



The Union of National Defence Employees

**BYLAWS**  
**of**  
**LOCAL 21011**  
**CFAD ROCKY POINT**





**BYLAWS OF THE UNION OF NATIONAL DEFENCE**  
**EMPLOYEES LOCAL 21011**

**A LOCAL OF THE UNION OF NATIONAL DEFENCE**  
**EMPLOYEES OTTAWA**

**A COMPONENT OF THE PUBLIC SERVICE ALLIANCE OF**  
**CANADA**

Reference: UNDE 2014 Bylaws, Regulations and Policy Guidelines

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## BYLAW 1

### *Name of Organization*

**Article 1** - This organization shall be known as THE UNION OF NATIONAL DEFENCE EMPLOYEES, LOCAL 21011, a Local of the Union of National Defence Employees, Ottawa, Ontario – a component of the Public Service Alliance of Canada (PSAC). Hereafter referred to as the “Local.”

## BYLAW 2

### *Purpose and Affiliation*

**Article 1** - The purpose of the Local shall be to promote the interests of all members and to advance their welfare both economically and socially.

**Article 2** - This Local shall not affiliate with any group or groups other than the Public Service Alliance of Canada and its affiliated organizations without the approval by ballot of two-thirds of the membership present at a meeting.

## BYLAW 3

### *Membership*

**Article 1** - Membership shall be open to all classifications of DND employees in CFAD ROCKY POINT whose bargaining agent is the PSAC in areas covered by the Local Agreement.

## BYLAW 4

### *Dues*

**Article 1** - The Membership dues levied by the Local upon each member shall be the monthly equivalent amount set by Conventions and monthly amounts for affiliation with any other group, and any additional dues as authorized by a two-thirds (2/3) majority vote of the Local at a General Membership meeting.

1. The membership may change local membership dues by a 2/3-majority vote of those members present and voting at a duly called meeting, in accordance with UNDE (National) Bylaw 5 Article 1(c).



**BYLAW 5**

*Executive Officers of UNDE Local 21011 and their Duties*

**Article 1** - The following shall comprise the Executive of Local 21011:

- a. President:
  - i. 1<sup>st</sup> Vice-President; and
  - ii. 2<sup>nd</sup> Vice-President.
- b. Secretary;
- c. Treasurer (Secretary and Treasurer may be combined);
- d. Chief Steward; and
- e. Steward.

**Article 2** - A minimum of three executive positions must be filled at all times. This minimum shall comprise the following:

- a. President;
- b. 1<sup>st</sup> Vice President; and
- c. Treasurer; (secretary and treasurer may be combined).

**Article 3** - Subject to the provisions contained in UNDE (National) Bylaw 13, Annex (a) of these bylaws, the Executive may recommend suspension from membership of any individual or group of members for acts detrimental to the Local or against the principles of unionism provided the formal investigation process has been followed. For the purposes of this article, "acts detrimental to the Local or against unionism" are outlined in UNDE (National) Bylaw 13, Article 5 (a) to (n).-(Annex (a) of these bylaws).

**Article 4** – The terms of office for the President and Vice President will be for a two year period. With the President's position being up for election on the even years and the Vice Presidents position up for election on the odd years. All other executive positions terms of office shall be for a one-year period commencing immediately following the meeting at which the elections take place.



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### **Article 5** – Duties of the President consist of:

- a. presiding at all openings and closings of all meetings of the Local;
- b. being an ex-officio member of all committees of the Local and shall be responsible for the efficient and proper conduct of the Local;
- c. signing all documents as instructed by the membership of the Local.
- d. having the power to call Special Meetings when necessary. In special circumstances, and by simple majority, the Executive may call a Special Meeting;
- e. having the power in an emergency; to act immediately in the best interests of the Local or membership thereof provided prior verbal approval of action to be taken has been obtained from not less than two other members of the Executive;
- f. abstaining from voting at meetings of the Local, except where there is a tie, in which case, the President shall cast the deciding vote;
- g. as Chief Executive Officer of the Local, representing the Local at the National Convention of the Union of National Defence Employees, along with other accredited delegates of the Local;
- h. in the event that any Executive member vacates their respective office during their tenure, appointing from the general membership, a member to serve out the remainder of the term of office vacated, except in the case of 1<sup>st</sup> Vice President where the 2<sup>nd</sup> Vice President shall move up one office;
- i. interpreting the Local bylaws, advise the other officers of the Local and of all committees, and perform such other duties as appertain to this office. He/she shall report on his/her activities to the Executive at each meeting to the Local at each quarterly meeting and to the annual general meeting. He/she may vote in the case of a tie and be a member ex-officio of all Local committees; and
- j. upon vacating the office of President, surrendering not later than 15<sup>th</sup> December, all documents, records, minutes, files and publications accumulated during the tenure of office to the successor and provide full cooperation for a smooth and orderly handover.



