UNDE UEDN
Union of National Defence Employees | Union des employés de la Défense nationale

July 7, 2026

Antonia Cameron
President
Local 00680

I have reviewed the proposed amendments to Local 00680's Bylaws and approve them as such.

We will keep a copy on file at National Office, and a copy will be sent to the VP of your region.

In solidarity,

June Winger
National President

cc: Cathy O'Kane, VP NPF

# By-Laws of UNDE Local 680
# Staff of Non-Public Funds
# Garrison Petawawa

Date Adopted: 25 November 2025

Signatures:

| | |
|---|---|
| Local President | |
| Local Vice President | |
| Local Secretary | |
| Local Treasurer | |
| Local Chief Steward | |
| UNDE Regional VP | |

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# 1 – Name

This organization shall be a local of the Union of National Defence Employees, a component of the Public Service Alliance of Canada, and shall be known as Local 680, Non-Public Fund Employees, Garrison Petawawa, hereinafter referred to as the Local.

# 2 – Aims and Objectives

**2.1** To encourage all members of all classifications coming within the jurisdiction of the Local without regard to race, creed, color, sex or national origin, to share in the full benefits obtainable through membership in an organization capable of acting on their behalf, by becoming members of the Union of National Defence Employees, a component of the Public Service Alliance of Canada.

**2.2** To obtain, through democratic means, legislation which will safeguard and promote the principal of free collective bargaining for all employees of the Local so that they may enjoy the best possible standards of wages, salaries and other conditions of employment.

**2.3** To protect interests, rights, and privileges of all employees under the jurisdiction of the Local, by representing any member or group of members or employees under terms of a collective agreement, or grievances under an established procedure, or in any other matters within the jurisdiction of the Local.

# 3 – Membership

**3.1** All employees of the Non-Public Funds (NPF) of the Department of National Defence in the area assigned to this Local shall be eligible for membership in the Local.

**3.2** A person employed in a managerial or confidential capacity as defined in the Public Service Staff Relations Act may, for benefit, be an associate member of the Local. Associate members shall not be eligible for an executive office in the Local and shall not have voice or vote in meetings of the Local but may be accorded such other privileges of membership as provided by these By-Laws.

**3.3** A person becomes a member of PSAC/UNDE when his/her signed Application of membership Card is received, processed and date stamped by the Organization Branch of the Public Service Alliance of Canada.

**3.4** Through application by a Local to the National Executive, a member who has retired may be granted Honorary Membership for outstanding service to the Local. Honorary members shall not be required to pay dues and shall not be entitled to voice or vote at meetings or to hold office in the Union or Local but shall be entitled to all other rights and

privileges of membership in this Union.

## 4 – Membership Responsibilities

Each member of the Local is deemed to abide by, and be bound by these By-Laws, The By-laws of UNDE, and the Constitution of PSAC.

## 5 – Membership Dues

**5.1** The membership dues which shall be levied upon each and every member shall be:(a.) the monthly equivalent to the amount set by sub-section 1 or 3 of Section 19 of the Constitution of PSAC;
PLUS
(b.) the monthly equivalent to the amount set by the UNDE Convention, to be paid to UNDE.

**5.2** The Local may have an additional amount of dues as authorized by a two-thirds majority vote of the membership attending a duly called meeting of the Local, to become effective in the first day of the first month following the meeting which the check-off administration system permits. Such additional dues shall be rebated by UNDE to the Local.

## 6 – Executive Committee

The Executive Committee shall be composed of the following elected officers:

- ❑ President
- ❑ Vice President ((1st, 2nd, etc. may be elected)
- ❑ Secretary
- ❑ Treasurer
- ❑ Chief Steward (If unfilled, the 1st Vice President will assume the duties of this role)

## 7 – Form of Organization

**7.1** The Local shall elect, in accordance with the provisions of these By-Laws, not less than three officers, to conduct its affairs. The Local shall have a President, a Vice-President and a Secretary-Treasurer. A slate of officers shall be elected for 2 years, and

their duties shall be consistent with By-Law 8.

**7.2** The Executive shall have the power to appoint, at its pleasure, members to carry out specific duties; the latter shall be non-voting members of the Executive. The Executive shall ensure that Members appointed to perform specific duties will have terms of reference that are established and maintained by the Executive Committee.

**7.3** The Executive Committee shall hold regular monthly meetings for the proper conduct of the Local's affairs, or as required by the Local's affairs, a minimum of four meetings per year. (At the first meeting of the Committee, following the elections, dates for the monthly meetings and the General Membership Meetings, should be decided upon).

**7.4** The Annual General Meeting will be held at the beginning of each new fiscal year (usually October, November, or December). Annual reports from the Executive Officers will be presented at the Annual General Meeting including the audited financial statements and reports from Local Officers on all training courses, conferences, and conventions that each Officer attended. These reports will be submitted and filed with the minutes of the Annual General Meeting.

