



UNION OF NATIONAL DEFENCE EMPLOYEES

LOCAL 30907

DRDC SUFFIELD RESEARCH CENTRE

BYLAWS AND POLICIES

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Approved by Membership: October 1st, 2019

Signed by Local President: [Danielle Poissant](#)

(Sister Danielle Poissant)

Date: 13 November, 2019



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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. 30907, 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

MEMBERSHIP

Article 1. All civilian employees of DRDC Suffield Research Centre who are designated as a part of the TC, SV, PA or EB groups shall be eligible for membership in this LOCAL.

- (a)** Only members good standing shall have the right to vote or to have a voice at any and all LOCAL meetings called – special or regular.
- (b)** Associate Membership (Benefit)

Former members of the LOCAL whose employment with the Department is terminated by:

1. Reaching retirement age;
2. Ill health, when such is certified by the Department as the reasons for retirement; or,
3. 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 the Local, 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 Regulations to the By-Laws of the National Body.





BYLAW 4

FORM OF ORGANIZATION

Article 1. The LOCAL shall elect Executive Officers:

- (a) President;
- (b) Vice President;
- (c) Secretary;
- (d) Treasurer; and
- (e) 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 Chief Shop Steward, on even numbered years; and
- (b) Vice President and Treasurer on odd numbered years.

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

Article 4. The President, the Vice President, the Secretary, the Treasurer, and the Chief Shop Steward shall constitute the Executive Committee.

- (a) The Executive Committee shall consist of the above officers, one of whom shall act as Chairman.
- (b) Quorums for Executive Meetings: shall be three (3), one of which must be the President. The Executive Committee shall have all the power of the LOCAL except the power to rescind or alter the BYLAW's thereof.
- (c) The proceedings of an Executive Meeting shall be private. Any member of the Executive Committee found guilty of divulging any part of its proceedings, other than those duly recorded as minutes shall forfeit his/her office.

Article 5. The Local Executive Committee may appoint up to 5 Shop Stewards. Shop Steward status shall be reviewed and may be revoked:

- (a) at a minimum yearly; or
- (b) upon the receipt of a complaint by a LOCAL member in good standing.

BYLAW 5

ELECTION OF LOCAL EXECUTIVE OFFICERS





Article 1. Election of Executive Officers shall take place annually as per BYLAW 4, Article 2., during the month of November, where practical at the Annual General Meeting. Where it is deemed impractical to hold elections in November, they may be advanced or delayed for a period not greater than one month in each case.

- (a) A nominating committee may be appointed by the LOCAL and the Chairman of such Committee shall prepare for the elections and provide assistance as necessary to ensure an orderly election.
- (b) Election of Executive Officers shall be decided by a simple majority.
- (c) In the event of more than two candidates for office, the candidate receiving the fewest number of 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.
- (d) All nominees must be members in good standings and be present at the time of the election or have given written consent to run and must have attended at least the majority of previous meetings prior to nomination. The new executive shall take office immediately after the swearing in ceremony at the meeting in which they were elected.

BYLAW 6

DUTIES OF LOCAL EXECUTIVE OFFICERS

Article 1. The **LOCAL PRESIDENT** shall:

- (a) be the Chief Executive Officer of the LOCAL, and shall preside at all meetings of the LOCAL and be responsible for the efficient and proper conduct of the LOCAL; and
- (b) hand over all documents, monies or other properties of the LOCAL to the new President after election.

Article 2. The **LOCAL VICE-PRESIDENT** shall:

- (a) in the absence of the President, shall carry out the duties of the Office of the President, or other duties delegated to him/her by the LOCAL President; and
- (b) hand over all documents, monies or other properties of the LOCAL to the new Vice-President after election.

Article 3. The **LOCAL SECRETARY** shall:

- (a) keep accurate records of all meetings of the LOCAL and shall be responsible for keeping proper files and documents, records and all correspondence relating to the LOCAL and the Union; and
- (b) hand over all documents, records, and files or other properties of the LOCAL to the new Secretary after election.





