

UNION OF NATIONAL DEFENCE EMPLOYEES

LOCAL 21008 BYLAWS

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BYLAW 1- NAME

This organization hereafter referred to as “the Local” shall be known as Local 21008 of the Union of National Defence Employees (UNDE), a Component of the Public Service Alliance of Canada.

BYLAW 2- AIMS AND OBJECTIVES

- Section 1 The Local shall subscribe to and accept as its governing documents the Constitution of the Public Service Alliance of Canada and the Bylaws of The Union of National Defence Employees Component.
- Section 2 The Local shall support fully the Public Service Alliance of Canada in the furthering of its constitutional responsibilities for the improvement and protection of wages, salaries, and other terms of employment for all employees of the Federal Government.

BYLAW 3- MEMBERSHIP

- Section 1 The membership shall comprise of those Members of the Public Service Alliance of Canada employed by the Department of National Defence whose employment is in the area assigned to the Local by the National President and the BC Vice President.

BYLAW 4- MEMBERSHIP DUES

- Section 1 The membership dues of the Local shall be the amount of the per capita fee and dues required by the Constitution of the Public Service Alliance of Canada and Bylaws of the Union of National Defence Employees and an additional amount as determined by the Local.
- Section 2 The Local may adjust Local membership dues by a two-thirds majority Vote of those Members present at a General Meeting of the Local Providing that a notice to increase (or decrease) is given not less than 30 days prior to the vote.

BYLAW 5- LOCAL EXECUTIVE OFFICERS

- Section 1 The Local Executive Officers shall consist of: President, Vice President, 2nd Vice President, Secretary, Treasurer, Chief Shop Steward
- Section 2 The Local Executive Officers shall consist of the Local Executive Officers, and Representatives.
- Section 3 All terms of office for members of the Local Executive Officers shall be for a two year period. The tenure of the members of the Executive Committee are to be staggered with the positions of the President, 2nd Vice President, Treasurer, and Chief Shop Steward elected every even year and the positions of 1st Vice President, Secretary, and Alternate Chief Shop Steward elected in the odd years. All Local Executive Officers shall take The Oath of Office at the end of the Annual General Meeting at which they were elected.
- Section 4 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, if able, 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."

BYLAWS 6 – SHOP STEWARDS

- Section 1 There will be no set term for Shop Stewards. Shop Stewards may be elected by the members in their work area or they may be appointed by the President of the Local should they be willing to serve in this capacity. The Local will make every effort to ensure perspective Shop Stewards receive the pre-requisite training as soon as possible. The Oath of Office will be

administered upon completion of training, by the President or the 1st Vice President, in the President's absence.

BYLAW 7 – MEETINGS

- Section 1 Regular General Meetings of the local shall be held quarterly (once every three months). The date, time, and location of the next meeting will be provided at each preceding meeting, with option of in-person or hybrid remote attendance. Should there be no quorum the Local shall make every effort to reschedule the meeting within 30 days.
- Section 2 The regular meetings are open to all Members of the Local. The Agenda will be promulgated a minimum of 24 hours before said meetings.
- Section 3 The President has the authority to call a Special Meeting of the Local at any time, but only the matter/matters posted may be discussed. A Special Meeting shall be called upon the written request of the majority of the Local Executive Officers or a petition signed by 25 Members in Good Standing of the Local. The petition or notice shall include the business to be discussed at the Special Meeting.
- Section 4 An Annual General Meeting (AGM) shall be held in accordance with the UNDE National Bylaws for the purpose of receiving annual reports, presentation of the Budget, election of members of the Executive, and the consideration of other business. AGM's shall be held outside of the Employers work site and shall last no longer than 2 hours, and announced by posting 30 days prior to the meeting.
- Section 5 The Local Executive Officers will hold regular monthly meetings including one week prior to the quarterly general meetings. The Agenda will be promulgated a minimum of 24 hours before said meetings.
- Section 6 Special Meetings of the Local Executive Officers shall be held at the call of the President or upon written request of two Members of the Local Executive Officers

BYLAW 8- QUORUMS

- Section 1 A quorum at a General Meeting (whether a quarterly meeting, the Annual General Meeting, or a Special Meeting) of the Local shall not be less than 25 Members in Good Standing, including the Local Executive Officers.
- Section 2 A quorum at a Local Executive Officers meeting shall not be less than 4 Officers.

