



UNION OF NATIONAL DEFENCE EMPLOYEES

BYLAWS

**LOCAL 60303
Gagetown**



CONSTITUTION BY-LAWS & REGULATIONS

Of the

UNION of NATIONAL DEFENCE EMPLOYEES

LOCAL 60303

**(And as revised on March 1989)
(And as revised on January 1990)
(And as revised on December 1990)
(And as revised on March 1991)
(And as revised on October 1992)
(And as revised on June 1993)
(And as revised on October 1994)
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(And as revised 15 July 2019)**

UNDE LOCAL 60303 BY-LAWS

TABLE OF CONTENTS

BY-LAW 1 NAME	1
BY-LAW 2 HEADQUARTERS	1
BY-LAW 3 AIMS & OBJECTIVES	1-2
BY-LAW 4 MEMBERSHIP	2
BY-LAW 5 MEMBERSHIP DUES	2-3
BY-LAW 6 FORM OF ORGANIZATION	3-4
BY-LAW 7 EXECUTIVE AND SHOP STEWARD DUTIES	4-7
BY-LAW 8 ELECTIONS OF OFFICERS AND COMMUNICATION SHOP STEWARD	7-10
BY-LAW 9 MEETINGS	10-11
BY-LAW 10 SEMINARS, CONFERENCES AND CONVENTIONS	11-13
BY-LAW 11 VOTING AND REPRESENTATION	13
BY-LAW 12 FINANCES	13-14
BY-LAW 13 DISCIPLINE	14-15
BY-LAW 14 AMENDMENTS TO LOCAL BYLAWS	15
BY-LAW 15 ASSOCIATIONS	15
POLICY GUIDELINES: Membership Meetings Finances	16-22

UNDE LOCAL 60303 BY-LAWS

BY-LAW 1 NAME

Article 1.01 This organization shall be known as the Union of National Defence Employees (UNDE), Local 60303 of 5th Canadian Division Support Group/5th Canadian Division Support Base Gagetown, and a Component of the Public Service Alliance of Canada (PSAC), hereinafter referred to as the "Local".

BY-LAW 2 HEADQUARTERS

Article 2.01 The Local shall have its headquarters in the Town of Oromocto, NB.

BY-LAW 3 AIMS & OBJECTIVES

Article 3.01 The Local shall use this document as its principles and laws forming the basis of this Local.

Article 3.02 The Local shall subscribe to and accept the By-Laws of the Union of National Defence Employees (UNDE) and the Constitution of the Public Service Alliance of Canada (PSAC).

Article 3.03 The Local shall unite to protect the rights and interests of all its members.

Article 3.04 The Local shall promote and strive for a safe and healthy workplace for all its Members.

Article 3.05 The Local shall promote the overall organization of the Local by encouraging membership participation through recreation and liaison with its Members and with the Department of National Defence (DND).

Article 3.06 The Local shall ensure that every member has a right to freedom from harassment in the Union.

Article 3.07 The Local shall be responsible for the enforcement of the collective agreements signed by the PSAC covering employees within the jurisdiction of the Local and represent its members on matters such as classification and working conditions, not already covered in collective agreements, and all other matters which are solely of concern to them.

Article 3.08 The Local shall cooperate with the Component, the PSAC and their affiliated organizations to promote measures for the benefit of all Public Service Employees.

BY-LAW 4 MEMBERSHIP

Article 4.01 All civilians employed by the DND, under the jurisdiction of 5th Canadian Division Support Group/5th Canadian Division Support Base Gagetown and remote reserve units of Saint John, N.B., Moncton, N.B. and Charlottetown, P.E.I., are eligible for membership in the Local, except where their conditions of employment disqualify them.

Article 4.02 All memberships shall be in accordance with the UNDE Bylaws and the PSAC Constitution.

Article 4.03 The effective date of membership shall be the date the employee signs an application for membership card and is subsequently approved.

Article 4.04 Cancellation, suspension, and re-application of membership shall be in accordance with the UNDE Bylaws and the PSAC Constitution.

Article 4.05 Every individual member of the Local is deemed to agree to abide by and to be bound by the provisions of these Bylaws, upon applying for membership or continuing membership in the Union.

