



UNION OF NATIONAL DEFENCE EMPLOYEES

a component of the Public Service Alliance of Canada



UNION DES EMPLOYÉS DE LA DÉFENSE NATIONALE

un élément de l'Alliance de la Fonction publique du Canada

September 13, 2023

Kim Haynes
President
Local 30905

President Haynes,

I have reviewed Local 30905's amended Bylaws and found them in good order, I approve them as presented.

We will keep a copy on file at National Office for our records and a copy will be sent to your VP as well.

In Solidarity,

June Winger
National President
Union of National Defence Employees

cc: Danielle Poissant, VP AB/North

UNION OF NATIONAL DEFENCE EMPLOYEES

LOCAL 30905

BY-LAWS

Effective 28 April 2008

Revised September 13, 2023

UNION OF NATIONAL DEFENCE EMPLOYEES (UNDE) LOCAL 30905 BY-LAWS

BY-LAW ORGANIZATION

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

Section 2 - The Fiscal Year shall be 1 October to 30 September.

Section 3 - These By-Laws are not guidelines but in fact are rules to be followed and individuals are subject to Disciplinary Action if they are not followed.

BY-LAW 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 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 - This Local shall promote the interests, rights, and privileges of all Local Members by representing any member or group of members in Local 30905 UNDE.

BY-LAW 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.

Section 2 - 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.

BY-LAW MEMBERSHIP RESPONSIBILITY

Refer to National By-Laws.

BY-LAW MEMBERSHIP DUES

Refer to National By-Laws.

BY-LAW NATIONAL EXECUTIVE

Refer to National By-Laws.

BY-LAW FORM OF ORGANIZATION

Section 1 - The officers of the Local consist of a President, two (2) Vice-Presidents, Secretary, Treasurer, Chief Shop Steward, Employment Equity Officer & Safety Officer. These officers should be elected according to Election of Local Officers of the National By-Laws. These officers should constitute the Executive Committee of This Local.

Section 2 - The Executive committee shall hold regular monthly meetings for the proper conduct of the Local's affairs, at least eight (8) per *fiscal* year. The minutes of the Executive Committee meetings once approved will be published on the UNDE website. Special meetings of the Executive Committee may be called by the President whenever he/she 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.

Section 4 - Regular meetings of This Local will be held every three months. Special meetings of This 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 fourteen (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, with a simple majority, on a two-year (2) rotational basis, as set out as follows:

- a) AGM even years: a first (1st) Vice-President, a Secretary, an Occupational Safety Officer, and a Chief Shop Steward will be elected for a two (2) year term,
- b) AGM odd years: a President, a Treasurer, a second (2nd) Vice-President, and an Employment Equity Officer will be elected for a two (2) year term.

BY-LAW DUTIES OF OFFICERS

Section 1 – The President:

- a) Shall be a member of the Executive Committee with full voice and, in case of a tied vote, will have the deciding vote;
- b) Shall preside at all meetings of This Local and the Executive Committee and enforce a due observance of the By-Laws;
- c) He/she shall convene special meetings of This Local and all Executive Committee meetings; Regular meetings of This 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, except for 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; except for 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; and
- g) Shall decide cases of emergency and shall make a report of his/her decision to the Executive Committee at their next Executive Meeting.

Section 2 –The Vice Presidents:

- a) Shall be members 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 and/or collect all new employee(s) sign a membership card to sign, and
Make two (2) photocopies of the completed membership card:
 - I. one copy for This Local's records and confirm that the name on the membership card is included in the alphabetical list of members;
 - II. another copy to be mailed to Membership Records Clerk at PSAC National; and
 - III. original membership card mailed to UNDE National;
- 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 This 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 This Local (General Membership) and Executive Committee;
- c) Shall complete accurate minutes of the meetings to be presented to the executives at the next executive meeting, execute such writings as may be required by This 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 This 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 This 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 to This Local, and deposit all funds in the bank designated by This Local in the name of the Union of National Defence Employees Local 30905;
- d) Shall pay only bills that have been approved by the General membership with the exception of Urgent in nature (ByLaw 12 D.B.iii);
- e) Cheques shall be countersigned by any two (2) Executive members with signing authority, neither of which can be the payee;
- f) Shall keep an account of receipts and disbursements in such form as will show the financial conditions of This Local at any time;
- g) Shall submit his/her books for audit by the Executive Committee, present a detailed statement of receipts and disbursements at all Regular meetings of This 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 This Local which he/she may have in his/her possession as Treasurer;
- h) Shall perform other duties pertaining to his/her office or are assigned to him/her by the Executive Committee;
- i) Shall, upon vacating his/her office, transfer without encumbrance all books, papers, funds, and assets in his/her possession belonging to This Local, to his/her successor in office,