BYLAW 9- ELECTIONS

- Section 1 All Local Executive Officers and Representatives shall be elected by secret

ballot majority vote at an Annual General Meeting. When in attendance these elections will be conducted by the UNDE Regional Vice President of BC or their Alternate.

- Section 2 In the event of an unopposed election, that nominee shall be deemed elected by acclimation for the position, upon agreeing to stand for the position
- Section 3 Vacancies occurring on the Local Executive Officers may be filled by appointment on an interim basis. Once a vacancy on the Local Executive Officers becomes official, notice to be given and an election for said position is to be conducted at the Annual General Meeting when the position is to be elected.
- Section 4 Prior to the AGM a call out to the general membership will be made for volunteers to convene a Nominations and a Bylaws Committee.
- Section 5 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, as per UNDE National Bylaw 10 Article 2.
- Section 6 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.

BYLAW 10 – DUTIES OF OFFICERS AND REPRESENTATIVES

- Section 1 President – The President shall be responsible for the efficient and proper conduct of the affairs of the Local, preside at the meetings of the Local Executive Officers and all meetings of the Local (except where this duty has been delegated to another Officer of the Local), interpret the Locals Bylaws, oversee the work of the other Officers of the Local and all Committees, and perform such other duties associated to his/her office. The President shall ensure representation by the Local for UMCC/LMCC meetings. The President shall coordinate with Regional and National offices on union -wide activities, develop relationships with community and political leaders, and encourage membership participation. The President shall promote and uphold the union's strength and unity by safeguarding members' rights and representing their collective voice in all organizational decisions. The President shall report on his/her activities to the Local Executive Officers at each meeting, to the Local at each quarterly meeting, and to the AGM. He/she shall vote only in the case of a tie. The President is an ex-officio member of all committees of the Local.

- Section 2 Vice President – The VP shall assist the President in the discharge of his/her duties, and in the absence of the President, or in that persons inability to act, shall assume the duties of the President. The VP shall be responsible for such other duties as may be assigned by the President.
- Section 3 2nd Vice President- The 2nd VP shall assist the VP and President in the discharge of his/her duties, and in the absence of the VP, or in that persons inability to act, shall assume the duties of the VP. The 2nd VP shall be responsible for such other duties as may be assigned by the President or Vice President.
- Section 4 Secretary – The Secretary shall record the proceedings of all meetings, shall be responsible for maintaining the minutes of all meetings, the distribution of said minutes and the proper maintenance of all documents. The Secretary shall be responsible for scheduling meeting places and times. The Secretary shall be responsible for general correspondence from Members or others, and distribute those correspondences to the appropriate Local Executive Officer. The Secretary shall notify membership of all meetings with at least 30 days notice, and is responsible for tracking RSVPs. The Secretary shall maintain both the external (Outlook) and internal (DWAN) email distribution lists, and send out general informational emails from UNDE/PSAC. The Secretary shall work in conjunction with the Membership Chairperson. The Secretary shall be responsible for such other duties as may be assigned by the Local Executive Officers.
- Section 5 Treasurer – The Treasurer shall be responsible for receipt and disbursement of all monies and financial records of the Local, and shall be responsible to see that all transactions with respect to deposit of monies in a chartered financial institution to the credit of the Local are kept in accordance with the requirement of the said financial institution. The Treasurer, in consultation with the Local Executive Officers will be responsible to produce a detailed financial statement for each General Meeting and the AGM. The Treasurer shall produce and present the Annual Budget at the Annual General Meeting with consultation from the Local Executive Officers. The Treasurer shall ensure an audit of the Local's books is done at the end of each fiscal year by an independent auditor. The Treasurer shall be responsible for such other duties as may be assigned by the Local Executive Officers.
- Section 6 Chief Shop Steward – The Chief Shop Steward shall be responsible for the processing and maintaining of records of Members complaints against the Employer, grievances and appeals, and maintaining electronically a report to present at every General Meeting. The Chief Shop Steward will provide assistance to the Shop Stewards as required. The Chief Shop Steward shall be

responsible for such other duties as may be assigned by the Local Executive Officers.