Article 4.06 Every member in good standing shall be entitled to membership rights in accordance with the PSAC Constitution.

BY-LAW 5 MEMBERSHIP DUES

Article 5.01 The membership dues shall be the amounts set by UNDE, PSAC and the local.

Article 5.02 Increases to the membership dues shall be set at the national triennial conventions of UNDE and PSAC or by the Local 60303 membership.

Article 5.03 Increases to the Local dues rebate shall require a two-thirds majority of the Members present at a duly called meeting of the Local. Notice of the proposed dues increase shall be made at least sixty (60) days prior to the meeting of the vote and shall be in accordance with the UNDE Bylaws.

Article 5.04 Local dues shall be set as a percentage of the annual salary, as determined by PSAC, for the purpose of assessing dues.

BY-LAW 6 FORM OF ORGANIZATION

Article 6.01 The organizational form of the Local shall comprise of not less than three (3) Executive members which shall be the President, VP and Secretary/Treasurer or shall be composed of a duly elected Executive consisting of the following Officers:

- (a) President;
- (b) 1st Vice-President;
- (c) 2nd Vice-President;
- (d) Secretary;
- (e) Chief Shop Steward;
- (f) Deputy Chief Shop Steward;
- (g) Treasurer;
- (h) Safety & Health Officer

Article 6.02 The term of office for each Executive position shall be two (2) year and shall be elected or appointed in accordance with Bylaw 8.

Article 6.03 The President shall set up committees of members in good standing as required to assist in the running of the Local. The committees shall be dissolved when their task is completed or as determined by the President. All files and materials shall be turned over to the President or appointed Executive Officer upon completion of their task.

Article 6.04 Shop Stewards of the Local shall be elected by members in good standing of the worksite or appointed by the President.

Article 6.05 The Communications Shop Steward term of office shall be two (2) Years and shall be elected in accordance with Bylaw 8.

BY-LAW 7 EXECUTIVE AND SHOP STEWARD DUTIES

Article 7.01 The President shall:

- (a) be the Chief Executive Officer of the Local;
- (b) be responsible for interpreting the Bylaws of the Local and for the efficient and proper conduct of the Local;
- (c) be the chief representative of the Local and the chief spokesperson in its dealings with management;
- (d) be responsible for all Local joint committees including but not limited to Union/Management Committees, Health and Safety Committees, Return to Work Committees;
- (e) supervise the work of the Executive and guide the committees of the Local
- (f) preside at all meetings of the Local and decide by application of the Rules of Order (PSAC Regulation 12), all questions of procedures as the chairperson;
- (g) report the affairs of the Local to the Executive and as required to the Membership at regular membership general meetings; and
- (h) submit an annual written report on the activities of the Local to the membership and the Vice-President of the Region

Article 7.02 The Vice-Presidents, in descending order shall:

- (a) assist and support the President in the discharge of their duties;
- (b) perform the duties of the President in case of absence or of vacancy of that position;
- (c) be responsible for portfolios as appointed and perform other duties as directed by the Local President;
- (d) be responsible for providing reports and updates on the appointed portfolios to the Local President on a regular basis;
- (e) assume the chair at meetings when the President vacates it for any reason;
- (f) report on their activities on a regular basis to both the Executive and the membership; and
- (g) submit an annual written report on their activities to the Local President and the membership

Article 7.03 The Secretary shall:

- (a) be responsible for the overall administrative duties of the Local;
- (b) keep accurate records of all meetings of the Local;
- (c) keep proper files of documents, committee reports, all correspondence and communications relating to their Local and the Union and shall maintain a filing system at the Local's office;
- (d) work closely with the President on all Local matters; and
- (e) obtain the necessary documents and publications as required by the Executive and the Local.

Article 7.04 The Treasurer shall:

- (a) be responsible for the receipt and disbursement of all funds for the Local and maintain accurate and proper financial records of all transactions;
- (b) be accountable to the Executive for all finances receivable and payable and shall ensure all funds received are deposited into the Local's bank account;
- (c) be one of the signing authorities for disbursements;
- (d) submit current financial reports to the Executive and for General membership meetings
- (e) submit to the Local a complete financial statement of the previous year, prior to the annual election of officers;
- (f) submit an audited statement of the finances of the Local to the VP of the Region and the UNDE National Office no later than December 31 of the same year;
- (g) carry out other duties as delegated by the President; and
- (h) alert the Local about RAND members so they can be located and signed up.