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### **Article 6** - Duties of the Vice Presidents consist of:

- a. in the absence of the President, the 1<sup>st</sup> Vice President, assuming the duties and responsibilities of the President. In the absence of the President and 1<sup>st</sup> Vice-President, the 2<sup>nd</sup> Vice-President shall act in succession, the same as the 1<sup>st</sup> Vice-President; and
- b. assisting the Presidents in the performance of the President's duties in whatever capacity as may be required. The 1<sup>st</sup> Vice President shall act as Chief Shop Steward.

### **Article 7** - Duties of the Secretary consist of:

- a. attending all regular, executive and special meetings – and keep a true and accurate record of the minutes;
- b. appointing an Assistant to record Minutes where it is not possible for the Secretary/Treasurer to attend; and
- c. receiving all correspondence related to the Local, and shall answer same as directed by the Membership and/or President of the Local. The Secretary/ Treasurer shall distribute notices/correspondence to the membership as directed by the President.

### **Article 8** - Duties of the Treasurer consist of:

- a. being responsible for all monies regarding the Local and act as the financial advisor to the Local. The Treasurer shall deposit all monies in a Chartered Bank or Credit Union. The following accounts with three (3) co-signers shall be opened or carried over to conduct the Local's financial business:
- b. ensuring that only necessary monies are to be transferred to the Chequing Account to cover monthly expenditures. All incoming monies are to be deposited to the interest-bearing savings account;
- c. raising requisitions for the Local for the payment of expenditures duly passed by a regular meeting or Executive Meeting of the Local. The Treasurer shall ensure that the cheques are signed by two duly authorized signing officers. No authorized signing officer shall sign their own cheque. In accordance with UNDE (National) Bylaw 12, Article 8, no disbursements may be made without authorization of these bylaws, or by a decision from, or by a Regular Membership Meeting.



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- d. keeping a detailed and accurate record of all receipts and disbursements of the Local and shall present a record of such at the General Membership meetings. The Treasurer's Report shall contain all receipts and disbursements of the previous months' activities;
- e. upon receipt of the audited report, submitting to an annual meeting of the Local normally held in November, and annual audited statement and minutes of the Local's finances for the approval of the membership attending the meeting. If approved, such statement shall be submitted to the National Office, attention Finance Section, no later than the 31<sup>st</sup> of December of the same year. In accordance with UNDE (National) Bylaw 12, Article 10, the fiscal year for the Local shall end on September 30<sup>th</sup>;
- f. having the power to order, on recommendation of the Sick Committee, wreaths or cards, for the sickness or bereavement of members or their immediate families. Immediate family is defined as follows: spouse, mother, father, son or daughter. The Treasurer may spend up to fifty (50) dollars for each or donate an equal amount to Charity at the request of the next of kin in the event of bereavement; and
- g. ensuring that NO blank cheques are countersigned in advance.

### **Article 9** - Duties of the Chief Steward consist of:

- a. acting as the Chairperson of the Grievance Committee and Stewards Committee. The Chief Steward is held accountable directly to the President of the Local and shall attend meetings (external to the Local) as the President deems necessary;
- b. holding meetings with the Stewards as deemed necessary. The meetings will cover topics of interest and upcoming Steward Education courses. In addition, the Chief Steward will provide advice and guidance to all Stewards in the performance of their duties as Stewards. The Chief Steward shall be provided in writing, by the Stewards, sufficient knowledge of all grievances, appeals or other matters pertaining to the legal wellbeing of the membership;
- c. maintaining a record of all stewards/members with the courses and dates they have attended. In addition, the Chief Steward shall nominate and course load all stewards requiring/requesting courses.