- Section 7 Young Worker's Representative – The Young Worker's Representative shall be responsible for liaising with the young workers (workers of age to 35 years) of the Local, recruiting new young workers to participate in local and regional activities, and maintaining a list of the young workers in the Local. The Young Worker's Representative shall be the Local's representative on the PSACBC Vancouver Island Young Workers Committee (VIYWC) and encourage the participation of the Local membership on the VIYWC, and reporting back to the Local after each meeting. The Young Worker's Representative shall be responsible for such other duties as may be assigned by the Local Executive Officers.
- Section 8 Human Rights Representative- The Human Rights Representative (HR Rep) shall be responsible with liaising with the equity members of the Local, and educating and promoting the equity programs and Committees within the Union. They shall work with the UNDE BC Human Rights Coordinator to promote a greater understanding of Human Rights and Employment Equity within the Local. The Human Rights Representative shall be the Local's representative on the PSACBC Vancouver Island Human Rights Committee (VIHRC) and encourage the participation of the Local membership on the VIRHC and reporting back to the Local after each meeting. The Human Rights Representative shall be responsible for such other duties as may be assigned by the Local Executive Officers.
- Section 9 Health and Safety Representative- The Health and Safety Representative shall be responsible with liaising with the safety unit members of the Local. They shall work with the UNDE National Health and Safety Coordinators to promote a greater understanding of Health and Safety within the Local. The Health and Safety Representative shall be the Local's representative on the PSAC BC Region Union Safety and Health (BRUSH) and reporting back to the Local after each meeting.
- Section 10 Sergeant-At-Arms- The Sergeant-At-Arms shall be responsible for recording attendance at all meetings. The Sergeant-At-Arms shall be responsible for distributing reports to members at all meetings. The Sergeant-At-Arms shall be responsible for tiling the doors during elections when necessary.
- Section 11 Membership Chairperson- The Membership Chairperson shall be responsible for recruiting Members to participate in local and regional activities, and maintaining a list of the Members in the Local. The Membership Chairperson shall work directly with The Secretary, and have access to an email account especially for the purpose of membership engagement. The Membership Chairperson shall be

responsible for such other duties as may be assigned by the Local Executive Officers.

BYLAW 11 – ORDER OF BUSINESS AT MEETINGS

(1) Regular General Meetings

1. Call to Order
2. Reading of Harassment Statement
3. Land Title Acknowledgement
4. Roll Call of Officers
5. Acceptance of the Agenda
6. Reading of Minutes of Previous Meeting
7. Business Arising from Minutes
8. President's Report
9. Treasurer's Report
10. Chief Shop Steward's Report
11. Committee Reports
12. Unfinished Business
13. New Business
14. Notice of Next General Meeting
15. Adjournment

(2) Annual General Meetings

1. Call to Order
2. Reading of Harassment Statement
3. Land Title Acknowledgement
4. Roll Call of Officers
5. Introduction of Guests
6. Moment of Silence for Departed Member(s)
7. Acceptance of the Agenda
8. Reading and approval of Minutes of Previous AGM
9. President's Report
10. Treasurer's Report
11. Chief Shop Steward's Report
12. Representatives Reports
13. Special Committee's Reports
14. Unfinished Business
15. Nominations and Elections
16. Oath of Office
17. Guest Speakers
18. Notice of Next General Meeting
19. Adjournment