Article 7.05 The Chief Shop Steward and Deputy Chief Shop Steward shall:

- (a) be responsible to organize and coordinate the Shop Stewards Network;
- (b) set up and maintain a communication system amongst the Stewards;
- (c) ensure all Shop Stewards are provided training;
- (d) be the main liaison between the Executive and the Shop Stewards;
- (e) work with the Executive and Shop Stewards to resolve problems related to the organization, maintenance and efficiency of the Stewards' Network;
- (f) advise the Shop Stewards, provide guidance and support and act as a resource person for the Local through the Executive;
- (g) chair Shop Steward meetings and represent grievances at the second level, subject to the approval of the grievor;
- (h) provide regular reports on the amount and status of grievances to the Executive;

- (i) provide a report on the amount and status of grievances at general membership meetings;
- (j) submit an annual report of their activities to the Local President and the membership;
- (k) be responsible to forward all final level grievances to the Union's National Office including all back-up information and shall be responsible for replying to National Office inquiries on any request for additional information on a final level grievance; and any request for specific report on a subject related to a final level grievance; and
- (l) submit an annual report to the Union's National Office, the number and disposition of level one and level two grievances which have been resolved at the Local level. The annual report, including NIL reports, shall be submitted along with the Local's annual audited financial statements.

Article 7.06 The Safety & Health Officer shall:

- (a) be the Local's representative on the Base Safety and Health Committee;
- (b) ensure all unit levels including all lodger units Safety and Health Committees are represented by members supported by the Local;
- (c) ensure all Local Safety and Health representatives are provided training by the department and the union;
- (d) coordinate the work of the Local Safety and Health representatives on all Committees;
- (e) be responsible for all matters concerning safety and health for the Local;
- (f) report directly to the Local President, report all matters of an urgent nature to the Executive, obtain documents and file reports;
- (g) maintain an overall view on the progress of safety and health issues;
- (h) submit regular reports at membership meetings regarding status of safety and health issues and matters pertinent to the membership; and
- (i) submit an annual report of their activities to the Local President and the membership.

Article 7.07 The Shop Stewards shall:

- (a) be responsible for dealing with all initial membership workplace complaints in their area of responsibility;
- (b) be available to represent members in other areas when required;
- (c) represent membership at first level grievances subject to the approval of the grievor;
- (d) provide all administrative information to the Chief Shop Steward to ensure accuracy of reports on grievances
- (f) Must attend at least one meeting called by the Chief Shop Steward per year; and

- (g) Shop stewards must have a minimum of Talking Union Basis (TUB) course or Grievance Handling course prior to representing members of our local
- (h) seek assistance and direction for workplace complaints and first level grievances from the Chief Shop Steward to ensure membership needs are respected;
- (i) participate in all Shop Steward meetings coordinated by the Chief Shop Steward; and
- (j) be available to participate in Shop Steward training.

Article 7.08 The Communication Steward shall:

- (a) be responsible for updating and maintaining the Local's webpage with information and updates approved by the Local President;
- (b) provide membership using the Shop Steward Network and upon approval of the Local President, any outside union communication that include but are not limited to the PSAC Regional Office, PSAC Regional Council, PSAC Regional Committees, the Federation of Labour and the District Labour Council;
- (c) assist the Executive in developing strategies to use the web site as a tool to educate the membership and to capture information pertinent to the Local;
- (d) submit regular reports at general membership meetings; and
- (e) submit an annual report on their activities to the Local President and the membership.

Article 7.09 Any member vacating their position as an Executive Officer or Shop Steward shall surrender to the Local President within fourteen (14) days all records, files, documents, funds and property held in trust for the Local. In the event the Local President's position is being vacated, all documents will be surrendered, within fourteen (14) days, to the next senior officer of the Local. In the event there is no senior officer of the Local, all material shall be surrendered to the VP of the Region.

