

UNION OF NATIONAL DEFENCE EMPLOYEES
LOCAL 70611
CANADIAN FORCES SUPPORT GROUP OTTAWA-GATINEAU

BYLAWS



Record of Amendments/Updates

NOTE: Amendments made in 2020 are highlighted in **green**.

Amendments made 2002-2019 (and previously voted upon) are highlighted in **yellow**.

Date of Vote	Topic	Bylaw/ Article	Action Taken
25 Nov 20	Cover page, Record of Amendments, Table of Contents	N/A	Cover page, Record of Amendments, Table of Contents added
25 Nov 20	Acronyms and abbreviations	Throughout	Standardized or modernized the use of acronyms and abbreviations, such as adding full version on first use, adding "UNDE" to "National Office" for clarity, etc.
25 Nov 20	Location of Local	1.1	Updated from CFSU (O) to CFSG (O-G), as well as explaining the Local's current geographic situation.
25 Nov 20	Membership	3.2	Unnecessary use of "he or she" when "they" is more appropriate, grammatically.
25 Nov 20	Membership Dues	5.3c	Clarified and updated the places where notices of duly called meetings are to be sent, at direction of UNDE National President.
25 Nov 20	Executive	6.1	Created a Second VP position, corrected First VP and Health & Safety Officer.
25 Nov 20	Form of Organization	7	Modernized or clarified terminology, including requiring email addresses be sent to National Office
25 Nov 20	The Special Meeting	7.7	Moved from Regulations to Bylaw 7
25 Nov 20	Duties of Officers	8	Added Second VP, as well as clarified the duties of Secretary-Treasurer, Chief Steward, and Shop Stewards.
25 Nov 20	Election of Officers	9	Moved up bylaw number to replace previous bylaws deemed out of scope of Local Bylaws by UNDE National President. Also, updated at direction of UNDE National President to be compliant with UNDE Bylaws.
25 Nov 20	Stewards	10	Bylaw created to stipulate on stewards.

Revised: 28 October 2020

Approved: 25 November 2020

25 Nov 20	Conventions	11.2	Updated at direction of UNDE National President to be compliant with UNDE Bylaws.
25 Nov 20	Finance	12	Made minor clarifications or corrections, including need to submit Local financial statement by 31 Dec.
25 Nov 20	General	14	Replaced Bourniot's Rules of Order with PSAC Rules of Order.
25 Nov 20	Amendments	15	Moved up bylaw number to replace previous bylaws deemed out of scope of Local Bylaws by UNDE National President. Added Article 3 to ensure future amendments are sent to National HQ in a timely manner.
25 Nov 20	Provincial Federations of Labour	17	Added to show connection to UNDE National Bylaws.
25 Nov 20	Regulations	18	Added to explain the concepts and purpose of regulations to bylaws.
25 Nov 20	Discipline	1301-01	Updated at direction of UNDE National President to be compliant with UNDE Bylaws.

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BYLAW 1Name and Location of Local

Article 1. This organization shall be known as Union of National Defence Employees (UNDE) Local 70611 and shall be referred to hereafter as the Local.

Article 2. The Local is located at various locations across the Canadian Forces Support Group Ottawa-Gatineau (CFSG (O-G), in Canada's National Capital Region, and was historically centered around the former Canadian Forces Base Uplands location in Ottawa, Ontario, but now includes units in the eastern and western outskirts of the city.

BYLAW 2Aims and Objectives

Article 1. To unite all employees of all classifications within the jurisdiction of the Commandant of CFSG (O-G) in the organization of the Local.

Article 2. To ensure the best standards of employment and conditions and to protect the rights and interests of all members.

Article 3. To protect the rights of all members against discrimination on the basis of race, language, colour, creed, political beliefs or sexual preference.

BYLAW 3Membership

Article 1. All employees of the Department of National Defence (DND), in the area assigned to the Local by the UNDE National Office shall be eligible for membership in the Local.

Article 2. Employees in the area become members of this Local when they have signed an application membership card.

BYLAW 4Membership Responsibility

Article 1. Each member is bound by these Bylaws, the Bylaws of UNDE, and the Constitution of the Public Service Alliance of Canada (PSAC).

