



UNION OF NATIONAL DEFENCE EMPLOYEES

LOCAL 30910

CFB SUFFIELD

BYLAWS & POLICIES

Effective Date: 1 October 2018

Proposed by Bylaw Committee on 22 August 2018
Recommended at Executive Meeting: 5 September 2018
Approved at General Meeting: 24 October 2018

Signed by Local President: *Peter Devlin*
Brother Peter Devlin

Date: *31 October 2018*





INDEX

Bylaw 1	Name and Location of LOCAL Headquarters	3
Bylaw 2	Aims and Objectives	3
Bylaw 3	Form of Organization	3
Bylaw 4	Election of LOCAL Officers	4
Bylaw 5	Duties of LOCAL Officers	4
Bylaw 6	Finances	4
Bylaw 7	Meetings	5
Bylaw 8	Policies and Bylaws	5
Policy 1	Finance Policy	6-9
Policy 2	Health and Welfare Policy	10-11
Policy 3	Retirement / Release Policy	12





BYLAW 1
NAME AND LOCATION OF ORGANIZATION HEADQUARTERS

Article 1. This organization shall be known as the UNION OF NATIONAL DEFENCE EMPLOYEES SUFFIELD LOCAL NO. 30910 and shall be referred to in these bylaws as the "LOCAL".

BYLAW 2
AIMS AND OBJECTIVES

Article 1. As per U.N.D.E. and P.S.A.C. bylaws.

BYLAW 3
FORM OF ORGANIZATION

Article 1. The LOCAL shall elect Executive Officers:

- (a) President;
- (b) Vice President;
- (c) Secretary;
- (d) Treasurer;
- (e) 1st Chief Shop Steward; and
- (f) 2nd Chief Shop Steward.

Article 2. The election of the Executive Officers shall be done as follows, with exception for resignation, retirement, or failure to fill an office at the prescribed time:

- (a) President, Secretary, and 1st Chief Shop Steward, on even numbered years; and
- (b) Vice President, Treasurer and 2nd Chief Shop Steward on odd numbered years.

Article 3. All terms of office shall be no more than two years.

Article 4. No member shall hold more than one executive office of the LOCAL at any time.

Article 5. The President, the Vice President, the Secretary, the Treasurer, the 1st Chief Shop Steward and 2nd Chief Shop Steward, shall constitute the Executive Committee.





Article 6. Portfolios will be designated to the steward body by the 1st and 2nd Chief Shop Stewards as follows:

- (a) Health and Safety;
- (b) Human Rights & Return to Work Committee Rep;
- (c) Education;
- (d) Membership;
- (e) Health and Welfare;
- (f) Youth Coordinator;
- (g) Harassment; and
- (h) Website OPI.

**BYLAW 4
ELECTION OF LOCAL OFFICERS**

Article 1. As per the National U.N.D.E. and P.S.A.C. bylaws.

**BYLAW 5
DUTIES OF LOCAL OFFICERS**

Article 1. As per the National U.N.D.E. and P.S.A.C. bylaws.

**BYLAW 6
FINANCES**

Article 1. As per the National U.N.D.E. and P.S.A.C. bylaws and LOCAL Financial Policy.

Article 2. Signing Authority. The President, Treasurer and any one (1) of the other Executive Officers shall be granted financial signing authority.

Article 3. Disbursement of funds shall be governed by a three (3) year "rolling" budget approved by the LOCAL. The budget shall be reviewed annually by the budget committee and a revised budget that includes the next fiscal year shall be approved.





BYLAW 7 MEETINGS

- Article 1.** As per the National U.N.D.E. and P.S.A.C. bylaws.
- Article 2.** Quorums for Executive Meetings: shall be three, of which one must be the President.
- Article 3.** Quorums for General Meetings: shall be twenty.
- Article 4.** Quorums for Steward Meetings: shall be the majority of the Steward body.
- Article 5.** The LOCAL shall hold General Membership Meetings every two months and Executive Meetings every month. It is recommended that Steward Meetings be held every month or as needed. Exception can be made for a summer recess of no more than three (3) months.
- Article 6.** Any member may call a Special Meeting with the signatures of 20 members of which 2/3 must be in attendance. No other business is to be discussed.

