

**UNION OF NATIONAL DEFENCE EMPLOYEES**

**LOCAL 629**

**CANADIAN FORCES GARRISON PETAWAWA**

**BY-LAWS**

**LOCAL 629**

**UNION OF NATIONAL DEFENCE EMPLOYEES**

APPROVED AT THE ANNUAL GENERAL MEMBERSHIP  
MEETING

HELD ON October  
29, 2025



PRESIDENT Jason  
Jones



SECRETARY John  
Mason

Signed 31 October  
2025

**UNION OF NATIONAL DEFENCE EMPLOYEES LOCAL 629**

**-GARRISON PETAWAWA**

**BYLAWS**

**UNDE COMPONENT**

**PUBLIC SERVICE ALLIANCE OF CANADA**

## **BY-LAW 1**

This organization shall be known as Local 629, Garrison Petawawa for the **UNION OF NATIONAL DEFENCE EMPLOYEES (UNDE) COMPONENT OF THE PUBLIC SERVICE ALLIANCE OF CANADA (PSAC)**, hereinafter referred to as the "THE LOCAL"

## **BY-LAW 2- INTERPRETATIONS**

Section 1: The non gender base will be used in these Bylaws and the singular to include plural. "Local" shall mean "Local of the UNDE"

Section 2: Component shall be "UNDE of the PSAC"

Section 3: In cases of dispute or misunderstanding, the National Executive will have final decision on interpretations of these Bylaws.

## **BY-LAW 3- AIMS AND OBJECTIVES**

Section 1: The Local shall subscribe to and accept as its governing documents, the Constitution of the PSAC and the Bylaws of it's Component.

Section 2: The Local shall fully support the PSAC in the furthering of its constitutional responsibility for the improvement and protection of wages, salaries and other terms of employment of all employees of the Federal Government.

Section 3: The services provided by the Local shall be available, subject to the occurrence of the Local Executive, to all members in good standing of Local 629, UNDE and PSAC.

## **BY-LAW 4 - MEMBERSHIP**

Section 1: The membership shall comprise of those members of the PSAC who are employed by the Department of National Defence (DND), Garrison Petawawa, ON.

Section 2: Associated Membership (for benefit)

Any former employee of the Local whose employment with DND is terminated by: reaching retirement age, medical reasons, or abolition of position. Associate members shall not have voice or vote in meetings of the Local, but may be accorded other privileges of membership for such a length of time as may be provided by the Bylaws of the UNDE Component.

**BY-LAW 5- MEMBERSHIP DUES**

Section 1: The membership dues of the Local shall be the amount of the per capita fees and dues required by the Constitution of the PSAC and the Bylaws of UNDE. and additional amounts as determined by the Local.

Section 2: The Local may change Local membership dues by a two-thirds (2/3) majority vote of those members present and voting. The membership shall be notified by the Executive of such proposed increased dues at least thirty (30) calendar days in advance of such meeting.

**BY-LAW 6- LOCAL OFFICERS**

Section 1: The officers of the Local shall consist of a President; 1st Vice President; 2nd Vice President; 3rd Vice President; Treasurer; Secretary and a Chief Shop Steward, all of whom shall be elected separately in the order mentioned, by members in attendance and voting at the regular meeting in November, where practical. Where it is impractical to hold elections in November, they may be delayed or advanced for a period not greater than one (1) month in each case.

Section 2: All terms of office shall be for a two (2) year period, remainder of term or if in an interim position stay until the next AGM to vote on that position.

Section 3: Vacancies on the Executive of any elected officer of the Local (with the exception of the President, 1st Vice President and 2nd Vice President, whose vacancies shall be filled in accordance with Bylaw 8, Sections 4, 6, 7, 9 and 10) shall be filled by giving notice of motion of election at the next general meeting following the vacating of the position, followed by an election at the next general meeting through a simple majority vote. During the interim period, the Executive may provisionally appoint a replacement. When a member steps down from the current Executive position to run for another Executive position they will not revert back to the old position. They have to be voted into any position.

Section 4: The elected officers shall be accountable to the membership for all decisions of the Local, and shall have final vote on all Executive decisions.

Section 5: The past President may serve a term of one (1) year on the Local Executive in an advisor capacity if willing to actively participate and be approved by a membership vote at the next general meeting.

Section 6: The elected officers shall be accountable for all property bestowed upon them for the purpose of their position. Upon stepping down elected officers will be required to return said property. This includes, but is not limited to cell phones, cell phone charging equipment, computers, briefcases and files.

Section 7: The elected officers shall be accountable for positional email boxes which were bestowed upon them for the purpose of conducting the union business of their position. Upon stepping down elected officers will be required to return and hand over said email box and password at the first executive meeting following election of new officers. If elected officers who have stepped down receive email correspondence, they will immediately forward these emails to a sitting executive member or the bailout email address.