BYLAW 5 Membership Dues

Article 1. The membership dues of the Local shall be the amount of the per capita fee and dues required by the contribution of PSAC and Bylaws of UNDE and additional amounts as determined by the Local.

Article 2. The Local shall receive an increase in dues only upon the approval of a two-thirds (2/3) majority vote of the membership attending a duly called meeting of the Local.

Article 3. "Duly called meeting of the Local" shall mean:

- (a) The notice calling the meeting shall state specifically that the matter of dues will be on the agenda and a decision by a two-thirds (2/3) majority of members attending;
- (b) The notice shall be dated and signed by the President of the Local; and
- (c) A copy of the notice shall be mailed to the:
 - (i) UNDE National Headquarters;
 - (ii) UNDE Regional Vice-President for the NCR;
 - (iii) Each member of the Local Executive; and
 - (iv) A copy of the notice shall be posted or circulated in such a manner that members will be made aware of the meeting.

BYLAW 6 Executive

Article 1. Officers of the Local shall consist of a President, First Vice-President, Second Vice-President, Treasurer, Secretary, Health & Safety Officer, Chief Steward, Human Rights Advisor and Communications Officer. *2- 2014 AGM

BYLAW 7 Form of Organization

Article 1. Local 70611 shall be composed of any members of DND coming under the authority of the Commandant of CFSG (O-G).

Article 2. Jurisdictional disputes: Refer to UNDE Bylaw No. 7.

Article 3.

- (a) Local 70611 shall elect officers as per these Bylaws and UNDE Bylaw No. 10.
- (b) The names, addresses and telephone numbers of the elected officers shall be sent to the UNDE National Office within 30 days of the election.

Article 4. The elected officers shall hold regular Executive meeting monthly.

Article 5. The Local shall hold two General Membership meetings a year with the last meeting to be called the Regular Annual General Membership meeting.

Article 6. The Annual General Meeting (AGM).

- (a) The Regular AGM will be held in November.
- (b) The Annual Reports shall be given at this meeting.
- (c) The election of officers shall be held at this meeting.

Article 7. The Special Meeting.

(a) Special meetings may be called by three or more members of the Executive. They must state their reasons in writing to the President.

(b) Ten members in good standing may call a Special meeting. They must ensure to the President they will attend. They must state their reasons for the meeting in writing.

BYLAW 8 Duties of Officers

Article 1. The President shall be the Chief Executive Officer of the Local and shall preside at all meetings of the Local, and shall be responsible for the efficient and proper conduct of the Local. The Local President shall be fully versed in these Bylaws, and will contact the Regional Vice-President for guidance and support.

Article 2. The First Vice-President in the absence of the respective President shall carry out the duties of the office of President or other duties delegated to them by the Local President.

Article 3. The Second Vice-President in the absence of the respective President and First Vice-President shall carry out the duties of the office of President or other duties delegated to them by the Local President.

Article 4. The Secretary-Treasurer shall keep accurate minutes of all meetings, and shall be responsible for keeping proper files or documents, correspondence relating to

the Local, and all financial records in accordance with Local Bylaw 12. For the purpose of efficiency, the Local may divide the responsibility of the office of Secretary-Treasurer among two or more of the following; Secretary, Recording Secretary, Corresponding Secretary, and Treasurer, and the election procedures set forth in these Bylaws shall apply.

Article 5. The Chief Steward shall be responsible for Stewards training, handling grievances, chairing stewards meetings and assisting the President in all matters pertaining to the Local. They shall also report on an annual basis the number and disposition of level one and level two grievances which have been resolved at the local level (UNDE Bylaw 8 Article 5 (d) (ii))

Article 6. Health and Safety Officer shall be responsible for ensuring all Joint Occupational Safety and Health (JOSH) Co-chairs and employee members of a JOSH are properly trained, according to the standard required by Canada Labour Code (CLC), PSAC, UNDE and the department. Health and Safety will oversee all JOSH committees within the Local; provide assistance and guidance to these committees. Health and Safety will report to the Local President and assist the President in all matters pertaining to the Local. *1-2017 AGM

