

## UNDE Local 625 Bylaws

### 1) Authority

These By-Laws have been adopted under the authority of the Union of National Defence Employees, a Component of the Public Service Alliance of Canada

### 2) Amendments to the Toronto Local By-laws

These By-Laws may be amended by a 2/3rd majority vote of the membership in good standing at any Annual meeting. They may also be amended at any General Meeting where prior Notice of Motion has been given

### 3) Dispute of By-Laws

Any dispute arising from the administration of these By-Laws or procedure not covered, shall be governed by the Union of National Defence Employees By-Laws and the Constitution of the Public Service Alliance of Canada.

### 4) Name and Headquarters

a) This organization shall be known as the Union of National Defence Employees Local 625 Toronto, and shall be referred to in these By-Laws as the Local.

b) The Local shall have its Headquarters in Downsview.

### 5) Aims and Objectives

a) To encourage all employees within the jurisdiction of the Minister of National Defence, in and near Metropolitan Toronto, to become members of the Union of National Defence Employees, a Component of the Public Service Alliance of Canada.

b) To protect and promote the interests, rights and privileges of all employees under the jurisdiction of the Minister of National Defence by representation of any member, or group of members, before representatives of the employer in appeals or grievances under the established procedure or any other matters within the jurisdiction of Local 625.

c) To convey information between the employee and the parties representing the employee at the Negotiating Table.

d) To maintain and strengthen the principles of democracy, to conduct the activities and business of this Local in a democratic manner.

### 6) Membership

a) Membership shall be open to all employees coming under the jurisdiction of the Minister of National Defence in accordance with the Union of National Defence Employees By-Laws.

b) Application for membership shall be made by completing an approved membership card in accordance with the Union of National Defence Employees By-Laws.

c) All applications for membership shall be accepted subject to the right of the Local to eject an applicant or suspended member for just cause.

d) A membership card will be issued to all accepted members in accordance with the Union of National Defence Employees By-Laws.

e) Each member of the Local is deemed to agree and abide by these By-Laws, the By-Laws of the Union of National Defence Employees and the Constitution of the Public Service Alliance of Canada.

### 7) Associate, Honorary and Life Membership

An Associate, Honorary or Life Membership may be granted to a member in accordance with the Union of National Defence Employees by-laws.

### 8) Local Officers

a) The Executive Officers of the Local shall consist of the following; President, Vice-President, Treasurer, Chief Steward, Recording Secretary and Correspondence Secretary.

b) The immediate Past President shall remain a member of the Local Executive with voice but no vote.

## 9) Committees

Members to the following Standing Committees may be elected or appointed, subject to member ratification at a General Meeting, from members of the Local:

- a) Finance Committee (Chaired by the Treasurer)
- b) Grievance Committee (Chaired by the Chief Steward)
- c) Collective Bargaining Committee
- d) Occupational Health and Safety Committee
- e) Recreational and Welfare Committee
- f) Membership Committee
- g) Local Action Committee
- h) Should additional standing or Adhoc Committees be required, the President, after consultation with the Local Executive, shall appoint or cause to have said committee elected.

## 10) Election of the Local Executive

- a) The Local Executive shall be elected at the Annual Meeting.
- b) Elections shall take place annually during the month of October, November or December in accordance with the Union of National Defence Employees By-Laws.
- c) All nominees to Local Office shall be in attendance at the time of election or have submitted their name and intentions to run for office in writing to the Nominating Committee, and the reason why they could not be present.
- d) All elections shall be by secret ballot and decided by simple majority according to the Union of National Defence Employees By-Laws.
- e) If there are insufficient candidates to Office, the Executive Committee structure may be altered to allow for the combining of two (2) Executive positions with the exception of the Office of the President.
- f) The elected Chief Steward shall become a member of the Local Executive having full voice and voting power. The Chief Steward shall be elected from amongst the serving Stewards at the Annual Meeting.
- g) The President, after consultation with the Local Executive, shall have the authority to appoint a member in good standing to the Local Executive committee, subject to the approval of the membership at the next regular local meeting.
- h) All Executive Officers of the Local shall be elected for a term of three (3) years. The President and Correspondence Secretary shall be elected at the Annual General Meeting (AGM) immediately following the UNDE Triennial Convention, The Vice President and Chief Steward shall be elected at the AGM at least one (1) year after the UNDE Triennial Convention, the Treasurer and Recording Secretary shall be elected at the AGM at least two (2) years after the UNDE Triennial Convention."

