



UNDE Local 70676 National Capital Region

BYLAWS

~~PROPOSED BYLAWS ADOPTED FOR THE GENERAL MEETING – APRIL 2026 BY THE GENERAL MEMBERSHIP – NOVEMBER 2025~~

November 2025

BYLAWS

Local 70676

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BYLAWS

Local 70676

BYLAW 1 – ORGANIZATION AND MEMBERSHIP

Article 1. This organization is composed of civilian employees who are members of the Union of National Defence Employees (UNDE) and are employed by National Defence. These employees work within the Assistant Deputy Minister of Public Affairs (**ADM(PA)**), Assistant Deputy Minister of Review Services (**ADM(RS)**), Assistant Deputy Minister of Defence Research and Development Canada (**ADM(DRDC)**), the Department of National Defence Legal Advisor (**DND CF LEGAL ADVISOR**), the Judge Advocate General (**JAG**), the Office of Disability Management (**ODM**), the Chief Military Judge (**CMJ**), the Military Grievance External Review Committee (**MGERC**) and the Office of the Ombudsman for CAF/DND (**OMB**). The organization shall be officially known as UNDE Local 70676, and hereinafter referred to as “the Local.”

Article 2. The organizational structure of the Local shall be comprised of not less than three (3) Executive committee members including the President, Vice-President and Secretary/Treasurer.

Article 3. The Local shall be comprised of the following Executive Officers:

- Local President
- Local Vice-President
- Secretary
- Treasurer
- Chief Shop Steward
- Woman's Representative
- Human Rights Officer
- Young Worker Representative (35 and younger)

Article 4. Membership shall be in accordance with the National UNDE By-Laws and the PSAC Constitution.

BYLAW 2 - INTERPRETATIONS

Article 1. The Local President has authority to interpret the Bylaws and that interpretation shall be conclusive and in full force and effect unless reversed or changed by the Local Executive or National President.

BYLAW 3 – ELECTION OF OFFICERS

Article 1. Officers shall be elected by secret ballot and decided by simply majority of those voting at the Annual General Meeting.

Article 2. 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;

Article 3. Members of the Nominating Committee cannot stand for Executive committee positions.

Article 4. 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 5. The Nominations Committee shall be responsible for receiving written nominations and for ensuring that, if a nominee is unable to attend, the nominee has submitted acceptance of the nomination and—
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a signed statement as to the reason for not being in attendance.

Article 6. All nominees for office must be members in good standing and attend the time of election or have given written consent to stand for election to the Nominations Committee. All nominees for office must be duly moved and seconded by members in attendance at the meeting.

Article 7. In the event where more than two candidates run for a specific office, the candidate receiving the fewest votes shall be dropped from the ballot whenever a clear majority of the votes cast are not accorded to any candidate. This procedure shall continue each succeeding ballot, until a candidate receives the necessary simple majority.

Article 8. Newly elected Officers shall be sworn in immediately following their election. 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 9. To facilitate continuity of office for the Local, all positions shall be elected for a two-year term, with positions open for election in alternating years as set out below:

- a. Commencing in 2025 and in **uneven** years thereafter, the President, Secretary, Chief Shop Steward, Women's Representative and Young Worker Representative positions will stand for election;
- b. Commencing in 202**6** and in **even** years thereafter, the Vice-President, Treasurer, Health and Safety Officer and, Human Rights Officer positions will stand for election; and

~~c. Should a midterm election be required, the successful candidate will fill the position for the balance of the existing term only.~~

Article 10. Should any officer of the Local 70676 Executive be elected to another position on the Executive, their current position shall immediately be surrendered and **the Local president will appoint a member in good standing as a replacement in consultation with the Local executives to serve in that office for the balance of the term.**

BYLAW 4 – EXECUTIVE COMMITTEE

Article 1. The Executive Committee shall be comprised of all Officers elected at the Annual General Meeting.

Article 2. Any member vacating their position as an Executive Officer, Steward or committee member, shall deliver all records, files, documents, funds or property being held by them in trust for the Local as soon as possible but not later than sixty days after notice of resignation.