BY-LAW 8 ELECTIONS OF OFFICERS

Article 8.01 Elections of Officers shall be by secret ballot at the November meeting of the Local and shall be decided by a simple majority of the voting members present at the meeting. When conditions require, the elections may be held one month earlier or later upon approval of the National President.

Article 8.02 Elections of Executive Officers and the Communications Shop

Steward shall occur biennially and in the following order:

- a) President
- b) 1st Vice-President
- c) 2nd Vice-President
- d) Secretary
- e) Treasurer
- f) Chief Shop Steward
- g) Deputy Chief Shop Steward
- h) Health and Safety Officer
- i) Communications Steward

Article 8.03 The Executive and the Communications Shop Steward shall take office immediately after they have taken their oath of office.

Article 8.04 The President shall appoint a Nominations Committee of at least three (3) members, none of which shall currently hold office or seek election for office during the election year they serve on the Nominations Committee. This shall be done at least four (4) weeks prior to the month of elections.

Article 8.05 The Nominations Committee shall:

- (a) be responsible for the conduct and arrangements of the elections;
- (b) at least three weeks prior to the elections, shall submit a list of Members eligible to run for office and post the list in each unit showing time, date, location of the elections and the positions that are open for election;
- (c) receive written nominations and ensure that a letter of explanation is provided for those members who are unable to attend;
- (d) assist the Vice President of the Region in conducting the elections in an organized manner;
- (e) ensure nominations from the floor are members in good standing and
- (f) be responsible for conducting the elections in the event of the absence of the Vice President of the Region.

Article 8.06 The Chair conducting the Elections shall:

- (a) introduce the nominations committee and identify their role in the collection and counting of ballots;

(b) Identify the positions open for nomination in the order of precedence of Bylaw 6 Article 6.01 and advise the meeting that the tenure is for a three (3) term

- (c) open nominations for the required positions introducing any written nominations first in the order that they were received and call three times for any further nominations for each position;
- (d) accept nominations from the floor after the Nominating Committee has confirmed the nomination has met all criteria outlined in Article 8.05(d);
- (e) request each nominee reverse order whether they will let their name stand for the position;
- (f) request each nominee willing to stand for the position to speak for three (3) minutes. The nomination can speak for themselves or have someone speak on their behalf;
- (g) explain to the membership how to mark their ballots;
- (h) request each nominee whether they require a scrutineer;
- (i) request the Nominating Committee to collect and count the ballots;
- (j) announce the results of the vote and identify either the successful nominee or in the event a simple majority (50% plus 1) has not been met, identify that the nominee with the least amount of votes will be dropped off. This will continue until a simple majority is reached; and
- (k) arrange for the oath of office to be administered to all members of the Executive by the most senior Officer in attendance or by the chairperson of Nominating Committee. Any elected member not in attendance will 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 8.07 All members (if possible) will stand while the members of the Executive take the oath of office:

"I _____, having been elected an officer of the Union of National Defence Employees, do solemnly swear 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."

Article 8.08 The new Executive shall appoint any member in good standing in order to fill a vacant position after the elections have been held.

Article 8.09 The President shall notify the Vice-President of the Region and the National Office of the names, addresses and telephone numbers of the elected and/or appointed officers within 30 days of the election or appointment.

BY-LAW 9 MEETINGS

Article 9.01 General membership meetings of the Local shall be held quarterly in February, April, June and September or as determined by the Executive. All members in good standing may attend.

Article 9.02 Notices of meetings shall be posted a minimum of one (1) week in advance of and on the Monday of the week of the scheduled meeting, in all units in a conspicuous place, on the Local's webpage, and when possible or recommended in the media.

Article 9.03 Special meetings may be called by the President or upon the petition of ten (10) members. The petition shall be presented to the President and will include the business to be discussed. Only matters for the reason the Special meeting was called can be discussed.

Article 9.04 General membership meetings may be attended by all members in good standing who shall be provided reports from the Executive on their activities covering the period between meetings. A quorum shall exist for all regular general membership meetings of the Local where at least four Members of the Executive and at least six other members are present.