**7.5** Special Meetings shall be called by the President or at the written request of six members in good standing who shall be in attendance at the said meeting. One week's notice is required, and the membership will be suitably notified of such meetings. No subject other than that for which the special meeting was called shall be discussed.

**7.6** The President shall be ex-officio member of all committees.

**7.7** A record of members attending each meeting, the meeting minutes, and submitted reports will be kept by the Secretary or other designated officer.

# 8 – Duties of Officers

**8.1** The president shall preside at all meetings and shall be responsible for the efficient and proper conduct of the Local.

**8.2** The 1st Vice President shall, in the absence of the President, carry out the duties of the President, and will carry out the duties delegated by the President, of which may include the Chief Steward duties and responsibilities.

**8.3** The 2nd Vice President, in the absence of the President and 1st Vice President shall carry out the duties of the President, and any duties delegated by the President

**8.4** The Secretary shall keep accurate records of all meetings of the Local and shall be responsible for keeping proper files of documents and correspondence and providing an

agenda for all minutes of the Executive Committee Meetings.

**8.5** The Treasurer shall be responsible for the Local finances and keeping financial records relating to the Local. The treasurer shall maintain a float of $200 for miscellaneous expenses, and shall be responsible for tracking all receipts, records, purchases, and replenishment of the float.

**8.6** The Chief Steward shall report all grievances and notice of disciplinary hearings to the Executive Committee or to the President, and shall be responsible for:

- ❑ Forwarding all final level grievances, including all back-up information to UNDE National Offices
- ❑ Replying to National Office inquiries on any request for additional information on the final level grievance; and any request for specific report on the subject related to a final level grievance
- ❑ Reporting to UNDE National Office Monthly on the number and disposition of Level 1 and Level 2 grievances which have been resolved at the Local Level

## 9 – Election of Officers

**9.1** All elections shall be decided by secret ballot and simple majority

**9.2** All members elected to office must be fully signed members of UNDE/PSAC whose membership is in good standing

**9.3** Nominees for office must be in attendance at the time of the election, or have given to the Nomination Committee written consent to stand for election, and an acceptable reason why they could not attend the meeting

**9.4** The following positions shall be elected by separate ballot for term of two years:

- ❑ President
- ❑ 1st Vice President
- ❑ 2nd Vice President
- ❑ Secretary
- ❑ Treasurer
- ❑ Chief Steward

**9.5** Election of Officers shall be held every two years at the Annual General Meeting, or

when necessary.

**9.6** The Nominating Committee shall be appointed by the President, and the Chairman of the Committee shall conduct the elections and appoint such assistance as necessary to ensure an orderly election. The Regional Vice President of Non-Public Funds (NPF) or an Executive Office of UNDE shall be invited to preside over the election of Local Officers.

**9.7** All elected officers shall take office immediately following the meeting at which they are elected.

**9.8** The oath of office shall be given by Vice President Non-Public Funds (NPF) or an Executive Officer of UNDE. In the event that neither can attend, the oath of office shall be given by an Executive Officer of another Local that belongs to PSAC/UNDE

*"I _____, having been elected an officer of the Union of National Defence Employees Local 680 Garrison Petawawa, 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."*

# 10 – Finances

**10.1** All funds shall be deposited in a recognized banking institution. The National President shall be advised of the institution being used.

**10.2** Signing Officers shall be the President, Vice President and Treasurer, of whom any two shall sign all the cheques (except where any two portfolios are being filled by one person). No disbursements shall be made without authorization of these By-Laws or by a decision from or by a Regular Membership Meeting.

**10.3** The Treasurer shall submit a financial statement to all Regular Meetings of the Local.

**10.4** The fiscal year shall be from 1 October to 30 September each year.

**10.5** An audited financial statement for the fiscal year shall be submitted by the Treasurer to the Annual General Meeting for approval. Within one month of approval, and no later than 31 December, the financial statement and meeting minutes where statement was approved shall be submitted to the National President.

**10.6** All financial records of the Local shall be retained for the legal period prescribed by the Income Tax Act as interpreted by the Minster of National Revenue.

**10.7** A per diem of $25.00 per/day is granted to any fully signed Members of the Local, in good standing, attending a Union Training Course or Conference, prior to their departure. Per diem will not be paid for Executive Committee Meetings.

**10.8** The Executive is authorized to disburse a sum they deem necessary up to and including fifty (50) percent of the annual budget of the Local. Disbursement of funds must be agreed upon by all Members of the Executive Committee and must be in the recorded minutes of the Executive Meeting. This includes funds used for grocery certificates for Members facing hardships.

# 11 – Disbursements for Gifts, Donations, Hardship, and Retirement, Education

**11.1** Gifts of flowers or a gift card to members who have been hospitalized, announcements of a new baby, or a death in the Member's family (as per the Collective Agreement) shall not exceed $50.00.