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- d. being responsible for the submission of the Chief Steward's Report to be given to the Executive as well as the Regular meetings. The report shall contain general information regarding grievances/appeals ongoing as well as upcoming education courses;
- e. to be eligible to hold the office of Chief Steward, taking the following recommended courses:
  - i. PSAC Basic Union Steward ;
  - ii. UNDE Grievance and Appeals (GAP); or
  - iii. PSAC Stewards' Advanced Training Program (SATP).
- f. being responsible for the forwarding to UNDE National Headquarters, all final level grievances, including all back-up information and shall be responsible for replying to National Office inquiries on:
  - i. any request for additional information on a final level grievance; and
  - ii. any request for a specific report on a subject related to a final level grievance.
- g. reporting to UNDE National Office monthly on the number and disposition of all Level One and Level Two grievances, which have been resolved at the Local level; and
- h. in the absence of a Chief Steward the 2<sup>nd</sup> Vice and/or the 1<sup>st</sup> Vice, performing the duties of Chief Steward.

### **Article 10** - Duties of the Stewards consists of:

- a. after being appointed a Steward, completing the PSAC Basic Union Steward course at their convenience;
- b. dealing with all grievance matters at the first level under the guidance of the Chief Steward;



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- c. keeping the Chief Steward informed in writing, of any and all ongoing grievances and other matters requiring member representation and, shall attend meetings that the Chief Steward calls;
- d. keeping in mind that their responsibility as Stewards is first and foremost to the membership and shall conduct themselves accordingly. No Steward shall be allowed to represent a member in any grievance hearing or discipline hearing without having attended a Steward's course; and
- e. in order to maintain their status as a Steward, attending at least 75% of the Chief Steward's meetings.

**Article 11** - Vacancies on the Executive of the Local shall be filled by an election through simple majority at a regular quarterly or special meeting.

### **BYLAW 6**

#### *Discipline*

**Article 1** - The authority to suspend or expel a member from membership in the Union or the Public Service Alliance of Canada (PSAC) remains with the National Board of Directors of the PSAC in accordance with the PSAC Constitution.

**Article 2** - Subject to the provisions contained in UNDE (National) Bylaw 13, the Executive may recommend suspension from membership any individual or group of members for acts detrimental to the Local or against the principles of unionism provided the formal investigation process has been followed. For the purpose of this article, "acts detrimental to the Local or against unionism" are outlined in UNDE (National) Bylaw 13, Article 5 (a) to (n) (Annex (a) of these bylaws)

### **BYLAW 7**

#### *Committees*

**Article 1** - The Committees of Local 21011 shall be formed as deemed necessary by the Executive to be established for the sole purpose of performing a selected function.

**Article 2** - Committee Chairpersons shall be appointed by the Executive Committee. Chairpersons shall have the responsibility of appointing members to their respective committees and reporting the names of the members to the next Executive Meeting of the Local. Each Committee shall have at least three members, one of whom shall be the Chairperson with the exception of the Nomination Committee. In accordance with UNDE (National) Bylaw 10 Article 5(a), the Nominations Committee shall be appointed by the



President of the Local and the Chairperson of such Committee shall conduct the elections and appoint such assistants as necessary to ensure an orderly election.

### **BYLAW 8**

#### *Meetings*

**Article 1** - The regular General Membership Meetings of the Local shall take place in January, April, September and the Annual General meeting in October or November.

**Article 2** - In accordance with UNDE (National) Bylaw 7, Article 5, the elected officers of the Local shall hold regular monthly executive meetings, except for the months of December, July and August for the proper conduct of the Local's affairs.

**Article 3** - In accordance with Bylaw 5, Article 5(c) of these Bylaws, the President and/or by simple majority of the Executive, shall call Special Meetings when deemed necessary.

**Article 4** - An Annual General Meeting shall be held in the month of October or November in accordance with the UNDE Component Bylaws for the purpose of receiving annual reports, presentation of the budget, election of Local Officers and the consideration of other business.