Section 8: The elected officers shall be required to attend all meetings of the executive unless they provide advance notice. In emergency situations elected officers should attempt wherever possible to contact another member of the executive to indicate their absence. Should an elected officer miss 3 or more meetings of the executive the matter will be brought forward for review by the executive to decide on a course of action.

Section 9: Elected officers shall be accountable to the membership for their activities.

Section 10: Following annual elections newly elected or appointed executive shall read through and sign off in agreement with the bylaws of local 629.

Section 11: All dealings of the executive on behalf of the membership shall be held in confidence.

### **BY-LAW 7- ELECTION OF OFFICERS**

Section 1: All officers shall be elected by secret ballot at a regular meeting in October, November or December, in accordance with Bylaw 6, Section 1.

Section 2: Only members in good standing shall have the right to vote at any election or the taking of any ballots in connection with the Local.

Section 3: At a regular meeting, the Executive will appoint a Nominating Committee, which will elect its own Chairperson if necessary.

Section 4: Nominations may be submitted to the Nominating Committee at any time prior to the regular meeting in October, November or December. The Chairperson of the Nominating Committee shall report to the meeting all nominations received and shall call further nominations from the floor.

Section 5: A written nomination must be signed by two (2) members in good standing and bear the signed acceptance of the nominee.

### **BY-LAW 8-DUTIES OF THE LOCAL OFFICERS**

#### Section 1: President

The President shall be responsible for the efficient and proper conduct of the affairs of the Local. They shall preside at all meetings of the Local, and at all meetings of the Executive. They shall supervise the work of the other officers of the Local and of all committees, and perform other duties that pertain to the office.

Section 2: The President shall report on their activities to the Executive at each meeting, and to the Local at each regular meeting, and to the Annual General Meeting. They shall be an ex-officio member of all committees of the Local.

#### Section 3: 1st Vice President

The 1st Vice President shall assist the President in the discharge of their duties and shall perform other duties as may be required of them by the President of the Local

Section 4: In the absence of the President, or in the event of their inability to act, the 1st Vice President shall assume their duties. Should the position of the President become vacant, the 1st Vice President shall assume their duties for the remainder of their term or if in an interim position stay until the next AGM to vote on that position.

#### Section 5: 2nd Vice President

The 2nd Vice President shall assist the President in the discharge of their duties and shall perform such other duties that may be required of them by the President of the Local.

Section 6: In the absence of the 1st Vice President, or in the event of their inability to act, the 2nd Vice President shall assume their duties. Should the position of 1st Vice President become vacant, the 2nd Vice President shall assume their duties for the remainder of their term.

Section 7: Should the positions of President and 1st Vice President become vacant, the 2nd Vice President shall assume the duties of the President for the remainder of their term or if in an interim position stay until the next AGM to vote on that position.

Section 8: 3d Vice President

The 3rd Vice president shall assist the President in the discharge of their duties and shall perform such other duties as may be required of them by the President of the Local.

Section 9: In the absence of the 2nd Vice President, or in the event of their inability to act, the 3rd Vice President shall assume their duties. Should the position of 2nd Vice President become vacant, the 3rd Vice President shall assume their duties for the remainder of the term or if in an interim position stay until the next AGM to vote on that position.

Section 10: Should the positions of 1st Vice President and 2nd Vice President become vacant, the 3rd Vice President shall assume the duties of the President for the remainder of their term, and an election will be held in accordance with Bylaw 6, Section 3, to fill the vacant positions.

Section 11: Should the positions of President, 1st Vice President and 2nd Vice President become vacant, the 3d Vice President shall assume the duties of the President for the remainder of their term, and an election will be held in accordance with Bylaw 6, Section 3, to fill the vacant positions.

Section 12: Secretary

The Secretary shall be responsible for all correspondence of the Local, both incoming and outgoing and shall ensure that all such correspondence is brought to the attention of the Executive. The Secretary shall keep minutes of the meeting and shall enter into such minute's records of financial matters and shall be responsible for the proper maintenance and distribution of same.

Section 13: Treasurer

a) Shall ensure that all monies received are deposited in a chartered financial institution to the credit of the Local. They shall be responsible for the receipt and disbursement of all monies of the Local. The Treasurer shall keep proper records of all financial transactions to the

Local. They shall be one of three (3) signing officers and shall be responsible for all transactions in accordance with the requirement of said financial institution.

b) On behalf of the Local, the Treasurer shall submit to the National Office of UNDE, an audited statement of the finances of the Local and a copy of the minutes of the meeting at which it was approved, by December 31st of each year.

#### Section 14: Chief Shop Steward

a) Shall be responsible for the co-ordination and welfare of the Local's Shop Steward Network.

b) Shall be responsible for forwarding to the Union's National Office, all local final level grievances, including all back-up information and shall be responsible for replying to National Office inquiries on: Any request for a specific report on a subject related to a final level grievance, and any request for a specific report on a subject related to final level grievance.

c) Shall report to the UNDE National Office on the number and disposition of level one and two grievances which have been resolved at the Local level; and Shall hold regular meetings of all Shop Stewards quarterly.

