

UNION OF NATIONAL DEFENCE EMPLOYEES

LOCAL 30905

BY-LAWS

Effective 28 April 2008

U.N.D.E. 30905 BY-LAWS

BY-LAW 1 ORGANIZATION

Section 1 - This organization shall be known as Edmonton Local 30905 Union of National Defence employees affiliated with the Public Service Alliance of Canada.

Section 2 - These By-Laws are not guidelines but in fact are rules to be followed and if they are not followed individuals are subject to Disciplinary Action.

BY-LAW 2 AIMS & OBJECTIVES

Section 1 - It shall be the objective of this Local to protect, maintain and advance the interests of the employees of the Department of National Defence coming under its jurisdiction

Section 2 - This Local shall unconditionally subscribe to and accept as its governing documents the Constitution of the Public Service Alliance of Canada and the By-Laws of the National Component.

Section 3 - The Local shall promote the interests, rights, and privileges of all Local Members by representing any member or group of members in Public Service Staffing Tribunal (PSST) complaints and/or grievances under an established procedure, or in any other matters within the jurisdiction of the Local.

BY-LAW 3 MEMBERSHIP

Section 1 – Regular Membership - All employees of the Department of National Defence Edmonton Garrison or its Satellites: shall be eligible for membership in the Local; shall be required to pay dues in accordance with National UNDE By-Law #5.

Section 2 – Associate Membership (Benefit) - Former members of the Local whose employment with the Department is terminated for any of the following reasons shall have the right to become an associated member of the Local:

- a) Reaching retirement age,
- b) Ill health, when such is certified by the Department as the reason for retirement, and
- c) Who, by reason of abolition of position, are separated from their continued employment in the Federal Public Service.

Associated 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 privileges of membership for such length of time as may be provided by Regulations of the By-Laws of the National Body.

Section 3 - Upon being granted membership in this Local, and for the term of such membership, each member of this Local is deemed to have agreed to abide by and to be bound by the provisions of these By-Laws, the By-Laws of the National Body and the Constitution of the Public Service Alliance of Canada.

Section 4 - Upon being granted membership in the Local, and for the term of such membership, each member of the Local is deemed to nominate, constitute and appoint the Public Service Alliance of Canada as their agent for the purpose of entering into collective bargaining with their employer.

BY-LAW 4 MEMBERSHIP RESPONSIBILITY

Refer to National By-Laws

BY-LAW 5 MEMBERSHIP DUES

Refer to National By-Laws

BY-LAW 6 NATIONAL EXECUTIVE

Refer to National By-Laws

BY-LAW 7 FORM OF ORGANIZATION

Section 1 - The officers of the Local shall consist of a President, two (2) Vice-Presidents, Secretary, Treasurer, Chief Shop Steward, Employment Equity Officer and Health & Safety Officer. These officers shall be elected according to section 6 of by-Law 7. These officers shall constitute the Executive committee of the Local.

Section 2 - The Executive Committee shall hold regular monthly meetings for the proper conduct of the Local's affairs. The minutes of the Executive Committee meetings will be distributed to the General Membership at the next General Meeting. Special meetings of the Executive Committee may be called by the President whenever he/she shall deem it necessary.

Section 3 - Shop Stewards may be appointed by the Executive Committee, or elected by a group of members. For the purpose of these By-Laws a "group of members" shall be interpreted as an occupational group of members as specified and defined by the Public Service Commission, or members within a definable unit of Edmonton Garrison – such units shall be defined to be any unit having a Commanding Officer, Officer commanding, Branch Head, Section Head or Supervisor responsible for unit discipline. All Shop Stewards and all Executive members shall attend all general meetings and sign an attendance book. Executive Members missing two meetings a year without notifying the President or Secretary, or without just cause may be relieved of his/her office.

All Shop Stewards who miss two consecutive Steward's meetings, without notifying the Chief Shop Steward or the Secretary, or without just cause may be relieved of his/her Stewardship.