### **Article 5**

#### *Order of business*

1. Regular Meetings:
  - a. call to order, reading of harassment policy;
  - b. minutes of previous regular meeting;
  - c. minutes of any special meetings since last regular meeting;
  - d. Treasurer's report;
  - e. committee reports;
  - f. old business;
  - g. correspondence;
  - h. new business;



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- i. general discussion; and
  - j. adjournment.
2. Special Meetings:
- a. call to order;
  - b. reading of letter of notification calling the meeting (reason for meeting);
  - c. discussion; and
  - d. Adjournment.
3. Annual General Meeting:
- a. call to order, reading of harassment policy;
  - b. minutes of previous annual general meeting;
  - c. president's report;
  - d. treasurer's report;
  - e. presentation of the budget;
  - f. committee report;
  - g. new business;

**Article 6**

1. At all General Membership Meetings, a quorum shall consist of at least twenty (20) members, not including the Chairperson; and
2. At all Executive Meetings, a quorum shall consist of at least three (3) Executive Members.

**Article 7** - Any Executive Member of the Local absent from three (3) consecutive meetings (General Membership and Executive Meetings) without a justifiable cause shall be deemed to have vacated their office and forfeit any Honorarium, which would otherwise be due them.

**BYLAW 9**



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### *Election of Local Officers*

**Article 1** - Election of Local Officers shall be in accordance with UNDE (National) Bylaw 10 Articles 1 to 8 inclusive. Annex (b) of these bylaws.

**Article 2** - To be eligible to be elected to any position on the executive of local 21011 the member must be a member in good standing.

**Article 3** - Only members in good standing shall have the right to vote at any election or at any taking of ballots in connection with the Local.

**Article 4** - Nominations may be submitted to the Nomination Committee at any time prior to the Annual General Meeting in October/ November. The Chairperson of the Committee shall report to the meeting all nominations received and shall call for further nominations from the floor.

**Article 5** - All nominees for Local Office must be members in good standing of the Local and be in attendance at the meeting OR have given written consent to stand for election to the Nomination Committee. All nominees for Local Office must be duly moved and seconded by members in attendance at the meeting.

**Article 6** - An elected officer, not in attendance when the election takes place, shall be sworn in at the first opportunity by the Local President OR senior officer in the presence of at least one other local officer.

**Article 7** - In accordance with UNDE (National) Bylaw 10, Article 8, the following Oath of Office shall be administered to all elected officers of the Union of National Defence Employees immediately upon acceptance of their respective office. The Oath of Office shall be given at the meeting where the election takes place by the Senior Officer at the meeting or by the Chairperson of the Nomination Committee. Each officer will repeat the Oath aloud as directed by the officer administering the Oath:

*"I \_\_\_\_\_, having been elected as an officer of the Union of National Defence Employees, do solemnly declare that I will faithfully carry out the duties appertaining to my office. I will at all times, uphold the dignity of the organization and preserve in confidence all matters that are brought to my attention in connection with the business of the Union."*

### **BYLAW 10**

#### *National Conventions*

**Article 1** - In accordance with UNDE (National) Bylaw 11, Article 9, at least four months prior to the opening date of the Triennial National Convention, the Local shall elect, from



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amongst its eligible members at a General Membership meeting, accredited delegates and accredited alternates to the convention of the Union.

**Article 2** - In accordance with UNDE (National) Bylaw 11, Article 8, no member shall be eligible to be nominated as an accredited or alternate delegate unless the member has attended 75% of all Local General Membership meetings held during the twelve month period immediately prior to the day on which the election of delegates and alternates takes place.

### **BYLAW 11**

#### *Local Properties and Records*

**Article 1** - All Executive members on termination of office are duly bound not later than 15 December, to give their successor, all records of their term of office including all properties.

**Article 2** - The President shall act as Property Manager and hold signature cards indicating the location of property. Signature cards shall be reviewed when properties change hands or location. Properties shall be covered by insurance when the value deems worthy of coverage. Such insurance coverage will be the financial responsibility of the Local. The Treasurer shall maintain a Record of Renewal dates on insured properties.

### **BYLAW 12**

#### *Amendments to Bylaws*

**Article 1** - These Bylaws may be amended by a two-thirds (2/3) majority vote of the membership in attendance at any General Membership Meeting. All Proposed amendments of these Bylaws must be submitted to the Local in writing by a member or members, or the Bylaws Committee at least one (1) month prior to being voted upon by the General Membership.