Article 4. The **LOCAL TREASURER** shall:

- (a) keep accurate financial records of the LOCAL and submit at each Annual General Meeting a Financial Statement as to the financial conditions of the LOCAL; and
- (b) the Treasurer's signature plus one other signature of the Executive shall be on all cheques going out of the LOCAL. For reimbursement to the Treasurer, the President or Vice President ~~may~~ shall sign in their place.

Article 5. The **LOCAL CHIEF SHOP STEWARD** shall:

- (a) in the event of a grievance, shall act as an intermediary between the member and the second level of management;
- (b) endeavor to hold monthly meetings with the Stewards and shall keep minutes of the Meetings;
- (c) act in an advisory capacity to any and all Stewards who may have a problem with management; and
- (d) hand over all documents and files that he/she maintained as Chief Shop Steward or other properties of the LOCAL to the new Chief Shop Steward after election.
- (e) As per UNDE National bylaws: act as point of contact for national office on all LOCAL grievances and report on an annual basis the number and disposition of level one and two grievances which have been resolved at the LOCAL level (including NIL reports).

Article 6. The **LOCAL SHOP STEWARDS:**

- (a) report to the Chief Shop Steward;
- (b) serve as a facilitator and mediator between management and union members;
- (c) endeavor to keep union boards in their building up to date; and
- (d) may be the LOCAL representative for one of the following groups: Human Rights, Women's, Young Workers, or Education.

BYLAW 7

RESIGNATION OR RETIREMENT

Article 1. In the event that the Secretary, Treasure, or Chief Shop Steward resigns or retires, the vacancy shall be filled at the following meeting, from the floor. In the event the President or Vice-President retires or resigns, the Vice-President shall become the President and the Chief Shop Steward shall become the Vice-President, and a new Chief Shop Steward shall be elected.





BYLAW 8

COMMITTEES

Article 1. There shall be as many committees as is deemed necessary for the proper function of the LOCAL. These committees are to be formed as required. Files should be maintained for each committee and will be passed along to the new chairman taking over at any specified period of time.

BYLAW 9

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 (3), one of which must be the President.

Article 3. Quorums for General Meetings: shall be seven (7) members, excluding the President.

Article 4. Any member may call a Special Meeting with a petition containing the signatures of fifteen (15) members of which 2/3rds must be in attendance and an agenda detailing the business to be discussed. No other business is to be discussed at such a meeting.

BYLAW 10

RULES OF PROCEDURE

Article 1. The rules of procedure for all meetings of the LOCAL shall be in accordance with the Rules of Order for the Public Service Alliance of Canada (P.S.A.C.) Meetings.

BYLAW 11

FISCAL YEAR

Article 1. The fiscal year shall be from 1 October to 30 September of the following year.





BYLAW 12

FINANCES

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

Article 2. Signing Authority. All members of the LOCAL Executive shall be granted financial signing authority. Two signatures from the LOCAL Executive shall be required for cheques written by the LOCAL.

Article 3. The President, on the approval of the Executive Committee, shall have the power to raise or disburse any monies or assets belonging to the LOCAL, not in excess of \$400.00. The details and necessity of such actions will be reported to the membership at the next regular meeting. Individual expenditures in excess of \$400.00 shall, in all cases be referred to a regular meeting for approval.

Article 4. An honorarium of \$120.00 per year shall be paid to each member of the LOCAL Executive Officers and \$50 per year to the LOCAL Shop Stewards. When a member leaves their position, they shall be remunerated for each full month of service that they have completed. This per annum will be paid for the months of service (not on the condition that the term must be completed).

Article 5. The LOCAL Executive shall be reimbursed for out of pocket expenses as directed by the Membership.

Article 6. No loans are to be made to the membership.

Article 7. The LOCAL shall not be responsible for any debt by a member seeking legal advice on their own.