BY-LAW 5 – DUTIES OF THE PRESIDENT

Article 1. The President of the Local shall:

- a. be the Chief Executive Officer of their Local, preside at all meetings of their Local, and be responsible for the efficient and proper conduct of their Local;
- b. enforce the Bylaws of the Local and the National UNDE Bylaws;
- c. appoint committees as required;
- d. act as an ex-officio member of all committees;
- e. have a guaranteed delegate position to attend the UNDE Triennial Convention;**

- f. report to the Executive Committee and the membership, all business concerning the Local. Policy decisions affecting the Local shall be presented to the membership and the Executive Committee as a whole;
- g. sign all correspondence on behalf of the Local;
- h. at the discretion of the President, assign to the Executive Officers, Committee Chairpersons, or Stewards of the Local as required, the following responsibilities (in no particular order):
 - I. Union Management Consultation Committee;
 - II. Joint Occupational Safety & Health Committee;
 - III. Membership portfolio;
 - IV. Education portfolio;
 - V. Website Administrator;
 - VI. Mobilization; and
 - VII. Any other portfolios or committees as required.
- i. act as the chief representative of the Local and the chief spokesperson in its dealings with management, UNDE, PSAC, all other locals and affiliates.

BYLAW 6 – DUTIES OF THE VICE PRESIDENT

Article 1. The Vice-President(s) in descending order shall:

- a. assist and support the President in the discharge of their duties;
- b. perform the duties of the President in their absence;
- c. be responsible for their portfolios as assigned, including the provision of reports and updates on a regular basis;
- d. report on their activities on a regular basis to both the Executive and the membership;
- e. submit an annual written report on their activities to the Local President and the membership and present this at the Annual General Meeting;
- f. Perform other duties as directed by the Local President.

BYLAW 7 – DUTIES OF THE SECRETARY

Article 2. The Secretary shall:

- a. provide written notice to the members of the Local of all meetings;
- b. request and collect agenda items from the membership, prepare and distribute agenda;
- c. record and prepare Minutes for all General Membership meetings, Special Membership meetings, Executive meetings and Special Executive meetings for the Local;
- d. distribute written copies of the Minutes for the previous General Membership meeting or any Special Membership meeting for approval at the next General Membership meeting;
- e. present by reading or providing in hard copy, all relevant, pertinent and current correspondence received by the Local office;
- f. prepare a response to all correspondence between the Local, UNDE National, PSAC and other labour affiliations for review and signature by the President;
- g. be the custodian of all correspondence, records, archived financial records and minutes for the Local;
- h. ensure that all other than routine correspondence for the Local is signed by the President;
- i. maintain a register of all members in good standing in attendance at General Membership or Executive meetings of the Local;
- j. make records available for inspection to any member in good standing with the Local upon receipt of a request in writing and in accordance with Privacy Regulations;
- k. submit minutes of the annual meeting where the audited financial statement is approved

- to the National Office no later than December 31 of the same year.
- l. perform such other duties to support the efficient operation of the Local office including the purchase of pens, paper and stationery supplies as required; and
- m. carry out other duties as delegated by the President of the Local.

BYLAW 8 - DUTIES OF THE TREASURER

Article 1. The local Treasurer shall:

- a. be responsible for the receipt and disbursement of all funds for the Local, and maintain accurate and proper financial records;
- b. be accountable to the membership and Executive for all finances;
- c. submit current financial reports to Executive and General membership meetings as required;
- d. complete and submit an Annual Financial Statement for the previous fiscal year, for approval of the membership at the Annual General Meeting;
- e. submit an audited statement to the UNDE National Office, no later than December 31 of that same year;
- f. monitor the monthly Member Union Dues Deductions statement;
- g. prepare and submit a budget proposal for the forthcoming fiscal year to the Executive Officers, for approval at the March General Membership Meeting; and
- h. carry out other duties as delegated by the President;

BYLAW 9 – STEWARDS

Article 1. Stewards shall:

- a. be a member in good standing of Local 70676;
- b. be considered a Steward in training until they have obtained a minimum of the PSAC Talking Union Basics (TUB) and UNDE or PSAC Grievance Handling workshops;
- c. be elected by a simple majority from the local work unit. Local Officer to facilitate;
- d. be sworn in as a Steward, appointed to the Steward's List and introduced to the Local at the next General Meeting by the President of the Local or their delegated representative;
- e. be responsible for dealing with all initial membership workplace complaints in their area of responsibility;
- f. be available to represent members in other areas when required;
- g. represent membership at first level grievances;
- h. submit all administrative information to Chief Shop Steward or designate on a monthly basis;
- i. seek assistance and/or direction for processing workplace complaints and first level grievances from Local Executive or designate to ensure a consistent level of service across the Local;
- j. participate in all Steward, Membership and Special meetings coordinated by the Executive and/or designate;
- k. be available to participate in Steward training as required;
- l. act as a mentor and source of knowledge to other Stewards when requested; and
- m. carry out other duties as requested by the Chief Shop Steward or Local President; and
- n. be compensated for Union related out of pocket expenses in accordance with By-Law 12 provided they have met the requirements in accordance with Bylaw 9;

BYLAW 11 – MEETINGS

Article 1. General Membership Meetings for the Local shall be scheduled on the recommendation of the Executive Committee.

Article 2. Notices of meetings shall be distributed a minimum of one (1) week (7 calendar days) in advance.

Article 3. Special General Meetings may be called by the President or upon the petition of ten (10) members in good standing, to deal with a specific issue. All such petitions shall be presented to the President and will include an outline of the business to be addressed.

Article 4. General membership meetings are open to all members in good standing. Reports from the Executive Officers on their activities shall be presented.

Article 5. The Local shall hold an Annual General Membership meeting normally during the month of November (or at another time as approved by the National President) for the purpose of presenting the annual audited Financial Statement, receive reports from the Executive, and conduct the election of Officers.

Article 6. Regular Executive Committee Meetings for the Local shall be held quarterly at a minimum, for the proper conduct of the Local's affairs. Additional Executive Committee Meetings shall be called by the Local President or by a majority of the Executive Officers on an as required when required basis. A quorum shall exist where at least two thirds (2/3) of the Executive Officers are present.

Article 7. The Chairperson shall ensure that the UNDE Harassment Statement is read at all Local meetings and socials, and that at least one (1) intervener has been clearly identified with the members present. The minutes of all meetings shall reflect who read the statement, and who was identified as the intervener.

Article 8. PSAC Rules of Order shall apply at all Local meetings.

BY-LAW 12 – FINANCE

Article 1. All funds shall be duly received, recorded, and deposited in an Accredited Financial Institution by the Treasurer of the Local, within five (5) business days after receipt, to an account in the name of Local 70676, Union of National Defence Employees.

Article 2. The fiscal year for the Local shall run from the first of October to the 30th of September. All financial records shall be retained for the legal period prescribed by the Canada Revenue Agency.

Article 3. The banking account shall be a type that has chequing privileges and provides a monthly statement. The Local shall advise the National Office and the Vice-President of the Region of the specific bank.

Article 4. Signing authority on all cheques shall be the Treasurer plus the Local President, and one other delegated Executive Officer, with two (2) of the three (3) signatories required on all cheques issued by the Local. Except in an emergency or in the absence of the Treasurer, the Treasurer shall be a required signatory, and no Executive Officer shall sign a cheque upon which they are the payee.

Article 5. All expenditures shall be paid either by cheque or pre-authorized payment, as directed by the membership of the Local, or Local 70676 By-Laws where applicable.

Article 6. The Executive Committee shall have the authority to spend up to \$500.00 on normal operating expenses that are not covered by the approved budget and shall report those expenditures for approval/confirmation at the next General Membership Meeting.

Article 7. A per diem entitlement for the Executive Officers, listed in Bylaw 4, Article 1 and stewards shall be paid at the end of the fiscal year as approved in the budget to help defray expenses not otherwise covered by the Local. This payment shall represent, but not limited to, expenses such as cell phone, internet, printing and office supplies, time outside of normal business hours, etc.

a. A per diem of up to \$2000 per year shall be paid to the Local Elected President., Vice-President, Secretary, Treasurer and Chief Shop Steward. Per diem rates shall be applicable to the dates served on a pro-rated basis.

b. A per diem of up to \$1000 per year shall be paid to the Women's Representative, Young Worker positions, and any additional Local Steward. Per diem rates shall be applicable to the dates served on a pro-rated basis.

