



UNDE Local 70675 National Capital Region

BYLAWS

BYLAWS ADOPTED BY THE GENERAL MEMBERSHIP APRIL 2026

April 2026

BYLAWS

Local 70675

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BYLAWS

Local 70675

BYLAW 1 – ORGANIZATION

Article 1. Name - This organization is composed of public servants who are members of the Union of National Defence Employees (UNDE) and are employed by National Defence under the L1CFINTCOM & ADM(DS) and shall be known as Union of National Defence Employees, Local 70675, and shall be referred to hereinafter as the Local.

Article 2. Authority - The Local is establishment under the Bylaws of the Union of National Defence Employees (UNDE) which is a component of the Public Service Alliance of Canada (PSAC) and as per the constitution of PSAC.

Article 3. The purpose of the Local shall be:

- a) To protect the interests, rights, and privileges of all employees under jurisdiction of the Local by means of established procedure;
- b) To support and further the aims and objectives of UNDE as set forth in its Bylaws and regulations.

Article 4. Executive Committee - The organizational structure of the Local shall be comprised of all elected officers, but not less than three (3) Executive committee members including any of the following: President, Vice-President, Secretary and Treasurer. Should the secretary or treasurer position be vacant then the Secretary & Treasurer will be a combined position until a special election or appointment can be made.

The Local shall be comprised of the following Executive Officers; first part being the **Admin Executive Team**, second the **Heart**.

- President
- Vice-President
- Treasurer
- Secretary
-
- Chief Steward
- Steward(s)
- Women Rep
- Young Workers Rep
- Human Right Rep

Article 5. A majority of the Committee will constitute a quorum and must include the President in attendance.

Article 6. 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 (60) days after notice of resignation in writing.

BYLAW 2 – BYLAWS

Article 1. Notice of any proposed amendment to the Local Bylaws must be provided in writing to the President for executive review at least thirty (30) days prior to a meeting at which the amendment will be introduced. Adoption of an amendment requires President attendance, and a two-thirds (2/3) majority vote amongst members present is required to pass the amendment.

Article 2. Within thirty (30) days of adoption, the Local must forward the amended Bylaws to the Regional Vice-President for review and subsequent approval by the National President.

Article 3. The Executive Committee may establish regulations necessary for the effective administration of the Local, provided such regulations do not conflict with these Bylaws, the UNDE Bylaws, or the PSAC Constitution. All regulations shall be issued within sixty (60) days of adoption and presented at the next General Meeting for ratification. In accordance with Article 1, failure to obtain a two-thirds (2/3) majority vote shall automatically rescind the regulation effective on the date of rejection.

Article 4. The Bylaws of the UNDE and the Constitution of the PSAC form an integral part of these Local Bylaws. In the event of any conflict, the UNDE Bylaws and the PSAC Constitution shall take precedence over the Local's Bylaws.

BYLAW 3 - MEMBERSHIP AND RESPONSIBILITY

Article 1. Membership shall be in accordance with the National UNDE Bylaws and the PSAC Constitution. Most importantly, The Rand formula authorizes payroll deduction of dues. The application form must be completed and signed by the member in order to be considered a regular member of the Local.

Article 2. Each member of the Local is deemed to have agreed to abide by, and be bound by the provisions of these Bylaws, the Bylaws of the UNDE and the Constitution of the PSAC.

Article 3. Every member in good standing shall be entitled to membership rights in accordance with the Constitution of the PSAC.

BYLAW 4 – MEMBERSHIP DUES

Article 1. The membership dues of the Local shall consist of the per capita fees and dues required under the Constitution of the PSAC and the Bylaws of the UNDE, together with any additional Local dues established by the membership in accordance with these Bylaws. The current monthly Local dues is set at \$3.75.

Article 2. The Local may amend the Local dues in accordance with Bylaw 2, Article 1, upon approval of a two-thirds (2/3) majority vote of the members present at a duly called meeting of the Local, provided that the President is aware and in attendance. Any amendment shall take effect only after proper notice and adoption, as required under these Bylaws.

Article 3. Definition of a Duly Called Meeting for the Purpose of Amending Local Dues

- 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 is required;
- b) The notice shall be dated and signed by the President of the Local; and
- c) A copy of the notice shall be:
 1. mailed to the Vice President of the Region, who will be responsible for onward submission to the National President; and
 2. 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 5 - AUTHORITY TO INTERPRET BYLAWS

Article 1. The President of the Local has the authority to interpret these Bylaws. Such interpretations shall be considered conclusive, binding, and in full force and effect unless reversed or amended by the Local Executive or by the National President.