Section 4 - Regular meetings of the Local will be held every three months. Special meetings of the Local may be called whenever deemed necessary by the Executive Committee; or when a signed petition by 20% or more members in good standing requests the Executive Committee to hold a special meeting. The general membership must receive at least seven (7) days' notice of the date, time and place of Regular meetings. This notice must include a complete agenda.

Section 5 – A Regular Annual meeting will be held for the purpose of election of Officers, receiving annual reports from the officers, consideration of such business as may be practical and should be held during November. When this is deemed impractical, the annual meeting may be advanced or delayed for a period not greater than one month in each case. The general membership must receive at least 14 days' notice of an Annual meeting. This notice must include a complete meeting agenda and a list of nomination committee members and their work locations.

Section 6 – The executive committee shall be due for election on a two-year rotational basis, as set out in the following schedule as of Nov 2000:

- a) November 2000: a Vice-President, Secretary, and Occupational Health & Safety Officer will be elected for a two (2) year term;
- b) November 2001: President, Treasurer, a Vice-President and Employment Equity Officer will be elected for a two (2) year term, and
- c) This will as of Nov 2000, provide a two (2) term of officer for all elected Officers of the Local, thus providing a system whereby there will always be officers in the Executive who have experiences in the affairs of the Local.

BY LAW 8 DUTIES OF OFFICERS

Section 1 – The President:

- a) Shall be a member of the Executive Committee with full voice and vote,
- b) Shall preside at all meetings of the Local and Executive Committee and enforce a due observance of the By-Laws,
- c) He/she shall convene; special meetings of the Local and all Executive committee meetings; Regular meetings of the Local, with the approval of the Executive Committee,
- d) May sign with one (1) other approved executive member bills or orders for the payment of money, with the exception of payments that reimburse the President for expenses that are incurred while conducting official Union business,
- e) Shall have supervision in all matters connected with the obtaining of evidence of violation of the By-Laws; with the exception of allegations against his/her office, which will be deferred to the Executive Vice-President,
- f) Shall appoint all committees, with the approval of the Executive Committee and he/she shall be ex-officio member of all Committees,
- g) Shall decide cases of emergency and shall make a report of his/her decision to the Executive Committee at their next Executive Meeting, and
- h) Shall at the first Executive Committee Meeting immediately following the Annual Membership Meeting conduct an election to determine which vice President will hold the Office of the Executive vice President, the Executive shall elect from amongst the two Vice Presidents one member to act as Executive Vice President for the term of one year.

Section 2 –The Vice Presidents:

- a) Shall be a member of the Executive Committee with full voice and vote,
- b) Shall assist the President in the discharge of his/her duties as requested,
- c) Shall in the case of the absence, death, disqualification or resignation of the President, the Executive Vice President will succeed to the office for the remainder of the term,,
- d) Shall compile and maintain an alphabetical list of the names of all members, their mailing address and non-work telephone numbers,
- e) Shall offer new employee(s) sign a membership card to sign, and
 - a. Make 2 photocopies of the completed membership card – one for Local's records and confirm that the name on the membership card is included in the alphabetical list of members,
 - b. 2nd copy mail to Membership Records Clerk at UNDE National, and
 - c. Original membership card mailed to PSAC,
- f) Shall give a report of their activities at each Executive Meeting and Regular Meetings, and
- g) Should the office of a Vice President become vacant, the Executive Committee shall appoint a successor and at the next Regular Meeting of the Local an election shall take place in accordance with the By-Laws governing the election of officers, to fulfill the remaining term of this vacant office.

Section 3 – The Secretary:

- a) Shall be a member of the Executive Committee with full voice and vote,
- b) Shall attend all meeting of the Local (General Membership) and Executive Committee,
- c) Shall complete accurate minutes of the meetings to be presented to the executive at the next executive meeting, execute such writings as may be required by the Local or the Executive Committee, preserve the books, papers and all documents pertaining to his/her office, and transfer them to their successor clear of all encumbrance,
- d) Shall notify all Executive members in due time of all regular executive and special executive meetings,
- e) Shall notify all members in due time of all regular, special and annual meetings of the Local,
- f) Shall perform other duties pertaining to this office as assigned to him/her by the Executive Committee, and
- g) Should the office of Secretary become vacant the Executive Committee shall appoint a successor and at the next Regular Meeting of the Local an election shall take place in accordance with the By-Laws governing the election of officers, to fulfil the remaining term of this vacant office.