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Article 89. Executive Officers, Stewards and/or Portfolio Holders may claim pre-approved reasonable out-of-pocket expenses incurred while performing business for the good and wellbeing of the Local or its Membership which they do not receive reimbursement by another means.

Article 94. All members seeking authorized payment and/or reimbursement of expense(s) shall submit an expense claim documenting all relevant expenses, and providing all applicable receipts, prior authorization, signed and dated, to the Treasurer of the Local for final approval and reimbursement.

BYLAW 13 – MEMBERSHIP DUES

Article 1. The membership dues of the Local shall be the amount of the per capita fee and dues required by the contribution of PSAC and By-Laws of UNDE and additional amounts as determined by the Local. The current monthly Local dues rebate shall be \$3.73.

Article 2. The local may amend the Local dues rebate on the authority of a two-thirds (2/3) majority vote of the membership attending a duly called meeting of the Local.

Article 3. A duly called meeting of the Local means:

- a. The notice calling the meeting shall state specifically that the matter of dues will be on the agenda and a decision by a two-thirds (2/3) majority of the members attending;
- b. The notice shall be dated and signed by the President of the Local; and
- c. A copy of the notice shall be:
 - (i) mailed to the Vice President of the Region, who will be responsible for onward submission to the National President; and
 - (ii) posted or circulated at least fourteen (14) calendar days prior to the date of the meeting in such a manner that members will be made aware of the meeting.

BYLAW 14 - AUDITORS

Article 1. An Audit Committee comprised of volunteers (preferably with a financial background) from outside the Executive Committee, will be selected from members of the Local, specifically two (2) auditors and one (1) alternate.

Article 2. The Audit Committee shall have an audit of the Annual Financial Statements prepared for the local and present the audit report at the Annual General Membership Meeting.

BYLAW 15 – DISCIPLINE

Article 1. Any Executive Officer, Steward, or other committee member of the Local who fails to abide by these Bylaws may be subject to removal from their duties in accordance with the National UNDE Bylaws, Regulations and Policy Guidelines, and PSAC Constitution and Regulations.

BYLAW 16 – BYLAWS

Article 1. Notice to amend the Local Bylaws shall be given in writing (30) days prior to the meeting at which the motion will be introduced. A two-thirds (2/3) majority vote of the members in attendance is required to pass the amendment.

Article 2. Within (30) days of adoption, the Local shall forward to the Vice-President of the Region, a copy of the amended Bylaws for review and approval to the National President.

Article 3. The Executive Committee shall have the power to make such regulations as are necessary for the proper conduct of the business of this Local, provided such regulations do not conflict with the provisions of these Bylaws. Such regulations shall be promulgated within sixty (60) days of their adoption and shall be referred to the next General Meeting for ratification. Failure to receive a two-thirds (2/3) majority vote shall automatically rescind any regulations effective on the date of rejection.

Article 4. The Bylaws of the Union of National Defence Employees, and the Constitution of the Public Service Alliance of Canada are to be considered as being part of these Bylaws, and in case of conflict, shall take precedence over the Local's Bylaws.

REGULATIONS

REGULATION 1 – Order of Business and General Rules

Order of business for all Meetings:

- a. all meetings, of the Local 70676, shall be called to order by the President of the Local 70676, or in their absence, by their representative. The Secretary shall take the roll of Executive members and members in good standing;
- b. UNDE Statement on Harassment is read aloud by at least one intervener;
- c. minutes of the previous General Membership Meeting and any Special Membership Meetings shall be made available for distribution, confirmation and acceptance;
- d. matters arising from the Minutes of the previous General Membership Meeting and any Special Membership Meetings shall be presented for distribution, confirmation and acceptance;
- e. correspondence of the Local shall be read by the Secretary of the Local ;
- f. the financial report(s) shall be made available for distribution, confirmation and acceptance;
- g. election of Executive Officers of the Local 70676 shall be conducted including nominations, distribution of election ballots, and taking of Oath of Office by elected Executive Officers for the Local;
- h. any new business (from agenda) shall be conducted; and
- i. a motion for adjournment or continuation of meeting shall be taken.

Signed at Ottawa, ON this 25 day of March, 2025



(Name)
President
UNDE Local 70676

Approved this _____ day of _____, 2025

National
President
UNDE