

UNION OF NATIONAL DEFENCE EMPLOYEES

LOCAL 623 LONDON BY-LAWS

UNDE Component

Public Service Alliance of Canada

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BY-LAW 1 – ORGANIZATION

This organization shall be known as Local 623 for the Union of National Defence Employees (UNDE), component of The Public Service Alliance of Canada (PSAC) Component; hereinafter referred to in these By-Laws as "the Local".

BY-LAW 2 – AIMS AND OBJECTIVES

Article 1: The Local shall subscribe to and accept as its governing documents, the Constitution of the PSAC and the by-laws of the Component.

Article 2: The Local shall support fully the PSAC 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.

Article 3: The services provided by The Local shall be available, subject to the concurrence of the Local Executive, to all members in good standing of Local 623, UNDE and the Public Service Alliance of Canada.

BY-LAW 3 – MEMBERSHIP AND MEMBERSHIP DUES

Article 1: The membership shall comprise of those members of the PSAC.

Article 2: Any former member of the Local whose employment with DND is terminated by reaching retirement age, medical reasons, or abolition of position, shall not have voice or vote in meetings of the Local, but may be accorded such other privileges of membership for such length of time as may be provided by the by-laws of the UNDE Component.

Article 3: The membership dues of the Local shall be the amount of the per capita fees and dues required by the Constitution of the PSAC and the by-laws of UNDE and additional amounts as determined by the Local.

Article 4: The Local may change Local membership dues by a two-thirds (2/3rd) majority vote of those members present and voting when such proposal of a dues increase has been relayed to the membership at least 30 days in advance of a meeting at which this business is discussed.

BY-LAW 4 – ELECTION OF OFFICERS OF THE EXECUTIVE COMMITTEE

Article 1: The officers shall consist of a President, a Vice President, a Secretary Treasurer and a Chief Shop Steward who shall be elected by secret ballot at the Annual General Meeting, which shall be held in the month of November, where practical, or at another time as approved by the National President. All terms of office shall be for a three (3) year period, or remainder of term.

Article 2: All nominees for office must be members in good standing, and be in attendance at the time of election or have given written consent to stand for election to the Nominations Committee. All nominees for office must be duly moved and seconded by members in attendance at the meeting.

Article 3: In the event of more than two candidates for office, the candidate receiving the fewest votes shall be dropped from the ballot whenever a clear majority of the votes cast is not accorded any candidate. This procedure shall continue on each succeeding ballot for the position, until a candidate receives the necessary majority.

Article 4: The Local shall notify the Vice President of the Region and the National Office of the names, addresses and telephone numbers of its elected officers within thirty (30) days of the election.

Article 5: Attempts will be made to ensure that the President and Vice President will not be away at the same time. Contact info, such as telephone, e-mail, etc., shall be provided to the rest of the executive. Newly elected executive members will endeavour to take the necessary Union training required for their position within three (3) months of taking office, where practical. Failure to meet this requirement without just cause shall be subject to disciplinary action as stated in By-Law 9, Section 2.

Article 6: The past President may serve a term of one year on the Local Executive in an advisory capacity if willing to actively participate and is contingent upon approval by a membership vote at the next regular general meeting.

Article 6: In the event of the Secretary/Treasurer or Chief Steward of the Local Executive resigning, retiring or otherwise ceasing to be an executive officer, either vacant position shall be filled by giving a notice of motion of election at the next general meeting and will be decided by a simple majority vote. During the interim period, the Executive may appoint a replacement. Should the positions of President and Vice President become vacant, an election shall be held at a special meeting within 7 working days to fill these positions.

BY-LAW 5 – DUTIES OF LOCAL OFFICERS

Article 1: The President shall be responsible for the efficient and proper conduct of the affairs of the Local and will preside at all meetings of the Local and the Executive Committee; will supervise the work of other officers of the Local, and all committees; will perform such other duties as appertain to the office.

Article 2: The Vice President shall assist the President in the discharge of their duties and shall perform such other duties as may be required of them by the President and in the case of the absence of the President will assume their duties. Should the position of President become vacant, the Vice President shall assume their duties for the remainder of the term of office.

Article 3: The Secretary-Treasurer shall be responsible for the incoming and outgoing correspondence of the Local and shall ensure such information is brought to the attention of the Executive; shall be one of the Local's required signing officers as outlined in By-Law 8, Article 3; will ensure that all monies are deposited in a chartered financial institution to the credit of the Local; shall be responsible for the receipt and disbursement of all monies of the Local and the keeping of proper records of such financial transactions; will keep minutes of all meetings and shall enter into such minutes all records of financial matters; and will submit to the National Office of UNDE an audited statement of the finances of the Local and a copy of the minutes of the meeting at which it was approved, no later than December 31st of each year.

Article 4: The Chief Shop Steward shall be responsible for the coordination and welfare of the Local Shop Steward network; will forward to the National Office of UNDE, all final level grievances, including all back up information and shall be responsible for replying to National Office inquiries on any request relating to additional information on a final level grievance any request for a specific report on a subject related to a final level grievance; shall report to the National Office of UNDE on the number and disposition of Level One and Two grievances which have been resolved at the Local level.

BY-LAW 6 – MEETINGS

Article 1: Regular general meetings of the Local shall be held at least quarterly and shall be attended by all members in good standing of the Local.