## 11) Increases or Decrease of the Local Executive

- a) The Executive Body of the Local can be changed at the Annual Meeting.
- b) The Executive Body described herein may be increased or decreased at a Regular Meeting where prior Notice of Motion has been given.
- c) If no member of the executive is under 30 Years old that a Youth Advisor position be added to the Executive to be elected at a date no later than January 30th of the following year. This position will be exofficio with vote and voice and will be elected by the constituent members of the youth caucus within the Local.

## 12) Duties of the Executive Committee

- a) The Executive Committee shall carry out wishes of the Local and shall deal with all business that may arise between Local Meetings.
- b) On the vacating of the respective positions that they hold, all Officers of the Local shall deliver to their successors, all documents, monies or other property pertaining to the Local before the next Regular Meeting.

## 13) Annual Meeting

The Annual Meeting shall be a meeting for the purpose of electing the Executive Committee to the Local and the presentation of the year-end reports. The Annual Meeting shall be held in November.

#### 14) Local Meeting

- a) The Local shall hold a minimum of one (1) General Membership Meetings a year.
- b) The responsible Local member shall cause to have posted on the UNDE Bulletin Boards, notice of at least five (5) days prior to the date of each Regular Meeting.
- c) The responsible Executive Member shall cause to prepare and make available the minutes of the previous meeting for the next meeting.

#### 15) Meeting Major Policy Change

The Executive Committee may call a General Meeting of the Membership in circumstances they deem necessary.

#### 16) Emergency Meetings

An Emergency General Meeting may be requested by ten (10) members in writing stating the reason for the request. This request to be voted upon by the Local Executive Committee within a ten (10) day period. The Executive Committee shall report to the next General Meeting the reasons for the request for the Meeting and their decision.

#### 17) Quorums

- a) A quorum of the Executive Committee shall consist of not less than sixty (60) percent of that body.
- b) A quorum at a Regular Meeting, Special Meeting, Annual Meeting or non executive meeting shall consist of a simple majority over the number of the Executive Officers in attendance at that particular Meeting.

#### 18) Voting of the Local

Each member in good standing of the Local shall have one vote. The Chair shall abstain from voting except in the event of a tie vote in which case the Chair may cast the deciding vote.

#### 19) Attendance Record

The responsible Executive member will maintain a record of all members in attendance and those properly excused at any meeting, and in consultation with the Membership Chairperson, shall identify for voting purposes, those members who are Rand deductees. This information list to be related to the Chair prior to the commencement of each meeting.

#### 20) Conduct of Meetings

- a) Meetings will be conducted in accordance with parliamentary procedure.
- b) Suggested Order of Business Regular Meetings:
  - i) Call to Order
  - ii) Reading of Minutes from previous Meeting
  - iii) Reading of Minutes from Special Meeting
  - iv) Introduction of Special Guests
  - v) Committee Reports
  - vi) Treasurer's Report
  - vii) Unfinished Old Business
  - viii) New Business
  - ix) Adjournment

c) Suggested Order of Business Annual Meeting

- i) Call to order
- ii) Roll Call of Officers
- iii) Minutes silence for Deceased Members
- iv) Introduction of Special Guests
- v) Financial Statement
- vi) Year End and Committee Reports
- vii) Election of Officers
- viii) Administration of Oath of Office
- ix) Adjournment

21) Attendance at Convention or other Special Functions

- a) The General Membership shall elect all delegates to conventions where funding has been provided by PSAC, UNDE or approved by the membership. Attendance at Conferences and Special Functions shall be selected by the Local Executive subject to the criteria of the inviting body.
- b) The Local may elect observers in addition to those named to attend convention if they wish. Expenses of the observers to be the Local's responsibility. Funds so used may not jeopardize the Local's ability to carry out its responsibilities to the membership.
- c) A member of the Local shall not be eligible to attend a convention or other official function as an official delegate from the Local unless they have attend at least seventy-five (75%) percent of all meetings held during the preceding year, unless they have provided in writing acceptable reason for their absence to the Executive prior to the meeting. Where the Member has the acceptable reason, they will be considered present and at the meeting and their name shall be placed in the attendance register for that meeting. The member must also be a "Member in Good Standing".