**Article 2** - The text of the proposed amendment must be included in the notice convening the meeting at which time the amendment proposed is to be considered.

**Article 3** - Amendments to the Bylaws shall be made by a Notice of Motion at the preceding General Membership Meeting to which the General Membership will vote.



### **BYLAW 13**

#### *Finances*

**Article 1** - All donations to recognized organizations shall not exceed the sum of one hundred (100) dollars.

**Article 2** - The operating accounts of the Local shall not be depleted beyond the balance of one hundred (100) dollars, except by prior approval at a General Membership or Special Meeting of the Local.

**Article 3** - The Local President has the authority to spend up to a maximum of fifty (50) dollars and the Executive shall have the authority to spend up to a maximum of one hundred (100) dollars in the carrying out of the duties of the Local.

**Article 4** - At the next General Membership Meeting, all monies spent as stated in Article 3 above shall be accounted for in detail.

**Article 5** - Fiscal Year is from October 1<sup>st</sup> to September 30<sup>th</sup>.

#### **Article 6**

1. All officers of the Local shall be reimbursed for incidental expenses incurred in the performance of his/her duties for the Local.
2. Secretary will receive the sum of \$100.00 to cover expenses and incidentals. (one-hundred dollars).
3. Treasurer will receive the sum of \$100.00 to cover expenses and incidentals. (one-hundred dollars).
4. When Secretary/Treasurer positions are combined, Secretary/Treasurer will receive \$200.00 (two-hundred) to cover expenses and incidentals. This will be made in September to form part of the year's end financial statement.

**Article 7** - Members of the Executive traveling on Local Union business in excess of 40 Km shall be reimbursed mileage at the current National Union rate.

**Article 8** - A monthly float of fifty (50) dollars for incidental expenses incurred by the President in the performance of the President's duties may be approved by three (3) members of the Executive of the Local, one of which must be the Treasurer. At the next



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General Membership meeting, a full accounting of the float shall be presented by the Treasurer, to the membership for their approval.

**Article 9** - Members attending UNDE or PSAC weekend courses/seminars or on their regularly scheduled days off, shall be paid the difference between any per diem and sixty (60) dollars/day.

**Article 10** - Education courses for members of the Local shall be approved by the Executive upon the recommendation of the 1<sup>st</sup> Vice. Every effort must be made to ensure the course/seminar taken will be beneficial to the Local. If a member wishes to attend a course on their own without reimbursement, they may do so, but must have prior approval from the Local Executive.

### **BYLAW 14**

#### *Interpretation*

**Article 1** - In the event of a dispute from the interpretation of anything contained within these Bylaws, the interpretation request shall be sent to the VP of the region for the National President's final and binding interpretation.

### **BYLAW 15**

#### *Rules of Order*

**Article 1** - Rules of Order shall be those used by UNDE and PSAC at the Triennial Conventions.

### **AN AGREEMENT BETWEEN UNDE LOCALS TO SET OUT DISTINCT BOUNDARIES OF THEIR LOCALS**

1. Employee: For the purpose of this agreement, Employee shall mean DND employees eligible for membership in UNDE.
2. The undersigned agree to the following terms:
  - a. From the date of signing, all employees upon becoming employed and assigned duties within the boundaries of a Local, may only join that Local;
  - b. Any employee who is assigned duties which result in moving from the boundaries of one Local to that of another, must transfer to the Local for that area; and





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- c. Members who, at the time of signing, find themselves in a Local, which is not the Local responsible for their workplace, shall have the option of remaining in that Local or transferring to the Local within whose boundaries they are working.
3. The boundary shall be as follows:

Local 21011 –within the confines of ROCKY POINT MAGAZINE, (open to all classifications of DND employees in CFAD ROCKY POINT whose bargaining agent is PSAC, with the exception of Fire Fighters and Commissionaires.

### ANNEX (a)

#### UNDE NATIONAL BYLAW 13

**Article 5** - A member or members proven to have committed any of the offences listed in Sub-sections (a) to (n) may be subjected to disciplinary action.