Article 9.05 The Local shall hold an Annual General Membership meeting during the month of November or at another time as approved by the National President, for the purpose of presenting its annual audited statement, receiving reports from the Executive and conducting the election of officers. The quorum for an Annual General Membership meeting shall be the members in attendance and at least four (4) of its Executive.

Article 9.06 Regular Executive meetings of the Local shall be held, as a minimum, quarterly for the proper conduct of the Local's affairs. Regular Executive meetings shall be called by the President or by a majority of the Executive on an as required, when required basis. A quorum shall exist for a duly called Executive meeting where at least four (4) of the Executive members are present. The elected officers shall be required to attend all executive meetings called by the President. The President has the discretion to review and take course of action if an executive member misses two (2) or more executive meetings without cause.

Article 9.07 The Chairperson shall ensure that the UNDE Harassment Statement is read at all Local meetings and socials, and in accordance with the UNDE Harassment policy the intervener is the person who reads the UNDE Harassment statement aloud. At least one (1) Intervener will be clearly identified to the members present. The minutes of all meetings shall reflect in identifying the intervener that read the harassment statement.

Article 9.08 Unless expressly provided otherwise by UNDE's Bylaws or the PSAC Constitution, the PSAC Rules of Order (Regulation 12) shall apply at all Local meetings.

BY-LAW 10 SEMINARS, CONFERENCES AND CONVENTIONS

Article 10.01 The President shall represent the Local at Seminars and Conferences organized by the National Office or the Vice-President of the Region. In the event the President is unable to attend, a member from the Executive shall be identified as the alternate representative. If required, the Executive shall appoint a representative from the Local. All costs associated shall be the responsibility of the Component.

Article 10.02 In the event the Local is entitled to a second funded representative to any functions listed in Article 10.1, the representative shall be a member elected by the membership.

Article 10.03 Upon approval, the Local may consider sending extra representatives to any functions listed in Article 10.1. The representative(s) must be a member in good standing and shall be elected by the membership. All costs associated shall be the responsibility of the Local.

Article 10.04 The Local shall be entitled to send delegates to the UNDE National Triennial Convention and the number of delegates shall be based upon all signed members of the Local and the formula outlined in UNDE Bylaw 11. Funding for all Local delegates will be paid by the Component with the exception of registration fees.

Article 10.05 All Local delegates and alternates shall be elected at a General Membership meeting held at least four (4) months prior to the opening date of the Convention. All Local delegates and alternates must be members in good standing and must have attended at least seventy-five percent (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 the delegates and alternates takes place.

Article 10.06 The Local shall be entitled to submit resolutions for consideration by the UNDE Triennial National Convention in accordance with UNDE Bylaw 11. The resolutions must be presented and approved by the membership prior to being submitted to UNDE National Office.

Article 10.07 Delegates to the PSAC Triennial National Convention shall be determined in accordance with UNDE Bylaw 11 Article 16.

Article 10.08 The President shall represent the Local at PSAC Regional Conventions and all other delegate entitlement will be determined through the election process at a Regular General Membership meeting. All delegates must be members in good standing. All costs associated for the Local representatives shall be the responsibility of the Component. In the event that the President is unable to attend, a member from the executive shall be identified as the alternative representative

Article 10.09 The Local is entitled to submit resolutions to the PSAC Atlantic Regional Convention in accordance with the Atlantic Regional Council Bylaws. The resolutions must be presented and approved by the Local membership prior to submitting to the PSAC.

Article 10.10 The President shall represent the Local at Federation of Labour Conventions and all other delegate entitlement will be determined through the election process at a General Membership meeting. All delegates must be members in good standing. In the event that the President is unable to attend, a member from the executive shall be identified as the alternative representative

Article 10.11 All costs associated for the Local President to attend Federation of Labour Conventions during election years shall be the responsibility of the Component. All costs associated for the Local President to attend Federation Conventions in non-election years shall be the responsibility of the Local. All costs associated for all other delegates attending any Federation Conventions shall be the responsibility of the Local.

Article 10.12 The Local is entitled to submit resolutions to the Federation of Labour Conventions in accordance with the Federation's Constitution. The resolutions must be presented and approved at a Regular General Membership meeting before being submitted.