BYLAW 8 POLICIES AND BYLAWS

- Article 1.** Policies shall be written by sub-committees and forwarded to the Executive Committee for approval by the General Membership.
- Article 2.** Proposed amendments to the bylaws shall be submitted, in writing, to the Executive Committee. The bylaw amendments will be forwarded to the VP of the Region for review, to ensure compliance with National bylaws, prior to approval by the General Membership. These bylaws may be amended by a two-thirds (2/3) majority vote of the membership in good standing at any General meeting where prior Notice of Motion has been given.
- Article 3.** The LOCAL's bylaws and policies should be reviewed every two (2) years and required changes submitted for approval as required.





POLICY 1 FINANCIAL POLICY

Article 1. Financial Responsibilities

(a) Legal Advice

- (i) The LOCAL shall not be responsible for any debt by a member seeking legal advice on their own.

(b) Lending of Funds

- (i) The LOCAL shall not lend any LOCAL assets or funds.

Article 2. Spending Regulations

(a) Per Diem

- (i) A Per Diem of one hundred (\$125.00) dollars per month shall be paid to the LOCAL's elected Executive Officers as cited in the current LOCAL bylaws. The Per Diem shall be paid at the end of each FY as defined by the National bylaws.
- (ii) A Per Diem of twenty-five (\$25.00) per month shall be paid to a Steward with an assigned portfolio as cited in the current LOCAL bylaws. There will be no compounding of Per Diems.
- (iii) No Per Diem shall be paid for any portion of time served by any Executive Officer who resigns from their respective position other than for reasons of retirement, illness, election to another office, becoming a member of another bargaining agent, or factors beyond their control.

(b) Education

- (i) The LOCAL shall pay to any member in good standing, who is authorized by the LOCAL to attend any recognized labour-sponsored course, conference, convention or seminar, the sum of forty dollars (\$40.00) per full day and/or twenty dollars (\$20.00) per partial day for attending such seminar/training.
- (ii) The LOCAL shall pay to any member in good standing, who completes on-line courses in accordance with the following process, the sum of five (\$5.00) per hour. To be compensated for completing these courses, the member shall:
 - a. obtain prior written approval to complete the course(s) from the Education Portfolio holder or any member of the executive;
 - b. complete the course(s);





- c. obtain the course outline which will specify the approximate time to complete the course as well as the certificate of completion (saved electronically, printed out, etc); and
- d. provide the Treasurer and the Education Portfolio holder with the documents required to support the request for compensation. The documents required are:
 - i. local executive approval document
 - ii. course certificate
 - iii. course outline
 - iv. date completed (if not shown on the certificate).

(iii) This sum will be paid regardless of other entitlements, scheduled days of work, or what organization is responsible for paying the entitlement.

(c) Attendance Incentives

- (i) At each General Meeting, where quorum has been met, names of all attendees, including executive, shall be entered into a draw which is held at that meeting. Two draws of \$25.00 each (in gift card format) will be issued to the names drawn. That member must be present at the time of draw to receive the card or a redraw will occur. Note: It is recommended that these draws be noted on the meeting posters.

(d) Membership Appreciation Fund

- (i) The purpose of the Membership Appreciation Fund is to reward the Membership for their contributions to the LOCAL.
- (ii) Submissions for expenditure of the Fund shall be forwarded, in writing, to the Executive Committee for consideration. The Executive Committee shall be responsible for deciding if the submission applies to the Membership as a whole, and if deemed so, will bring the submission to the General Membership for a vote.
- (iii) Expenditure of funds from the Membership Appreciation Fund must be approved by a two-thirds (2/3) majority at any duly-called meeting of the General Membership.
- (iv) Surplus funds held by the LOCAL can be allocated to the Membership Appreciation Fund by a majority vote at any duly-called meeting of the General Membership.

(e) Labour Action Fund (LAF)

- (i) Upon receipt of each Dues Rebate Cheque, the Treasurer shall deposit 50 cents (.50) per Full Deduction amount listed into the "Labour Action Fund". This fund shall never reach a maximum. Funds may be transferred to the General Account with the approval of the LOCAL by a two-thirds (2/3) majority at any duly-called meeting of the General Membership.





