

LOCAL BYLAWS

Wainwright (Local 30908)
of the
UNION OF NATIONAL DEFENCE EMPLOYEES
A Component of
THE PUBLIC SERVICE ALLIANCE OF CANADA

BYLAW 1 – NAME:

This organization shall be known as the Wainwright Local 30908 Union of National Defence Employees a Component of the Public Service Alliance of Canada.

BYLAW 2 – AIMS AND OBJECTIVES:

- Section 1 It shall be the object of the Local to protect, maintain, and advance the interests of the employees of the Federal Government coming under its jurisdiction.
- Section 2 This Local shall unconditionally subscribe to and accept as its governing document the Constitution of the Public Service Alliance of Canada and the Bylaws of the Component.
- Section 3 This Local shall support fully 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 employees of the Federal Government.

BYLAW 3 – MEMBERSHIP:

Those eligible for membership shall be employees of the Federal Government in the jurisdiction of Local 30908 who are eligible for membership in the Component of the Public Service Alliance of Canada. The jurisdiction of Local 30908 shall be as assigned from time to time by the National Executive of the Component.

BYLAW 4 – MEMBERSHIP DUES:

- Section 1 The membership dues of the Local shall be not less than the amount of the per capita fee and dues required by the Constitution of the Public Service Alliance of Canada and the Bylaws of the Component as determined by the National Convention.
- Section 2 Membership dues shall be levied by the Component upon each and every member according the UNDE National Bylaws.
- Section 3 Membership dues can be increased/decreased once per year at a general meeting with a simple majority vote to accommodate the requirements for the Local share only.

BYLAW 5 – LOCAL EXECUTIVE:

- Section 1** This Local shall elect, in accordance with the provisions of the Component Bylaws, a President, Vice-President, Secretary, Treasurer, Health and Safety Officer and a Chief Shop Steward (for a total of six executive members) who should represent as many of the units in Det Wainwright as possible. Such officers shall be elected for a two year term. Elections for the position of President, Secretary, Health and Safety Officer shall be held in opposite years of the positions for Vice President, Treasurer and Chief Shop Steward in order to have members with experience on the executive committee. Elections will be held annually at a general membership meeting of this Local and their duties shall be consistent with Bylaw 8 of the Component Bylaws. Officers may also perform any other duties as requested by the Local President.
- Section 2** No one member of this Local shall be elected as President or Executive Officer of this Local without having attended a minimum of 50% of the General, Executive and/or Steward's Meetings during the year.
- Section 3** Vacancies on the Executive Board of the Local shall be filled by an interim appointment through a simple majority vote at a regular monthly meeting until the next election.
- Section 4** The President shall preside at meetings and shall be responsible for the efficient and proper conduct of the Local.
- Section 5** The Vice-President, in the absence of the President, shall carry out the duties of the President and shall perform such other duties as may be assigned to him/her by the President.
- Section 6** The Secretary shall record the proceedings of all meetings and shall be responsible for the proper maintenance of documents, records and correspondence.
- Section 7** The Treasurer shall be responsible for the proper maintenance of financial records, reports and perform financial related duties.

BYLAW 6 – FINANCES:

- Section 1** No officer or officers of this Local shall enter into any financial contractual understanding or agreement without prior approval by the Executive, or incur any expense on behalf of the Local in excess of \$250.00 without the prior approval of a majority of the members present at a regular monthly or special meeting.
- Section 2** The Treasurer will not issue cheques and/or reimburse expenses without official receipts. Claims must accompany any travel to and from conventions, courses, seminars, etc.
- Section 3** All cheques issued must have two (2) signatures before being released. Authorized signatures are the Treasurer, Vice President and the President.

BYLAW 7 – MEETINGS:

- Section 1 The general meetings of this Local shall be held monthly, except during July and August, on dates decided at a regular meeting of the Local.
- Section 2 Special meetings may be called by the President or by the majority of the executive officers of the Local or upon petition of ten (10) or more of the departmental delegates. On majority approval of the Local Executive Officers, Local members outside of Local 30908 may be asked to assist in special meetings.
- Section 3 An annual membership meeting 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 4 A quorum shall consist of Local Executive Officers present at a meeting and 5 members.
- Section 5 An executive meeting will be held preceding every general meeting.

BYLAW 8 – DISCIPLINE:

Any executive officer or member may be removed as per component Bylaws and in accordance with PSAC constitution. Other disciplinary action to be taken against a member shall be in accordance with current Component Bylaws. All expenses associated with taking disciplinary action against a member shall be the responsibility of the Local.

BYLAW 9 – AMENDMENT TO LOCAL BYLAWS:

Bylaws of this Local may be amended by 2/3rds vote of the members present at a Special meeting providing notice of motion has been made at any previous general monthly meeting.

BYLAW 10 – OPERATIONS GENERAL:

- Section 1 An annual dinner for all incoming and outgoing executive officers will take place in conjunction with the election of Local officers and the Regional Vice-President's visit.
- Section 2 Unless expressly provided otherwise by these Bylaws, all decisions requiring a vote shall be decided by a simple majority vote of those members present at the general monthly meeting.
- Section 3 Unless expressly provided otherwise by these Bylaws, the Public Service Alliance of Canada Rules of Order will be used to properly conduct Local 30908 meeting and conventions of the Local and Component.
- Section 4 Nothing in these Bylaws shall be construed to conflict the Bylaws of the Union of National Defence Employees or the constitution of the Public Service Alliance of Canada.

Section 5 The Local President and Executive Officers will have the first option to attend all conventions providing that he/she has 60% attendance at the ~~1~~ monthly meetings.

Date Prepared: 30 Mar 17


William McKeown
President

National President's Comments:


Joel Ezinga
Bylaw Committee


Holly Harvey
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Approved/Not Approved


John MacLennan
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