BY-LAW 11 VOTING AND REPRESENTATION

Article 11.01 All members in good standing belonging to this Local are entitled to participate at meetings open to the general membership and to vote on all matters concerning the Local regardless of the location of their workplace.

BYLAW 12 FINANCES

Article 12.01 Funds of the Local shall be held in chartered financial institution in the name of the Local. The Local shall advise the National Office and the Vice President of the Region where the Local's funds are held.

Article 12.02 Signing authority for the issue of cheques shall be to the Treasurer, the Local President, and one other delegated Executive Member. Two (2) of the three (3) signatures shall be required on all cheques issued by the Local. Only during emergencies or absences of the Treasurer shall the Treasurer's signature not be required to endorse the cheques.

Article 12.03 The fiscal year for the Local shall be from the first of October to the last of September.

Article 12.04 All financial records shall be retained for the legal period prescribed by the Canada Revenue Agency.

Article 12.05 The Executive shall have the authority to expend funds to cover normal operating expenses and shall report those expenditures during Regular General Membership meetings.

Article 12.06 No disbursements over five hundred dollars (\$500.00), other than normal administrative operating expenses, shall be made without the authority of the Local membership at a regular general meeting requiring two-thirds of the votes cast.

Article 12.07 The Executive shall have the authority to expend up to five hundred dollars (\$500.00) each year to purchase UNDE promotional items.

Article 12.08 A two hundred dollar (\$200.00) Petty Cash shall be maintained and administered by the Treasurer.

Article 12.09 A proposed budget shall be presented by the Treasurer to the Local membership at the next available Regular General Membership meeting.

Article 12.10 Investments of Local funds may be granted by the members at Regular General Membership meetings and may not be more than one year at a time.

Article 12.11 All Local funds shall be handed over to newly elected executive officers within one week. All signing authorities shall be completed within that timeframe. In the event that the time limit cannot be met the banking institution will recognize that the National President of the Union and Vice President of the Region will be responsible for the funds of the local

BY-LAW 13 DISCIPLINE

Article 13.01 All discipline concerning strike related offences as defined in UNDE Bylaw 13 Article 6 shall be the responsibility of the Local to conduct disciplinary procedures as outlined in UNDE Regulations 1306-01.

Article 13.02 All discipline related to UNDE Bylaws and the PSAC Constitution as defined in UNDE Bylaw 13 Article 5 and PSAC Constitution Section 25 and Regulation 19 other than strike related as defined above, shall be the responsibility of the Vice-President of the Region as the Reviewing Officer once the Local provides the written and signed allegations.

Article 13.03 Allegations of harassment against a member or group of members shall be dealt with in accordance with the UNDE Harassment Policy.

BY-LAW 14 AMENDMENTS TO THE LOCAL BY-LAWS

Article 14.01 Notice to amend the Local Bylaws, Regulations and Policy Guidelines shall be given in writing thirty (30) days prior to the meeting which the motion will be voted on. A two-thirds majority vote is required to pass the amendment.

Article 14.02 Within thirty (30) days of adoption, the Local shall forward to the Vice President of the Region, a copy of the By-Laws and amendments for review and recommendation of approval to the National President.

Article 14.03 The Executive shall have the right to develop Regulations to these Bylaws. Any Regulation shall be presented to the membership for adoption before incorporating into these Bylaws.

BY-LAW 15 ASSOCIATIONS

Article 15.01 Whereas the Union of National Defence Employees Local 60303 is affiliated with the New Brunswick Federation of Labour and the Fredericton District Labour Council, and for future affiliations, any local 60303 member attending meetings conducted by such associations must first be members in good standing of the Local and approved by the Executive of the Local.

Article 15.02 Approved members representing Local 60303 at any association meetings, must provide to the local executive, in writing, their report of the meeting no later than the next scheduled general meeting of the local. Any minutes from association meetings must be provided to the local executive upon receipt.

UNDE LOCAL 60303 POLICY GUIDELINES

Policy Guidelines are a method to keep track of all decisions that the membership have made that do not qualify for either a Bylaw (rules that must be enshrined and adhered to) or a Regulation (directions on how to apply the Bylaw the Regulation applies to) but are nevertheless important to the Local.