22) Finance and Auditing

- a) A Committee consisting of the Treasure and two (2) auditors shall safeguard the funds of the Local.
- b) The Treasurer shall make a report on the Finances of the Local in writing at every Regular Meeting of the Local and a complete Financial Report at the Annual Meeting.
- c) Banking. The Funds of the Local shall be deposited in a current account in a Branch of a Chartered Bank of Canada or Certified Credit Union approved by the Members of the Local and in the name of "Union of National Defence Employees Toronto Local 625.
- d) Withdrawal of funds from the Bank Account. The Officers authorized to sign cheques shall be the President of the Local and the Treasurer of the Local and a third Officer designated by the Local President. Each cheque must contain the signature of two (2) Officers authorized by the Local to sign cheques drawn on the Account of the Local.
- e) Bonding. The Local Treasure may be bonded in an amount determine by the Local at any time the Members of the Local so decide by a majority vote.
- f) Auditing. Two (2) auditors shall be elected (these persons not to be part of the Executive). Their term of office shall be from the date of the Annual Election of the Local. The auditors may inspect all financial documents of the Local at any time. They shall audit all records of the Treasurer at least once annually and sign the Annual Audited Statement of the Local Treasurer in accordance with the Union of National Defence Employees By-Laws.
- g) The President, in consultation with the Local Executive shall have the authority to spend monies not in excess of Three Hundred Dollars \$300 subject to the approval at the next General Meeting of the Local. The details and necessity of such actions will be reported at the next meeting of the local
- h) The executive shall have the authority to spend monies not in excess of the Local's Budget presented at a General Membership Meeting

23) Fiscal Year

The fiscal year for the Local shall end on September 30th of each year in accordance with the Union of National Defence Employees By-Laws.

#### 24) Honorariums

An Honorarium may be paid to an Elected Officer or Member of the Local in an amount voted upon and approved by a majority vote of the Members in attendance at a regular meeting of the local.

#### 25) Per Diem

All authorized delegates attending authorized courses; seminars or other related labour functions may be paid a per diem up to twenty-five (\$25.00) per day unless expenses are otherwise covered.

#### 26) Labour Related Course Fees

Members desiring to be reimbursed for course fees incurred for participating in a Labour Related Course must obtain approval from the Executive or membership prior to commencing the course. To qualify, they must be "Members in Good Standing" and active in the affairs of the Local.

#### 27) Monthly Steward Meetings

The Chief Steward of this Local shall schedule, organize and conduct monthly Steward Meetings. These meetings will be held at least four (4) times per year. The purpose of these meetings is to provide guidance and orientation to the Stewards of the Local and other interested members

#### 28) Executive Expense Reimbursement

Up to a fifty (\$50.00) dollar Executive Expense reimbursement will be paid to each Executive Officer monthly to reimburse them for out of pocket monies spent in the performance of their Union duties. Amounts above fifty (\$50.00) dollars shall have prior approval from the Local Executive and are subject to ratification by the Members at the next scheduled General Meeting

### Attachment 1 to UNDE Local 625 Bylaws Special and Standing Orders

#### Special Order 1-

UNDE 625 Meetings can be conducted by telecom where the Presiding Officer can achieve comparable capabilities for members indicating a wish to participate.

#### Special Order 2: Deleted

#### Special Order 3

That in addition to reading the UNDE Harassment Policy at the beginning of all Local meetings, applicable Health and Safety Requirements be outlined including the Sergeant at Arms role as Emergency Officer and that applicable attendants are made available as requested to the degree possible.

#### Standing Order 1

Orientation sessions of the Local will be conducted through Modules immediately preceding Local Committee meetings. The modules will be based on feedback received from previous sessions and related matters of concern that members identify. A schedule of Committee meetings and orientation sessions will be made available twice a year. In January, meetings until September will be identified. In June meetings until April will be identified. Orientation

#### Standing Order 2

\$10 of executive expenses may be claimed for the use of personal phone with the presentation of log of union activity."