- (ii) Expenditure of Labour Action Funds shall be approved by a two-thirds (2/3) majority of membership at any advertised meeting of the general membership.
- (f) Investment Guidelines
- (i) The Executive Committee shall only invest LOCAL assets or funds with a two-thirds (2/3) majority approval of membership at any duly-called meeting of the general membership.
- (g) Financial Statements and Budgets
- (i) Standing Audit/Budget Committee
 1. A Standing Audit/Budget Committee of at least two (2) Members in good standing shall be appointed by the Executive. The period of the appointment will be for two (2) years. Members of the committee will be re-appointed or newly appointed prior to the summer break. The Members of the Audit/Budget Committee shall not be an Executive Officer of this LOCAL with the exception of the Treasurer, who is an ex-officio Member of the Committee. The members of the committee shall complete the audit/budget and provide the Executive with their final report(s) no later than fifteen (15) calendar days prior to the scheduled Annual General Meeting (AGM) or the special General Meeting called to specifically deal with Audit/Budget approval. Members of the committee will be compensated the sum of fifty (\$50.00) dollars once the audited report and budget have been approved by the General Membership.
 2. The Audit Committee shall also propose a budget for the purpose of disbursements of funds for the next three years to be presented to the General Membership at the Annual General Meeting.
 - (ii) Budget Information
 1. Any monthly expenditure that is up to five hundred (\$500.00) dollars, shall go to the Executive Committee for approval.
 2. Individual disbursements of budgeted items, with the approval of the majority of the Executive Committee, shall not exceed five hundred (\$500.00) dollars per month without the approval of the General Membership except for Per Diems and payouts under Policy 3 - Retirement/Release.
 3. The inclusion of any item in the budget does not automatically provide a requirement to expend said funds for the item. Funds shall not be transferred from one item to another (existing or new) except by two-thirds (2/3) majority vote of the General Membership.





(iii) Annual Audit Information

1. The Annual Audited Financial Statement shall be submitted in accordance with the National bylaws.





POLICY 2 HEALTH & WELFARE POLICY

Article 1. The Health and Welfare Committee shall be comprised of the Treasurer and Steward who is delegated the Health and Welfare portfolio.

Article 2. Financial & Distribution Duties

(a) The Treasurer shall purchase twenty-five dollar (\$25.00) gift cards to be issued under this policy and assign them to the Health and Welfare Steward for distribution according to the guidelines set out in this policy. A written record must be kept of assignment and distribution.

(b) The Treasurer shall be responsible for the payment of donations given under the guidelines set out in this policy.

Article 3. The purpose of this policy is to provide set guidelines for the Health & Welfare of the LOCAL, where a member in good standing may become sick, hospitalized, or dies. This policy also provides guidelines in the event a member, immediate family member, or past member dies.

(a) When a member becomes ill and is absent from work for four (4) consecutive days / shifts or more, the member is entitled to a \$25 gift card which must be signed for to acknowledge receipt.

(b) When a member becomes hospitalized for two (2) consecutive days or more, the member is entitled to a \$25 gift card which must be signed for to acknowledge receipt.

(c) Members are eligible for gift cards twice (2) per fiscal year and should be requested as soon as possible. Requests for gift cards for a situation that occurred more than 12 months prior to the date of the request will not be entertained. Should there be any disputed requests, the Executive will make the final determination.

(d) If a dues paying Member dies, on behalf of the Membership, the following shall be done to acknowledge passing;

(i) a donation, if requested by the family, be given to a charity of their choice up to a value of seventy-five (\$75.00) dollars.

(e) If a Past Member or Immediate Family Member of this LOCAL dies, the following shall be done to acknowledge passing;

(i) A donation, if requested by the member, be given to a charity of their choice up to a value of fifty (\$50.00) dollars.

(f) Immediate family shall be defined as per the Member's Collective Agreement.





(g) It is the responsibility of the Steward or Resource Person to immediately notify the Steward assigned to the Health and Welfare portfolio of any occurrence. A copy of the obituary or leave pass must be given to the Treasurer for audit purposes.





POLICY 3

RETIREMENT / RELEASE POLICY

Article 1. Upon retirement/release (including voluntary release) from the Public Service, a full member in good standing of the LOCAL with a minimum of two (2) years of continuous membership in the LOCAL shall receive a gift of \$15.00 for every year of membership with LOCAL 30910. No period of membership will be remunerated twice. Continuous membership will be deemed to include any periods of leave without pay (LWOP) or assignments/acting to other locals up to 18 months.

Article 2. Members retiring / releasing shall notify the LOCAL Executive or their Shop Steward, in writing, of their proof of service, retirement / release date and forwarding address / contact information. (NOTE: a copy of the approved resignation form or email can be used for this purpose). Notification should be given with as much advance notice as possible. Requests for retirement / release entitlements for retirement / release that occurred more than 12 months after the date of retirement / release shall not be entertained. Any requests that do not meet the criteria above will not be processed. Should there be disputed requests, the Executive will make the final determination.

Article 3. Provision in the event of a WFA release situation will be identified at that time and will be approved by the General Membership.