(semicolon instead of comma) and (Q = consider to add in the future, that upon transfer will provide a handover briefing to the new incumbent of that position?)

- j) Should the office of Treasurer become vacant, the Executive Committee shall appoint a successor; and, at the next Regular Meeting of This 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 This Local and report his/her activities to the Executive Committee and give a report at all Regular meetings of This Local;
- c) Shall attend all meetings of This 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 This 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: Shall be a member of the Executive Committee with full voice and vote;

- a) Shall be directly responsible to the President of This Local and report his/her activities to the Executive Committee and give a report at all Regular meetings of This Local;
- b) Shall ensure that Labour has full representation at all established safety committees;
- c) Shall attend all LMCC and Return to Work meetings and ensure that items are placed on the agenda as required. Shall arrange to send an alternate to meetings in his/her absence;
- d) Shall maintain a record of all Union Members who are Members of the Occupational Health and Safety Committees within This Local area of responsibility;
- e) Shall ensure that all work places that require an OHS Committee or a Safety Representative have one in place; and
- f) 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 This 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 directly responsible to the President of This Local and report his/her activities to the Executive Committee and give a report at all Regular meetings of the Local;

- c) Shall be charged with the responsibility for all Stewards, and convening Stewards meetings. To make recommendations of appointments or revocations of Stewardship and required training for Stewards;
- d) Shall perform other duties pertaining to his/her office or as assigned by the President of Executive Committee);
- e) Shall report of the status of all outstanding grievances at Executive Committee Meetings; and
- f) 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 - Steward(s):

- a) Steward(s) can be appointed by the Executive;
- b) Shall be directly responsible to the Chief Shop Steward;
- c) Shall encourage Stewards to complete the PSAC and/or UNDE Grievance handling course and related courses such as TUB; and
- d) Shall perform other duties as discussed at an Executive meeting.

Section 9

Should any member of the Executive Committee be absent from two (2) 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/her delegate shall form a quorum. The Executive Committee shall have the power of This Local except the power to rescind or alter By-Laws thereof; and
- b) No office shall make any statement on behalf of This Local that reflects Local policies or beliefs without the approval from the majority of the Local Executive Committee.

Section 11

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

BY-LAW ELECTION OF NATIONAL OFFICERS

Refer to National By-Laws – Election of Local Officers.

BY-LAW ELECTION OF OFFICERS

Section 1

- a) The election of officers shall be carried out in accordance with National By-Laws – Election of Local Officers; 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 NATIONAL CONVENTIONS

Refer to UNDE National By-Laws – National Conventions.

BY-LAW FINANCES

Section 1

- a) The financial signing officers of This Local will be:
 - I. President;
 - II. Treasurer; and
 - III. One (1) other executive members.
- 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:
 - I. Approved by the General Membership or consider an emergency situation by the Executive Committee; and
 - II. A claim form must be submitted if no original invoice can be provided.
- d) All expenditures must be:
 - I. Pre-approved for the day-to-day operational expenditures from a regular/special general meeting;
 - II. Pre-approved per diem as per the PSAC rate for all members who attend **approved** PSAC training and/or developmental courses;
 - III. The members cannot receive no other financial compensation, including wages from the employer, recover for meals(s), parking or income from any other source with the expectation of PSAC training per diem;
 - IV. Union approved training/course(s) is obtained from a majority simple vote of the Executive Committee;
 - V. A quorum of Executive Committee shall have the power to raise or disburse any monies or assets belonging to the local, note in excess of (change from # to \$) \$300.00. This expenditure must be URGENT in nature and (consider changing from and to which) cannot wait for the next Regular meeting details and necessity of such action will be reported at the next Regular meeting. (Note: URGENT is defined as “requiring immediate action or attention,”).

