a previous Monthly Meeting.

BY-LAW 12

Nothing in these By-Laws shall be construed to conflict with the Constitution of the Public Service Alliance of Canada and the Union of National Employees.

BY-LAW 13

All previous By-Laws are hereby repealed

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REVIEW REQUIRED WITH STANDARD LOCAL BYLAWS