- a. Violating any provision of the Local bylaws, the Bylaws of the Union or the Constitution of the Public Service Alliance of Canada;
- b. Obtaining or soliciting membership by misrepresentation;
- c. Instituting, urging or advocating that a member of any Local institute action in a court against the Union or the Public Service Alliance of Canada or any of its officers or against a Local or any of its officers without first exhausting all remedies through appeal of the organization;
- d. Advocating or attempting to bring about the withdrawal from the Union or any Local of any member or group of members;
- e. Publishing or circulating false reports or misrepresentations pertaining to the Union;
- f. Working in the interests of a rival organization;
- g. Slandering or wilfully wronging a member of the Union;
- h. Using abusive language or disturbing the peace of any meeting in or around any office or meeting place of the Union;
- i. Fraudulently receiving money or misappropriating the monies of the Union;



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- j. Using the name of a Local or of the Union for soliciting funds, advertising, and the like, of any kind, without the consent of the Local concerned or the National Executive of the Union;
- k. Furnishing a complete or partial list of the membership of this Union or of any Local to any person or persons other than those whose official position entitles them to have such a list;
- l. Deliberately interfering with a representative of this Union who is engaged in the discharge of their duties;
- m. Submitting any allegations deemed to be frivolous, vexatious or malicious in nature;
- n. Any other conduct prejudicial to the good order and welfare of the Union

**ANNEX (b)**

**UNDE NATIONAL BYLAW 10**

**Article 1** - All elections shall be by secret ballot, and decided by a simple majority of those voting.

**Article 2** - All nominees for Local office must be members in good standing of the Local 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 Local office must be duly moved and seconded by members in attendance at the meeting.

**Article 3** - In the event of more than two (2) candidates for any office, the candidate receiving the lowest 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.

**Article 4**

1. Election of officers of Locals shall take place at every year in accordance with Local bylaws during the month of November, where practical, at regular membership meetings of the unit concerned. Where it is deemed impractical to hold elections in November, they may be advanced or delayed for a period not greater than one (1) month in each case.



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2. Such officers shall be elected in accordance with the Local's bylaws at a general membership meeting of the Local and their duties shall be consistent with Local 21011 Bylaw 5, Articles 1 thru 8.
3. All Locals shall notify the Vice-President of the Region and the National Office of the names, addresses and telephone numbers of their elected officers within thirty (30) days of the election.

### **Article 5**

1. The Nominations Committee shall be appointed by the Local President and shall assist the Vice-President of the Region in conducting the election of Local Officers.
2. The Nominations Committee shall also be responsible for receiving written nominations and for ensuring that, in the event a nominee is unable to attend, the nominee has submitted a signed statement as to the reason for not being in attendance.
3. In the event the Vice-President of the region is unable to attend, the Chairperson of the Nominations Committee shall be responsible for conducting the elections.

**Article 6** - All officers of the Local shall take office immediately following the meeting at which they are elected.

**Article 7** - A Local may designate any of its officers as full time officers of the Local and may employ a person or persons to assist in carrying out the work of the local.

### **Article 8**

1. The Oath of Office shall be given at the meeting where the election takes place by the senior officer at the meeting or by the Chairperson of the Nominations Committee. All members shall stand while the Oath is administered. Each officer will repeat the Oath aloud as directed by the officer administering the Oath:

"I \_\_\_\_\_, having been elected an officer of the Union of National Defence Employees, do solemnly declare that I will faithfully carry out the duties appertaining to my office. I will at all times, uphold the dignity of the organization and preserve in confidence all matters that are brought to my attention in connection with the business of the Union"

2. An elected officer, not in attendance when the election takes place, shall be sworn in at the first opportunity by the Local President or senior officer in the presence of at least one other Local officer.



ANNEX (c)

HARASSMENT POLICY

**UNDE STATEMENT ON HARASSMENT**  
***(to be read aloud at all UNDE events)***

**The Union of National Defence Employees promotes a zero-tolerance policy in regard to harassment and discrimination.**

**The component believes and promotes full equality of all its members and the right of each member to be treated with dignity and respect.**

**UNDE will neither tolerate nor condone attitudes and behaviours at union events, regardless of intent, that are likely to undermine the dignity, self-esteem or security of an individual or create an intimidating, threatening, hostile or offensive environment.**

**If you experience harassment at this event, contact *(identify the intervener)* who will assist you through the process outlined in the UNDE Harassment Policy and the Guidelines and Procedures for Managing Harassment Complaints.**