Section 4 – The Treasurer

- a) Shall be a member of Executive Committee with full voice and vote
- b) Is required in case of By-Law infraction(s) to impose a temporary spending freeze that can only be lifted by a Special General Membership Meeting to be held within 30 calendar days

(where he/she (Treasurer) shall explain the infraction(s). The General Membership will vote in agreement with the Treasurer by a two-thirds (2/3) majority.

- c) Shall receive all monies due the Local, and assessments for members and pay only bills that have been approved by the Executive Committee and countersigned by any two (w) Executive Members with signing authority, neither of which can be the payee,
- d) Shall keep an account of receipts and disbursements in such form as will show the financial conditions of the Local at any time,
- e) Shall deposit all funds in the bank designated by the Local in the name of the Union of National Defence employees, Edmonton Garrison to be drawn out only by cheque, signed by any two (2) Executive Officers with signing authority, neither of which can be the payee, to pay bills approved by the Executive Committee, make bank deposits of monies in excess of the petty cash limit, as set by the Executive Committee,
- f) Shall submit his/her books for audit by the Executive Committee, present a detailed statement of receipts and disbursements at all Regular meetings of the Local and when required to do so by the Executive Committee, produce for inspection by them all books, papers, documents, or other property belonging to the Local which he/she may have in his/her possession as Treasurer,
- g) Shall perform other duties pertaining to his/her office or are assigned to him/her by the Executive Committee,
- h) Shall upon vacating his/her office, transfer without encumbrance all books, papers, funds, and assets in his/her possession belonging to the Local, to his/her successor in office, and
- i) Should the office of Treasurer become vacant the Executive Committee shall appoint a successor and at the next Regular Meeting of the Local an election shall take place in accordance with the By-Laws governing the election of officers, to fulfill the remaining term of this vacant office.

Section 5 – The Employment Equity Officer

- a) Shall be a member of the Executive Committee with full voice and vote
- b) Shall be directly responsible to the President of the Local and report his/her activities to the Executive Committee and give a report at all Regular meetings of the Local,
- c) Shall attend all meetings of the Local and Executive Committee, preserve the books, papers and all documents pertaining to his/her office, and transfer them to their successor clear of all encumbrance,
- d) Shall perform other duties pertaining to this office as assigned to him/her by the Executive Committee, and
- e) Should the office of Employment Equity Officer become vacant the Executive Committee shall appoint a successor and at the next Regular Meeting of the Local an election shall take place in accordance with the By-Laws governing the election of officers, to fulfill the remaining term of this vacant office.

Section 6 – Safety Officer

- a) Shall be a member of the Executive Committee with full voice and vote
- b) Shall be directly responsible to the President of the Local and report his/her activities to the Executive Committee and give a report at all Regular meetings of the Local,
- c) Shall ensure that Labour has full representation at all established safety committees
- d) Shall attend Garrison Safety Committee meetings and ensure that items are placed on the agenda as required. Shall arrange to send an alternate to meetings in his/her absence,
- e) Shall maintain a record of all Union Members who are Members of the Occupational Health and Safety Committees within the Local area of responsibility,
- f) Shall ensure that all work places that require on OHS Committee or Safety Representative have one in place
- g) Shall assist in the selection and rotation of OHS Committee members within work area and he/she shall appoint members in good standing to be members of all OHS Committees, with the approval of the Executive Committee, and
- h) Should the office of the Safety Officer become vacant, a successor will be appointed by the Executive Committee and at the next Regular Meeting of the Local, an election shall take place in accordance with the By-Laws governing the election of officers, to fulfill the remaining term of this vacant office.