Policy Guidelines allow the Local to continue in these decisions while still allowing for amendments to them in case the Local wishes to do so.

Policy Guidelines can be divided by subject and only require a simple majority (50% plus 1) to amend except in decisions that have financial impact. Decisions that result in Local funds being expended require a two-thirds majority of the votes cast.

Policy Guidelines were not developed until 2009 and therefore the dates of previous decisions may not be available. Dates of decisions made after adoption of these Policy Guidelines will be included with the decision.

Membership Meetings

1. January, 2008

All Regular General Membership meetings will have Sgt at Arms available to assist in the proper conduct of the meeting

2. January, 2009

All Annual General Membership meetings will be held on Base property during work hours if possible to allow for maximum participation of the membership.

3. March, 2009

All Regular General Membership meetings will be held at the Day's Inn in Oromocto.

Finances

1. Pre 2009

The Local will establish a Benevolent Fund and Committee to administer this program. The Local will develop the Mandate and Terms of Reference for the Committee and will attach them to these guidelines. The Committee will provide a status report at all Regular General Membership meetings.

2. Pre 2009

The Local will pay Per Diems for the following Executive Officers who shall be paid the amounts shown for expenses incurred while holding office and shall be for their respective one-year tenure:

President	\$300.00
1 st Vice-President	\$200.00
2 nd Vice-President	\$200.00
Chief Shop Steward	\$200.00
Secretary	\$200.00
Treasurer	\$200.00 and
Safety & Health Officer	\$200.00

Any member in good standing requesting expenses shall submit a claim to the Treasurer for approval at a duly call meeting of the Local.

3. November 12, 2009

The Local will pay Per Diems for the following Executive Officers who shall be paid the amounts shown for expenses incurred while holding office with payment made on an annual basis:

President	\$600.00 per year;
1 st Vice-President	\$400.00 per year;
2 nd Vice-President	\$400.00 per year;
Secretary	\$400.00 per year;
Treasurer	\$400.00 per year;
Chief Shop Steward	\$400.00 per year;
Safety & Health Officer	\$400.00 per year; and
Communications Steward	\$400.00 per year.

4. April 16, 2014

The Local will pay Per Diems for the following Executive Officers who shall be paid the amounts shown for expenses incurred while holding office with payment made on an annual basis:

Any member in good standing requesting expenses that have not been pre-approved by the President shall submit a claim to the Treasurer for approval at a duly called meeting of the Local.

President	\$600.00 per year;	Pre 2009
1 st Vice-President	\$400.00 per year;	
2 nd Vice-President	\$400.00 per year;	In June
Secretary	\$400.00 per year;	of each
Treasurer	\$400.00 per year;	year,
Chief Shop Steward	\$400.00 per year;	two
Deputy Chief Shop Steward	\$400.00 per year;	\$1,000
Safety & Health Officer	\$400.00 per year; and	
Communications Steward	\$400.00 per year.	

Scholarships shall be awarded. The Executive shall develop the criteria and process for awarding the scholarships and attach them to these guidelines.

5. July 15, 2019

The Local will pay Per Diems for the following Executive Officers who shall be paid the amounts shown for expenses incurred while holding office with payment made on an annual basis:

Any member in good standing requesting expenses that have not been pre-approved by the President shall submit a claim to the Treasurer for approval at a duly called meeting of the Local.

President	\$800.00 per year;
1 st Vice-President	\$500.00 per year;
2 nd Vice-President	\$500.00 per year;
Secretary	\$500.00 per year;
Treasurer	\$500.00 per year;
Chief Shop Steward	\$500.00 per year;
Deputy Chief Shop Steward	\$500.00 per year;
Safety & Health Officer	\$500.00 per year; and
Communications Steward	\$500.00 per year.

Scholarship in honour of life time member Brother Stephen Beyer and one new \$500.00 Scholarship in honour of lifetime member Brother Ivan Hector. The Executive shall develop the criteria and process for awarding the scholarships and attached to these guidelines.