### **BY-LAW 9 - MEETINGS**

Section 1: Regular General Membership meeting of the Local shall be held at least quarterly and shall be attended by members of the Executive and members of the Local.

Section 2: Each Local shall ensure the UNDE Harassment Statement (Annex A, UNDE Harassment Policy) is read and at least one intervener is identified at all UNDE meetings, socials and functions. Minutes of all meetings shall identify who read the statement and the identity of the intervener(s).

Section 3: A special meeting may be called by the President, or upon written request of the majority of the Executive of the Local, or upon written petition of 5% or more of the members of the Local, and only matters for which the meeting was called shall be discussed. The Petition Request of Notice shall include the business to be discussed.

Section 4: Only members of good standing in the Local may participate at the meetings of the Local or its subordinate bodies, except that non-members may participate in an advisory capacity if specifically requested to do so by the Chairperson or person in charge of the meeting.

Section 5: A quorum at an Executive meeting shall not be less than three (3) of the elected Officers of the Local.

Section 6: A quorum at a regular meeting, or a special meeting, shall not be less than ten (10) members of the Local.

Section 7: All meetings shall be conducted in accordance with the PSAC Rules of Order.

### **BY-LAW 10- FINANCES**

Section 1: Funds of the Local, except for a petty cash fund (not exceed two hundred dollars (\$200.00)), shall be held in a chartered bank or institution, or in short term Government of Canada Bonds, approved by the Executive, in the name of the Local.

Section 2: Spending of the petty cash for authorized expenditures by the Local's executive shall be accounted for to the membership at the next regular meeting.

Section 3: Per Diem

- a) A per Diem at a rate of fifty dollars (\$50.00) per day shall be payable to all members participating in training, conventions or administration duties, specifically for the Local.
- b) A monthly per Diem at a rate shall be paid to the executive. This was voted on, 31 March 2025 and passed at \$100 per month per person.

Section 4: The officers authorized to sign cheques, on the account of the Local are any three (3) of the following: President, 1st Vice President, and the Treasurer.

Section 5: An auditor's review will be done at anytime the Treasurer's position is vacated prior to the accounts being turned over to a newly appointed elected Treasurer.

Section 6: All financial transactions of the Local require the prior review of the Treasurer ensuring that funds are available and that the expense is an allowable or legitimate expenditure.

Section 7: Any financial committee established for the Local shall be chaired by the Treasurer, who will report all recommendations to the Executive for

approval or presentation to the general membership.

Section 8: The Local Executive is authorized to spend no more than Two Thousand Five Hundred dollars (\$2500.00) on any one purchase or event. Anything over that amount must be voted on and pass by the members at a General Membership meeting. Thirty days advance notice must be given to the members of any such proposal or meeting.

Section 9: Any expenditure exceeding the set amount, made without prior authorization, will be subject to disciplinary action as decided on by the membership at the next general membership meeting.

### **BY-LAW 11-BY-LAWS**

Section 1: A two-thirds (2/3) majority vote of the members present and voting at the meeting, shall be required to pass the amendment, and if passed, it shall be effective forthwith. These Bylaws or Bylaws amended remain in force on acceptance by the Local at a general membership meeting or a special meeting called by the Executive for this purpose. These Bylaws will be sent to UNDE National for approval as they are the governing body for all Locals under UNDE.

Section 2: A notice of motion of any amendment proposed by these Bylaws must be given at a regular meeting of the Local or at least thirty (30) days prior to the date of the regular or special meeting at which the proposed amendment is to be considered.

Section 3: The text of the proposed amendment must be included in the notice of convening the meeting at which the proposed amendment is to be considered.

### **BY-LAW 12 - CONVENTIONS, SEMINARS, DONATIONS AND CONFERENCES**

Section 1: The Local President shall represent the Local at Seminars, Conventions, Donations and Conferences. In the event the President is unable to attend, a member of the Executive shall be identified as the alternate representative. If required, the Executive shall appoint a representative from the Local.

Section 2: Additional delegates to all conventions shall be a member in good standing and elected by the membership. Upon approval, the Local may send extra alternates to the functions mentioned in Section 1. The alternates must be

in good standing and shall be elected by the membership.

Section 3: All Local delegates and alternates shall be elected at a General Membership meeting held at least (4) months prior to the opening date of the Convention. All Local delegates including President and alternates must have attended at least seventy-five percent (75%) of all Local General Membership meetings open to the membership held during the twelve (12) month period immediately prior to the day on which the election of the delegates and alternates takes place.

Section 4: Donations to a charitable organization not to exceed \$2500 in intervals not to exceed \$250.

### **BY-LAW 13- RECOGNITION OF SERVICE**

Section 1: The Local will recognize all members in good standing who are retiring with ten or more years of membership in Local 629, Appreciation of the Members contribution to the local will be achieved at a retirement party, or the Long Service Awards held annually. They will receive a framed retirement certificate of recognition of service.

Section2: The Local Executive will not be responsible for people missed if not notified of retirement.