Section 7 – Chief Shop Steward

- a) Shall be a member of the Executive Committee and have a full voice and vote in all matters,
- b) Shall be elected for a two year term, as of Jan 2000, by a majority of Stewards in attendance at a Stewards meeting or be appointed by the Executive Committee, in the absence of an active Steward Body,
- c) Shall be directly responsible in all matters to the President of the Local,
- d) Shall be charged with the responsibility for all Stewards; convening Stewards meetings. Recommending appointments or revocations of Stewardship and required training for Stewards,
- e) Shall under normal circumstances, not hold the office of any other Executive positions,
- f) Shall perform other duties pertaining to his/her office,
- g) Shall report of the status of all outstanding grievances at Executive Committee Meetings,
- h) Shall be responsible for signing of Union cards by new employees, and the introduction of the Area Steward, and
- i) Should the office of the Chief Shop Steward become vacant a successor will be elected or appointed within 30 days as para B, to fulfill the remaining term of this vacant office.

Section 8 – Deputy Chief Steward

- a) Shall be elected for a two year term, as of Jan 2001, by a majority of Stewards in attendance at a Stewards meeting or be appointed by the Executive Committee, in the absence of an active Steward body,

- b) Will in the absence of the Chief Shop Steward assume the full duties and rights of the Chief Shop Steward,
- c) Shall be directly responsible in all matters to the Chief Shop Steward of the Local
- d) Shall under normal circumstances, not hold the office of any Executive position
- e) Shall perform other duties pertaining to his/her office, and
- f) Should the office of the Deputy Chief Steward become vacant, a successor will be elected or appointed within 30 days as in para. A to fulfill the remaining term of this vacant office.

Section 9

Should any member of the Executive Committee be absent from two consecutive meetings without an excuse satisfactory to the other members of the Committee, he/she shall, if a resolution to that effect is passed by the Committee after notice to him/her, cease to hold office and his/her place shall be filled in the manner relating to vacancies provided by these By-Laws.

Section 10

- a) A majority of the Executive Committee including the President or his delegate shall form a quorum. The Executive Committee shall have the power of the Local except the power to rescind or alter By-Laws thereof, and
- b) No office, except the President, shall make any statement on behalf of the Local that reflects Local policies or beliefs without prior approval from the Local Executive Committee.

Section 11

The proceeding of an Executive Meeting shall be private. Any member of the Executive Committee found guilty of divulging any part of this proceedings, other than those duly recorded as minutes shall be subject to disciplinary action according to UNDE National By-Laws.

BY LAW 9 ELECTION OF NATIONAL OFFICERS

Refer to National By-Laws

BY LAW 10 ELECTION OF OFFICERS

Section 1.

- a) The election of officers shall be carried out in accordance with Bylaw 10 of the National body, and
- b) A member holding office in the executive does not have to resign his/her office when running for another office. Should the member be successful in obtaining the office up for election, he/she would have to resign the original office held.

BY LAW 11 NATIONAL CONVENTIONS

Refer to National By-Laws

BY LAW 12 FINANCES

Section 1

- a) The financial signing officers of the local will
 - a. President
 - b. Treasurer, and
 - c. Two (2) other executive members, and
- b) A cheque must be signed by at least two (2) Officers with official signing authority neither of which can be the payee,
- c) No cheque will be issued unless:
 - a. A claim form is provided along with the appropriate and original receipts and/or if issued to a member their signature on the form, and
 - b. Approved by a quorum of the Executive Committee and must be duly recorded in the meeting minutes, and
- d) All expenditures must be:
 - a. Pre-approved for the day-to-day operational expenditures from a regular/special general meeting,
 - b. Pre-approved per diem as per the PSAC rate for all members who attend approved training and/or developmental courses,
 - i. The members receive no other financial compensation, including wages from the employer, recovery for meal(s), parking or income from any other source with the expectation of PSAC training per diem,
 - ii. UNION approved training/course from an executive meeting and a regular/special general meeting,
 - iii. The Executive Committee shall have the power to raise or disburse any monies or assets belonging to the local, not in excess of \$300.00 total for any given month. This expenditure must be URGENT in nature and cannot wait for the next Regular meeting details and necessity of such actions will be reported at the next Regular meeting.
 - 1. Note: URGENT is defined as "requiring immediate action or attention.
 - iv. No expenditure in excess of \$300.00 shall be issued without the approval of a regular/special general meeting, and
 - v. Expenditures to individuals in excess of \$200.00 shall be referred to a Regular/special general meeting for approval.