(3) Special General Meetings

1. Roll Call
2. Reading of Harassment Statement
3. Land Title Acknowledgement
4. Reading of Notification of Letter Calling the Special Meeting
5. Discussion of Business for which the Meeting was called
6. Adjournment

BYLAW 12 – FINANCES

- Section 1 The financial records of the local shall be audited once annually by a chartered or certified accountant approved by the Local Executive Officers. The Local Treasurer shall submit to the Annual General Meeting of the Local an audited statement of the Local's finances for approval of the membership attending said meeting. If approved, such statement and minutes of the meeting shall be submitted to the National Office no later than December 31 st of the same year. Failure to do so shall result in the National Office withholding the Local's rebate of dues until such statement is received by the National Office. It can also result in the Local being placed in Trusteeship.
- Section 2 The Local 21008 Fiscal Year: October 1 to September 30th
- Section 3 The expenditures of the funds of the Local shall be vested in the authority of the Local Executive Officers on approval of an annual budget which shall be presented at the AGM for the forthcoming year.
- Section 4 All UNDE Local 21008 Local Executive Officers Executive Members or Members in Good Standing, shall submit an expense claim with receipts for any travel related expenditure that may occur while performing official UNDE Local 21008 business. This will be the only method of reimbursement for travel related expenditures that are not ruled by the Budget and/or are voted upon at a General Meeting of the Membership. Travel related expenditures with receipts will be reimbursed upon providing an event report no later than two weeks following the event. Wage loss claims are to be submitted to UNDE National Office.
- Section 5 No member shall be eligible to be nominated as an accredited delegate, alternate delegate or observer unless the member has attended 75% of all Local meetings open to the general membership held during the twelve (12) month period immediately prior to the day on which the election of delegates and alternates takes place.
- Section 6 Local Executive Officers shall be authorized to spend up to one-twelfth of the previous year's expenditures per month until such time as its budget is approved, should the budget fail to be approved at the AGM.

- Section 7 The Local Executive Officers shall be authorized to spend up to seven hundred fifty dollars (\$750.00) per month without taking the expenditure to a General Meeting. There shall be a two-thirds majority of the Local Executive Officers for these expenditures.
- Section 8 Each Local shall approve three signing officers of whom any two (2) shall sign all cheques. The Local Executive Officers authorized to sign cheques or etransfers drawn on the account of the Local shall be consist of two of the following:
 Treasurer
 President
 1st Vice President
- Section 9 Apart from spending allocated Budget funds an appropriation vote, which will require a two-thirds majority at a meeting as defined under Sections 1, 3, and 4 of the Locals Bylaws is required for monies to be spent.

BYLAW 13 – AMENDMENTS

- Section 1 A motion of any Bylaw amendment proposal must be posted communicated to the membership thirty (30) days prior to a Regular General Meeting or an AGM at which the proposed amendment is to be considered.
- Section 2 The proposed amendment(s) text must be available at the time of the proposal and must be included in the notice convening the meeting.
- Section 3 A 2/3 majority of the members present is required for any proposed amendment. The amendment shall be effective immediately, subject to review by the VP of the BC Region for furtherance to the UNDE National President.

BYLAW 14- PARTICIPATION

- Section 1 All Members in Good Standing of the Local shall participate at the meetings of the Local or its subordinate bodies, except that non-members may participate in an advisory and ex-officio capacity if specifically requested to do so by the Local Executive Officers.
- Section 2 The services provided by the Local shall be available to all Members in Good Standing of UNDE Local 21008.

BYLAW 15 – REGULATIONS

- Section 1 The Local Executive Officers shall have such power to make Local 21008 Regulations as necessary for the proper conduct of the business of the Local, provided such Regulations do not conflict with the provisions of these Bylaws.

Section 2 Such Regulations shall be promulgated within sixty (60) days of their adoption and shall be referred to the next Annual General Meeting of the Local 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.

If any conflict should exist, the National Bylaws of the Union of National Defence Employees shall take precedence and override the Local 21008 Bylaws.

January 2026