6. May, 2014

The Local will establish one new \$500.00 Scholarship in honour of Lifetime member Sister Debbie Graham.

\$500.00 Annual Honourary Member Scholarships

Ivan Hector, Stephen Beyer and Debbie Graham Honourary Scholarships

UNDE Local 60303 shall award three (3) annual scholarships in the amount of \$500.00, to three (3) children of members of UNDE Local 60303 randomly selected from the annual applicants meeting the eligibility requirements. A maximum of one (1) scholarship may be awarded to any Member's family in any given academic year and no applicant may be awarded the same scholarship more than once.

Eligibility requirements:

- ◆ these \$500.00 annual scholarships are offered only to sons or daughters of members in good standing of the Union of National Defence Employees, Local 60303.
- ◆ the candidate must be eligible and be registering to attend the current academic year of their chosen program with a university, college, or other recognized institute of higher learning, on a full-time basis for the applicable academic year.
- ◆ from the applicants meeting the eligibility requirements, the final selection shall be made by a scholarship award committee, or the Executive, using the random draw process.
- ◆ the successful applicant will be required to submit proof of registration and attendance at a university, college, or other recognized institute of higher learning, on a full-time basis for the applicable academic year.

◆ Deadline for application submission: 30 May.

NOTE - The Executive of UNDE Local 60303 reserves the right to withhold the Scholarship award if all requirements are not met or for other valid reasons.

Application Procedure:

In order to ensure your application is considered and processed, please ensure UNDE Local 60303 receives the following material no later than 30 May of the academic year of attendance in the program:

- ♦ the completed **Honourary Scholarship Application Form**.

Honourary Scholarship Application Form**Applicant Information:**

Name:

Address:

City: Province: Postal Code:

Name and address of School at which you are currently attending if applicable:

Name and address current employer if applicable:

Name and address of University, College or recognized institute of higher learning and program attending:

Parent who is a member of Union National Defence Local 60303:

PSAC ID #

Date

Signature of Parent of applicant

Date

Signature of applicant

\$1000.00 High School Graduate Scholarships

UNDE Local 60303 shall award two (2) annual scholarships in the amount of \$1000.00, to two (2) children of members of UNDE Local 60303 randomly selected from the annual applicants meeting the eligibility requirements. One will be awarded to a graduate of Oromocto High School and one to a graduate of another high school.

In any year should there be no applicant for one or the other \$1000 High School Graduate Scholarship, that scholarship shall be awarded to one of the eligible graduates who had submitted an application, regardless of the high school they are graduating from.

A maximum of one (1) scholarship may be awarded to any Member's family in any given academic year and no applicant will be awarded the same scholarship more than once.

Eligibility requirements:

- ◆ these \$1000.00 annual scholarships are offered only to sons or daughters of members in good standing of the Union of National Defence Employees, Local 60303 who are graduating from high school the year of application for the scholarship and who will be attending the first year of a recognized secondary education program.
 - ◆ the candidate must be eligible and be registering to attend the current academic year of their chosen program with a university, college, or other recognized institute of higher learning, on a full-time basis for the applicable academic year.
 - ◆ from the applicants meeting the eligibility requirements, the final selection shall be made by a scholarship award committee, or the Executive, using the random draw process.
 - ◆ the successful applicant will be required to submit proof of registration and attendance at a university, college, or other recognized institute of higher learning, on a full-time basis for the applicable academic year.
- ◆ Deadline for application submission: 30 May.

NOTE - The Executive of UNDE Local 60303 reserves the right to withhold the Scholarship award if all requirements are not met or for other valid reasons.

Application procedure:

In order to ensure your application is considered and processed, please ensure UNDE Local 60303 receives the following material no later than 30 May of the academic year of attendance in the program:

- ♦ the completed **High School Graduate Scholarship Application Form**.

High School Graduate Scholarship Application Form**Applicant Information:**

Name:

Address:

City: Province: Postal Code:

Name and address of School at which you will be graduating from in June of this year:

Name and address of University, College or recognized institute of higher learning and program you are enrolled in and will be attending:

Parent who is a member of Union National Defence Local 60303:

PSAC ID #

Date

Signature of Parent of applicant

Date

Signature of applicant