Article 8. A "Contingency Fund" account be initiated and that once (1) a year (usually December), five per cent (5%) of UNDE Local 30907's yearly membership rebate be deposited in said account and that any expenditure of money from said account be for emergency purposes only and require a written notice of motion at least two (2) weeks prior to a general meeting or duly called special meeting. The notice of motion shall be posted in such a manner that the membership will have ample opportunity to make themselves aware of the motion. Such a motion shall require a simple (50% plus one) majority of eligible voting members in attendance.

Article 9. Incentives – 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 \$10.00 each (in gift card format) will be issued to the names drawn. That member must be present at the time of the draw to receive the card or a redraw will occur.

Article 10. Education – 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 fifteen (15) dollars per full day and/or five (5) dollars per partial day for attending such seminar/training.

- (a) This sum will be paid regardless of other entitlements, scheduled day of work, or what organization is responsible for paying the entitlement.
- (b) It is up to the member to request this from the local and to provide proof of education.

Article 11. Retirement/Release – Upon retirement (including voluntary release) from the Public Service, a full member in good standing of the LOCAL with a minimum of five (5) years of combined membership in the LOCAL shall receive a gift of \$10.00 for every year of membership **with LOCAL 30907**. No period of membership shall be remunerated twice.

- (a) It is the responsibility of the retiring / releasing member to notify the LOCAL Executive of their proof of service, retirement / release date and forwarding address / contact information. Notification should be given with as much advance notice as possible. Requests for retirement / release entitlements that occurred after the date of retirement / release will not be entertained. Should there be disputed requests, the Executive will make the final determination.
- (b) Provision in the event of a WFA release situation will be identified at the time and will be brought forward to be approved by the General Membership.

Article 12. President Cell Phone – Monthly cell phone plan shall be reimbursed to the President. The President must provide a copy of the front page of the cell phone bill to the Treasurer. The Local will cover an appropriate percentage of overage charges resulting from union business up to a maximum of \$100/month.



BYLAW 13

DUES

Article 1. Dues shall be set forth by the Triennial Conventions of the Public Service Alliance of Canada and the Union of National Defence Employees, plus any amount set by the Local for its rebate, in accordance with U.N.D.E. National Bylaws payable by check-off system.

BYLAW 14

DELEGATE ATTENDANCE

Article 1. As the President is the Chief Executive Officer of the LOCAL and is held accountable for all matters and business done by the LOCAL, the membership agrees to send first, the President to:

- (a) U.N.D.E. National Convention;
- (b) U.N.D.E. Council of Locals;
- (c) To any other convention, seminar or conference of which the LOCAL wishes to send a delegate, with the exception of those covered in Article 4.

Article 2. If the President is unable to attend the U.N.D.E. National Convention, or if the LOCAL is able to send more than one delegate, then the delegate(s) shall be elected from eligible members as per U.N.D.E. Bylaw 11.

Article 3. If the President is unable to attend an event falling within Article 1 (b) and (c), or if the LOCAL is able to send more than one delegate, then priority shall be given for to any member sitting on the LOCAL Executive, followed by any member in good standing (to be determined through a General Meeting or electronic vote).

Article 4. Delegates to any PSAC Triennial Convention shall be elected regionally at the U.N.D.E. National Convention.

Article 5. All delegates to conventions, conferences, seminars etc., shall provide a detailed report to the membership at the next general meeting following attendance of conferences etc.

BYLAW 15

ELIGIBILITY FOR ATTENDANCE AT U.N.D.E. BARGAINING COMMITTEE MEETINGS





Article 1. The member selected to attend Bargaining Committee Meetings in Ottawa shall be an active member in LOCAL affairs and shall give a report to the Bargaining Group concerned upon his/her return at a Meeting called by that member. In the event that no candidate is selected, the Executive of the LOCAL shall make the decision

BYLAW 16

POLICIES AND BYLAWS

Article 1. Policies shall be written up 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 of 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 year and required changes submitted for approval as necessary.