Section 2

- a) An audited financial statement will be presented at the Annual Regular meeting of This Local;
- b) Audit financial statement can be performed by: either from an Independent Financial party, or two members chosen at the General meeting prior to the AGM; and
- c) The approved audited financial statement will be submitted to UNDE National Office immediately following the annual membership meeting via electronic encryption.

Section 3

All financial records shall be retained for the legal period prescribed by the Income Tax Act (6 years plus present year).

Section 4

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 5

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

BY-LAW DISCIPLINE

Refer to National By-Laws - Discipline.

BY-LAW PUBLIC SERVICE ALLIANCE OF CANADA COUNCILS

Refer to National By-Laws.

BY-LAW GENERAL

Section 1

Unless expressly provided otherwise by these By-Laws, all decisions requiring a vote shall be decided by a simple majority of members present at a General Meeting.

Section 2

These By-Laws are intended to amplify not conflict with the National By-Laws.

Section 3

All Elected delegates and/or Observers to PSAC and/or UNDE Conventions, Council of Locals and/or any other UNION paid activities entitled representation by this local

- a) The President shall be deemed to be an elected delegate;

- b) The number of delegates will be determined by the National By-Laws;
- c) The number of Observers will be voted on at a membership meeting;
- d) Delegates and/or observers (including the President):
 - i. Must be in attendance at the time voting;
 - ii. Must have attended at least 75% of the prior Fiscal year meetings (the attendance register shall be the means of prove of the 75% attendance requirement); and
 - iii. A presentation will be provided to the membership at the next General.

Section 4

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

Section 5

For the purpose of all General and Executive Meeting the Intervener shall be the Equity Executive Officer or the Human Resources coordination; or a member selected by the Executive Committee.

Section 6

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

BY-LAW TRAINING/EDUCATION

Section 1

A member that holds any office within This 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 CHARTERS

Refer to National By-Laws.

BY-LAW 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 PROVINCIAL FEDERATIONS OF LABOUR

Refer to National By-Laws.

BY-LAW REGULATIONS

Refer to National By-Laws.

BY-LAW CONDUCT OF MEETINGS

Section 1

All meetings will be conducted according to the Rules of Order published by and in PSAC Rules of Order Booklet.

Section 2

Types of meetings:

a) General Meeting:

- i. Call to order by the Chairperson;
- ii. Roll call of Officers
- iii. Policies in effect and Intervener appointed;
- iv. Acceptance of the Agenda;
- v. Approval of minutes of previous General meetings;
- vi. Treasurer's report;
- vii. Communications and bills;
- viii. Committee reports;
- ix. Unfinished business;
- x. Nominations and elections, (only if an Executive member's position is resigned);
- xi. New business;
- xii. Open discussion; and
- xiii. Adjournment.

b) Special Meeting:

- i. Call to order by the Chairperson;
- ii. Roll call of Officers;
- iii. Policies in effect & Intervener appointed;
- iv. Acceptance of the Agenda;
- v. Business of the Special meeting; and Adjournment.

c) Annual General Meeting:

- i. Call to order by the Chairperson;
- ii. Roll call of Officers;
- iii. Policies in effect and Intervener appointed;
- iv. Acceptance of the Agenda;
- v. Reading and approval of the previous Annual General Meeting;
- vi. Treasurer's Audited report;
- vii. Treasurer's Preapproved expenditures;
- viii. Nominations/Elections/swearing in of newly Elected officers;
- ix. Floor is turned over to the National Guest;
- x. Open for discussions; and
- xi. Adjournment.

Section 3

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

These By-Laws were amended and presented to UNDE Edmonton Local 30905 General Membership on 28 April 2008.

These By-Laws were amended and presented to UNDE Edmonton Local 30905 General Membership on 2 June 2022.