Section 2

The Fiscal year shall end on September 30th.

Section 3

- a) An independent professionally audited financial statement will be presented at the Annual Regular meeting of the Local, and
- b) An audited financial statement will be submitted to UNDE Notional Office immediately following the annual membership meeting and shall be forwarded to the National Office/President by register mail only.

Section 4

All financial records shall be retained for the legal period prescribed by the Income Tax Act.

Section 5

All financial records shall be maintained in an approval manner as advised by the National Office and described in the Treasurers duties of these By-Laws.

Section 6

The National President will be advised of the bank or banking agency being used, immediately following any change.

Section 7

Observers who are elected to attend Conventions, Conferences and/or Councils that are funded by the Local. With this expense in mind election of Observers must be passed by two-thirds (2/3) majority present at the General Membership meeting.

BY LAW 13 DISCIPLINE

Refer to National By-Laws.

BY LAW 14 PUBLIC SERVICE ALLIANCE OF CANADA COUNCILS

Refer to National By-Laws

BY LAW 15 GENERAL

Section 1

Unless expressly provided otherwise by these By-Laws, all decisions requiring a vote shall be decided by a simple majority.

Section 2

Nothing in these By-Laws shall be construed to conflict with the By-Laws of the National Body.

Section 3

The President of the Local shall be deemed to be an elected delegate to all National Component Conventions, Prairie and N.W.T. Council of Locals, the remainder of the delegates shall be elected accordingly to By-Law IX sections 3(a) of the National Body. The President shall be deemed to be an elected delegate to all Provincial Labor Conventions to which the Local is affiliated, the remainder of the delegates to these shall be elected from the floor of a General Membership meeting:

- a) Delegates for National Conventions will be selected in accordance with Articles 5,6,7,8,10, and 11 of By-Law 11 of the By-Laws of the National Body, and
- b) The local attendance register shall be the only means used to prove the 75% attendance requirement for convention delegates.

Section 4

For the purpose of a general or annual meeting a quorum will be a majority of voting members in attendance.

Section 5

Standing Committees may be established with the approval of the general membership.

BY LAW 16 TRAINING/EDUCATION

Section 1

A member that holds any office within the Local with no prior training must successfully complete at least a PSAC TUB course or the UNDE equivalent within 12 months of taking office (if these courses are reasonably available) or resign their position.

BY LAW 17 CHARTERS

Refer to National By-Laws.

BY LAW 18 AMMENDENTS TO BY-LAWS

Section 1

These by-Laws may be amended by two-thirds (2/3) majority of the voting members in attendance at a general or annual meeting.

BY LAW 19 PROVINCIAL FEDERATIONS OF LABOUR

Refer to National By-Laws.

BY LAW 20 REGULATIONS

Refer to National By-Laws.

BY LAW 21 CONDUCT OF MMETINGS

Section 1

a) Rule 1

- a. Call to order by the Chairperson,
- b. Roll call of Officers,
- c. Reading and approval of minutes of previous meetings,
 - i. Executive meeting, and
 - ii. Regular general meetings,
- d. Treasurer's report,
- e. Communications and bills,
- f. Committee reports,
- g. Unfinished business,
- h. Nominations and elections,
- i. New business,
- j. Open discussion, and
- k. Adjournment.

b) Rule 2

- a. Meetings will be conducted according to the Rules of Order published by and in PSAC Rules of Order Booklet.

Section 2

These by-Laws were amended and presented to UNDE Edmonton Local 30905 General Membership on February 2000.

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BY LAW 13 DISCIPLINE

Refer to National By-Laws.