Article 7. Human Rights Advisor shall serve as the Local's subject matter expert regarding employment equity issues as they impact members' grievances; shall liaise with the employer at various levels on Human Rights issues; shall liaise with other Union Human Rights representatives and committees; shall be responsible for providing presentations on Human Rights issues at Local Executive meetings, Local General meetings, Local AGMs, and to Local member groups as required; shall file a report at the Local AGM. *2-2014 AGM

Article 8. Communications Officer shall coordinate and provide communications between Local members and the Local Executive to promote the Union, to ensure members are well informed about Union activities, and to enable members to provide input to their Local Executive on matters of concern to them; shall serve as a the Local's advisor/moderator as regards social media, website, email, etc.; shall provide support to the Local AGM. *2-2014 AGM.

Article 9. Stewards shall, under the general supervision of the Chief Steward, maintain up-to-date lists of members in their areas/shops/units, advise members of their rights and responsibilities, and represent them in a competent manner in any concern or grievance. Stewards are to advise the Chief Steward of the outcome of grievances and relevant details as required for Local files and monthly reports to UNDE. Stewards shall greet all new members, collect their personal emails and signatures on PSAC membership application cards, invite them to get active in the Local through events and social media, and inform them about benefits of membership. Stewards shall advise the Local President of any retirements in order to prepare and/or present certificates of service and UNDE service pins.

BYLAW 9 Election of Officers

Article 1. Local 70611 elections shall be conducted as per UNDE Bylaw No.10.

Article 2. All members in good standing may stand for office provided they are in attendance or have given written consent and are duly moved and seconded by members in attendance at the meeting to stand for office.

Article 3. Local 70611 elects 2 or 3 Officers per year to serve a 3 year term. If an incumbent leaves their Executive position, an election will be held to replace that Officer, and the replacement will serve out the remainder of that Officers term. This will allow the 2 or 3 Officers per year elections to continue as planned. Currently the Elections are:

(a) Year 1: President, Communications and Human Rights Advisor;

(b) Year 2: First Vice-President, Health and Safety and;

(c) Year 3: Second Vice-President, Secretary, Treasurer, and Chief Steward.
*1-2013 AGM.

BYLAW 10 Stewards

Article 1. Stewards are not part of the Local Executive Committee and are normally appointed at the discretion of the Executive Committee. They can only be relieved of their duties with just cause, as all members in good standing have the right to hold office in accordance with the PSAC Constitution Section 5 (d).

BYLAW 11 Conventions

Article 1. Delegates to conventions shall be elected as per UNDE Bylaw No.11.

Article 2. Delegates must have attended 75% of the regular meetings open to the general membership held during the twelve (12) month period immediately prior to the day on which the election of the delegates and alternates takes place.

BYLAW 12 Finance

Article 1. The fiscal year of the local shall be 1 Oct to 30 Sep. *4-2016

Article 2. All financial records shall be maintained for the legal period prescribed by the Income Tax Act.

Article 3. There shall be three signing officers whom any two shall sign all cheques. No disbursement of the funds may be without authorization of these By-Laws or by a decision from or by a Regular Membership meeting.

Article 4. The Treasurer (or Secretary-Treasurer) shall submit a financial statement to all regular meetings of the Local and to all Executive meetings. The financial statement shall be available for distribution to the members attending the meeting.

Article 5. The President will appoint an auditing committee (ideally two or three persons) before the annual meeting.

Article 6. The Treasurer shall submit an Audit Financial Report at the Annual General Membership meeting in November for approval by the membership. If approved, this statement must be submitted to the UNDE National Office not later than the 31st of December of the same year.

NOTE: Failure to do so shall result in the National Office withholding rebate dues until such statement is received as per UNDE Bylaw No. 12; Article 11.

Article 7. Members attending Union courses on week-ends will be allocated a maximum of \$100.00 per day to cover expenses related to said courses, provided that these expenses are not already partially or entirely covered by UNDE or PSAC.