A member of the Executive Committee must be notified of the Member's requirement.

In the event of a death, a member may choose to have a charitable donation made to the charity of the family's choosing.

**11.2** A donation of Local Funds, which is to be decided upon by simple majority at a General Meeting, may be directed to a charity of the Local's choice.

**11.3** The Executive Committee can decide if a member requires a donation of no more than $100.00 to help in cases of hardship. The money could be in gift certificate form for groceries. The Member's name and situation are to be kept confidential.

**11.4** All fully signed Members in good standing (full-time/part-time/yearly seasonal) within Local 680 shall receive a Christmas gift certificate for CANEX Grocery Store. The amount is to be voted on at the Annual General Meeting. The amount is not to exceed $25.00/member for the 2025 season.

**11.5** Any Member retiring or leaving the organization, who has belonged to the Local for a minimum of 5 years, is entitled to a gift not exceeding $50.00

**11.6** The Local shall offer, annually, a bursary of $250.00 for post-secondary education. Fully signed Members in good standing may apply for themselves or a member of their family (as defined by the Collective Agreement); all applications will be reviewed by the Executive Committee and decided by simple majority or secret ballot at a General Meeting.

# 12 – General

**12.1** The president or presiding officer at any meeting shall enforce order and strict observance to these By-Laws and the UNDE By-Laws. He/she shall have the right to decide all questions of order, subject to an appeal to the meeting sustained by a two-third vote of those present.

**12.2** Any member wishing to introduce a motion, or to speak, shall rise and address the Chair, and shall wait until recognized until speaking.

**12.3** All proposed amendments to these Local By-Laws shall be presented as a Notice of Motion (in writing) at least 30 days prior to the next General Meeting at which they would be voted upon. A two-thirds majority vote of these members present at the meeting is required to approve such changes.

**12.4** Unless expressly provided otherwise by these By-Laws or UNDE By-Laws, Bournot's Rules of Order shall apply at meetings.

**12.5** These By-Laws shall become effective upon their adoption by a General Membership Meeting of the Local and their endorsement by the National President.

**12.6** For the purpose of the Annual Membership Meeting, a quorum will be deemed to be reached if the Members of the Executive plus three members in good standing are present.

# 13 – Order of Business

The following Order of Business will apply to the Annual Membership Meeting:

- ❑ Roll Call of Executive
- ❑ Reading of UNDE Harassment Policy
- ❑ Minutes of Previous Annual Meeting
- ❑ Officer's Report
- ❑ Unfinished Business
- ❑ New Business
- ❑ Nominations and Elections
- ❑ Adjournment

## 14 – Filling of Vacancies on the Executive

In the event of death or resignation of an Executive Member, the remaining Executive Members may appoint an existing Officer to fill the position until an election can be held. In the event of death or resignation of the Local President, the First Vice President will assume the position of President until an election can be held.

## 15 – Harassment Policy

The UNDE Harassment Policy is to be read at the beginning of each meeting. One Member to be identified as the intervener.

The Union of National Defence Employees, a component of the PSAC, promotes a zero-tolerance policy with respect to harassment and discrimination. UNDE believes and promotes full equality of all its members, and the right of each member be treated with dignity and respect. UNDE will neither tolerate nor condone attitudes and behaviors at union functions, regardless of intent, that is likely to undermine the dignity, self-esteem or security of an individual or create an intimidating, threatening, hostile or an offensive environment.

## 16 – Negotiation of Collective Agreement

**16.1** A committee of 2, one of which will be the Local President and one other Member in good standing, who has had previous experience in negotiating a contract with CFPSA. The Member must be committed to negotiating the contract. If there is no Member with previous knowledge, then a vote for the second Member is to be voted on at a General Meeting.

**16.2** When the Call to Bargain goes out, there will be a General Meeting within 4 weeks of the call, to ask for bargaining demands and to appoint the negotiating committee. When the bargaining demands of the Membership are ready for presentation, a General Meeting will be called to inform the Membership.

## 17 – Responsibility

All actions of the Local Executive Committee are subject to review by the National Office. Any Member wishing to have any action reviewed can write a letter to:

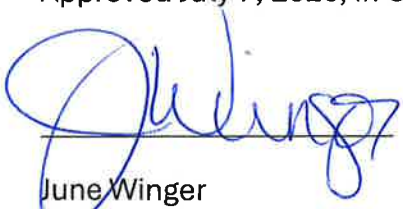
National President UNDE

Suite 1505 – 222 Queen Street
Ottawa, Ontario
K1P 5V9

## 18 – Review

The Executive Committee will review the By-Laws in the second year of the President's term. The aim is to keep the By-Laws current. Any changes or proposals will have to be voted on at a General Meeting. New By-Laws or changes will not be in breach of UNDE By-Laws or the constitution of PSAC.

Approved July 7, 2026, in Ottawa, Ontario



June Winger
National President
Union of National Defence Employees