Article 2: Each Local shall ensure that the UNDE Harassment Statement (Annex A, UNDE Harassment Policy) is read and that at least one intervener is identified at all UNDE meetings, socials and functions. Minutes of all meetings shall identify who read the statement and the identity of the intervener(s).

Article 3: A special meeting may be called by the President, or upon written request of the majority of the Executive of the Local, or upon written petition of 5% or more of the members of the Local, and only the matter or matters for which the meeting was called shall be discussed. The petition, request or notice shall include the business to be discussed.

Article 4: A quorum at a regular meeting, or special meeting, shall not be less than five (5) members in good standing, and shall include at least two (2) members of the Executive and at least three (3) members of the Local.

Article 5: Regular, or special, meetings of the Executive shall be held at the call of the President on an "as required, "when required" basis, or upon written request of two (2) elected members of the Executive and are open to all members in good standing to observe.

Article 6: A quorum at an Executive meeting shall not be less than two (2) Executive members.

Article 7: The Local shall hold an Annual General Membership meeting during the month of November, where practical, or at another time as approved by the National President for; the purpose of presenting its annual audited statement; receiving reports from the Executive and conducting elections of Officers. A quorum shall exist as per the requirements stipulated in By-Law 6, Article 4.

Article 8: Meetings called in order to conduct ratification votes on tentative agreements or to conduct strike votes may be attended by all members of the Local, whether they are a member in good standing or a suspended member. Suspended members at such meetings shall not have voice but will be entitled to vote.

Article 9: All meetings shall be conducted in accordance with the PSAC Rules of Order.

BY-LAW 7 – BY-LAWS

Article 1: A notice of any proposed amendments to these By-Laws must be given at a regular meeting of the Local, or by special meeting called by the Executive, where practical, with a minimum of thirty (30) days written notification and this notice will include text of the proposed amendments to be voted on.

Article 2: A two-thirds (2/3rd) majority vote of members participating in a vote to amend these by-laws will be required for adoption. The amended by-laws will not be effective until forwarded to, and approved by, the National President as per By-Law 7, Article 4. Until such time that approval is received the existing by-laws of the Local will remain in effect.

Article 3: Within thirty (30) days of adoption, the Local shall forward to the Vice President of the Region a copy of the by-law amendments for review and recommendation prior to their being approved by the National President.

Article 4: The By-Laws of the Union of National Defence Employees and the Constitution of the Public Service Alliance of Canada are considered as the basis for these By-Laws, and in case of conflict, shall take precedence over these by-laws.

BY-LAW 8 – FINANCES

Article 1: All funds of the Local shall be held in a chartered financial institution and the account shall be of a type that has chequing privileges and provides a monthly statement in the name of the Local.

Article 2: Spending of funds of the Local shall be accounted for to the membership at a meeting called for this purpose, as stipulated in By-Law 6, Article 7.

Article 3: Signing authority for the issuance of cheques on behalf of the Local shall be two (2) of the following Executive members; the Secretary Treasurer, the President and Vice President. Only in the case of an emergency, or due to the absence of the Secretary Treasurer, will the signature of this Executive member not be required for the issuance of a cheque.

Article 4: A per diem rate of twenty-five dollars (\$ 25.00) per day shall be payable to all members of the Local participating in training, conventions or administrative duties specifically related to conducting the normal business of the Local and such participation shall be contingent upon the approval of the President and upon proof of completion.

Article 5: In the case of a legal and authorized strike, a member who takes leave without pay to actively support such strike shall be entitled to strike pay and will receive such as a matter of their eligibility to participate.

BY-LAW 9 – DISCIPLINE

Article 1: Discipline shall be governed in accordance with the UNDE National By-Laws, regulations and Policy Guidelines and also in accordance with the Constitution and Regulations of the PSAC.

Article 2: An Executive Officer of the Local who fails to abide by any of the provisions stipulated in By-Law 9, Article 1, shall be subject to removal from office pending investigation by the Executive Committee.

BY-LAW 10 – CONVENTION

Article 1: The Local President, or in the absence of the Local President, the designated Executive Officer, shall be the primary delegate to all conventions at which the Local has delegate status. An alternate delegate shall be elected at a regular membership meeting. The Local President or the designated elected Officer, and the elected alternate delegate, shall only be eligible for delegate status upon verification of attendance at seventy-five percent (75%) of all Local meetings held during the twelve (12) month period prior to the meeting at which the call for delegates is announced.

Signed at London, Ontario, this 18th day of February, 2015

A handwritten signature in blue ink, appearing to read "D. W. Carr", is positioned above a horizontal line.

David Carr
President Local 623



UNION OF NATIONAL DEFENCE EMPLOYEES
a component of the Public Service Alliance of Canada



UNION DES EMPLOYÉS DE LA DÉFENSE NATIONALE
un élément de l'Alliance de la Fonction publique du Canada

February 19, 2015


Dave Carr
President
Local 623

Brother Carr,

I have reviewed the proposed amendments to Local 623's Bylaws and approve them as such.

We will keep a copy on file at National Office for our records; a copy will also be sent to your VP.

In Solidarity,


John MacLennan
National President

cc: Serge Desbiens, VP ON