Article 8. Delegates attending conventions, PSAC/UNDE/Regional Conferences will be allocated \$100.00 per day to cover expenses not already covered by UNDE/PSAC. In doing so, the Local President or Treasurer must liaise with the UNDE National Office to confirm if the Local will responsible to issue a T4A.

Article 9. President/Local Executive Committee may spend a maximum of \$200.00 without prior authorization of a general meeting.

BYLAW 13 **Discipline**

Article 1. Refer to UNDE Bylaw 13.

BYLAW 14 **General**

Article 1. Unless expressly provided otherwise by these Bylaws, all decisions requiring a vote shall be decided by simple majority.

Article 2. Unless expressly provided otherwise by these Bylaws, PSAC Rules of Order shall apply at all meetings.

Article 3. The Local shall not be responsible for any debt, contractual arrangements, commitments etc. entered into by any member of this Local.

Article 4. A quorum shall consist of six members. *3-2015

BYLAW 15 **Amendments**

Article 1. These Bylaws may only be amended by a two-thirds (2/3) majority of the members present at a General Membership meeting,

Article 2. A notice of the proposed change shall be posted on all civilian bulletin boards seven days prior to the meeting.

Article 3. In accordance with UNDE Bylaw 7 Article 4, amendments to these Bylaws shall be sent to the Regional Vice-President for the NCR within thirty (30) days of adoption. The Vice-President of the Region shall review and recommend approval to the National President or recommend changes to the Local in order to be in compliance with the Union's Bylaws.

BYLAW 16 **Agreements**

Article 1. The Union of National Defence Employees Bylaws and Regulations are part of these Bylaws and in case of conflict take precedence over these Bylaws.

Article 2. The Constitution and Regulations of the Public Service Alliance of Canada are part of these Bylaws and nothing within these Bylaws shall be construed to contravene the PSAC Constitution.

BYLAW 17 **Provincial Federations of Labour**

Article 1. Refer to UNDE Bylaw 20

BYLAW 18 **Regulations**

Article 1. While bylaws typically address desired outcomes, regulations are intended to explain how a bylaw is carried out.

Article 2. The Local Executive shall have the power to make such regulations as are necessary for the proper conduct of the business of this Local, provided such regulations do not conflict with the provisions of these Bylaws. Such regulations shall be promulgated within sixty (60) days of their adoption and shall be referred to the next

AGM for ratification. Failure to receive a two-thirds (2/3) majority vote shall automatically rescind any regulations, effective on the date of rejection by the meeting.

Article 3. Regulations to the Bylaws may be amended by a two-thirds (2/3) majority vote of the voting delegates in attendance at any Local general meeting.

REGULATIONS TO BYLAWS

Explanatory Notes

The Bylaw Committee has adopted UNDEs numbering system for the regulations. Each regulation is preceded by a six-digit number as illustrated:

0304-04 – Bylaw number

0304-04 – Article number

0304-04- Regulation Number

REGULATIONS

Election of Officer

0902-01 When a position becomes vacant on the Executive, the Executive at their next monthly meeting will fill this position. Election procedures will apply.

0902-02 In the event that only two months remain to the Annual meeting, an office may remain vacant (with the exception of the President, a Vice-President, and a Secretary-Treasurer, per UNDE Bylaw 7 Article 3) until the election.

0902-03 The Senior Officer present shall swear in members elected as per Regulation 1001-01 immediately.

Stewards

1001-01 The Executive shall appoint stewards.

1001-02 Where deemed necessary, the Executive may call for an election of Stewards by the people in a given area.

1001-03 A Steward, who does not attend 50% of General meetings without just cause, shall be removed from the Stewards List. Stewards so removed will only be reinstated by appearing before the Executive Committee and pleading their case.

Discipline

1301-01 In accordance with PSAC Constitution 25 Sub-Section 3, members of any bargaining group who do not honour their bargaining group's legal picket line shall be fined an amount that equals the amount of daily remunerations earned by the employer, multiplied by the number of days that the member crossed the picket line, performed work for the employer or voluntarily performed struck work be imposed. Sub-Section 1 (b) allows for a membership expulsion for a period up to life.

Updated: Wednesday, 28 October 2020

Approved: Wednesday, 25 November 2020 by Virtual AGM