BYLAW 6 – ELECTION OF OFFICERS

Article 1. Officers shall be elected by show of hands, or secret ballot if requested, and decided by simple majority of those voting at the Annual General Meeting (by 50 percent plus 1).

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 Alternate Vice-President will replace them. If neither the Vice-President of the Region nor the Alternate Vice-President of the Region are able 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. However, nominations from the floor will be permitted during the election meeting. All nominees for office must be members in good standing. All nominees for office must be duly moved and seconded by members in attendance at the election meeting.

Article 6. All nominees for office must consent to stand for office, either by stating so when in attendance at the election meeting, or by providing written consent prior to the election meeting if they are unable to attend in person.

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 on 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 three-year term, with positions open for election in alternating years as set out below:

- a) Commencing in 2025 and every 3 years thereafter:
 - a. the President, Secretary, Chief Shop Steward
 - b. Women's Representative
 - c. and Young Worker Representative positions will stand for election;
- b) Commencing in 2026 and every 3 years thereafter:
 - a. Vice-President, Treasurer
 - b. Health and Safety Officer
 - c. 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 70675 Executive be elected to another position on the Executive, their current position shall immediately be surrendered and an election held to elect a replacement to serve in that office for the balance of their term. The Local Executive may appoint a replacement pro tempore for a term no longer than three (3) months while an election is arranged.

BYLAW 7– DUTIES OF THE PRESIDENT

Article 1. The President of the Local shall:

- a) Serve as Chief Executive Officer of their Local, preside at all meetings of their Local, and ensure the efficient and proper conduct of their Local business;
- 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) report to the Executive Committee and the membership, all business concerning the Local, ensuring that policy decisions affecting the Local are presented to both membership and the Executive Committee as a whole;
- f) sign all correspondence on behalf of the Local;
- g) at their discretion, assign to the Executive Officers, Committee Chairpersons, or Stewards any of the following portfolios or responsibilities in no particular order:
 - a. Union Management Consultation Committee;
 - b. Joint Occupational Safety & Health Committee;
 - c. Membership portfolio;
 - d. Education portfolio;
 - e. Website Administrator;
 - f. Mobilization; and
 - g. Any other portfolios or committees as required.
- h) act as the chief representative and chief spokesperson of the Local in all dealings with management, UNDE, PSAC, and all other locals and affiliates.

Article 2. In accordance with Bylaw 5 Article 1, the Local President has authority to interpret these Bylaws. Such interpretations shall be considered conclusive and in full force and effect unless reversed or amended by the Local Executive or by the National President.

BYLAW 8 – DUTIES OF THE VICE PRESIDENT

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

- a) assist and support the President in the performance of their duties;
- b) perform the duties of the President in their absence;
- c) be responsible for the portfolios assigned to them, including providing regular reports and updates on self-assigned tasks;
- 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 report at the Annual General Meeting;
- f) Perform other duties as directed by the Local President.

BYLAW 9 – DUTIES OF THE SECRETARY

Article 1. 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, either 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) Serve as custodian of all correspondence, records, archived financial records and minutes for the Local to be uploaded to OneDrive, and MemberLink;
- h) ensure that all other than routine correspondence issued on behalf of 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 10 - 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 financial matters;
- 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 1 month prior to AGM and present at the AGM meeting.
- h) carry out other duties as delegated by the President;

BYLAW 11 – CHIEF STEWARD and STEWARDS

Article 1. The Chief Steward and Stewards shall:

- a) Chief Steward is elected and stewards are appointed
- b) be a member in good standing of Local 70675;
- c) 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;
- d) be appointed by the President and the Chief Shop Steward;
- e) be sworn in as a Steward, added 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;
- f) be responsible for addressing initial workplace complaints from membership within their assigned area of responsibility, if applicable;
- g) be available to represent members in other areas when required;
- h) represent membership at first level and second level grievances;
- i) submit all required administrative information to Chief Shop Steward or designate monthly;
- j) seek assistance and/or direction for processing workplace complaints and grievances from the Chief Steward or designate to ensure a consistent level of service across the Local;

- k) participate in all Steward, Membership and Special meetings coordinated by the Executive and/or designate;
- l) be available to participate in Steward training as required;
- m) act as a mentor and source of knowledge to other Stewards when requested;
- n) carry out other duties as requested by the Chief Shop Steward or Local President; and
- o) be compensated for Union related out of pocket expenses in accordance with Bylaw 16, provided they have met the requirements in accordance with Bylaw 11;

BYLAW 12 – DUTIES OF YOUNG WORKERS REPRESENTATIVE

Article 1. The Young Worker Rep shall:

- a) Represent young workers within the local
- b) Promote Engagement and Participation
- c) Liaise with PSAC and UNDE young worker structures
- d) Support education and awareness regarding young workers' issues
- e) Mobilize young workers in union and social justice campaigns
- f) Build an inclusive and supportive environment
- g) Report to the Local Executive and Membership with regular updates, recommendations, and events or initiatives
- h) Participate in local committees and events
- i) Collaborate with other equity representatives
- j) Carry out additional duties as assigned by the Local President

BYLAW 13 – DUTIES OF WOMEN'S REPRESENTATIVE

Article 1. The Women's Representative shall:

- a) Represent women members within the local
- b) Promote participation and leadership of women
- c) Liaise with PSAC and UNDE Women's structures
- d) Support education and awareness regarding women's issues in the workplace
- e) Advocate for gender equity in the workplace
- f) Mobilize women in union and social justice campaigns
- g) Build an inclusive and safe environment
- h) Report to the local Executive and Membership with regular updates, reports recommendation, and events and initiatives
- i) Participate in local committees and events
- j) Carry out additional duties as assigned by the Local President

BYLAW 14 – HUMAN RIGHTS REPRESENTATIVE

Article 1. The Human Rights Representative shall:

- a) Represent members on human rights issues within the local
- b) Promote equity, inclusion, and anti-discrimination
- c) Liaise with PSAC and UNDE human rights structures
- d) Support education and awareness regarding human rights issues
- e) Assist members in navigating human rights concerns in the workplace
- f) Mobilize members around human rights campaigns
- g) Build an inclusive and safe environment
- h) Report to the local Executive and Membership with regular updates, recommendation, events and

- initiatives
- i) Participate and collaborate with other equity representatives and in local committees and events
- j) Carry out additional duties as assigned

BYLAW 15 – MEETINGS

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

Article 2. Notices for Annual General and General meetings shall be distributed to a minimum of three (3) weeks (21 calendar days) in advance.

Article 3. Prior to calling any General or Annual General meetings of the Local to order, the President or executive member conducting the meeting shall ensure that quorum is met. Quorum shall be two percent (2%) of the registered full members of the Local at the time of the meeting, as per the most current membership listing supplied by UNDE/PSAC plus a minimum of 50% of executive members. (For example, UNDE 70675 currently has about 760 members but 490 full members; quorum would therefore be ten (10) members.)

Article 4. 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 5. General membership meetings are open to all members in good standing. Reports from the Executive Officers on their activities shall be presented.

Article 6. 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 7. 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 as required. A quorum shall exist where at least two thirds (2/3) of the Executive Officers are present.

Article 8. The Chairperson shall ensure that the UNDE Harassment Statement is read at all Local meetings and events sponsored by the Local, 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 9. PSAC Rules of Order shall apply at all Local meetings.

BYLAW 16 – 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 "UNDE Local 70675".

Article 2. The fiscal year for the Local shall run from the 1st 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 Executive shall advise the National Office and the Vice-President of the Region of the accredited financial institution selected.

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, electronic transfer, cash, or pre-authorized payment, as directed by the membership of the Local, or Local 70675 Bylaws where applicable.

Article 6. The Executive Committee shall have the authority to spend up to \$1000.00 on normal operating expenses that are not covered by the approved budget and are not related to strike pay. These expenditures shall be reported for approval/confirmation at the next General Membership Meeting.

Article 7. Members of the Executive shall be paid for all reasonable out-of-pocket expenses for each pre-authorized meeting, convention, or seminar attended, including travel expenses as per the National Joint Council, Travel Directive. With the exception of Observers to convention

(see UNDE Bylaw 11, Article 4), loss of salary for normal working days will be paid by the Local if not covered by the PSAC or UNDE. A flat rate of \$50.00 a day will be paid when such work is required. Overtime will not be paid.

Article 8. 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.

Article 9. An "honorarium" per diem may, if financial conditions warrant and if funding is approved in the budget, be paid to Local Executive members to help defray expenses not otherwise covered by the Local.

- A per diem of up to \$475 per year shall be paid to the Local Elected President. This payment is intended to offset extraordinary expenses, including but not limited to: internet, printing supplies, travel, office supplies, time outside normal business hours, etc. (cell phone & monthly expense is covered by the Local outside and above the per diem)
- A per diem of up to \$350 per year shall be paid to the Local Elected Vice-President, Treasurer, Secretary and Chief Steward. This payment is intended to offset extraordinary expenses, including but not limited to: cell phone, internet, printing supplies, travel, office supplies, time outside normal business hours, etc.
- A per diem of up to \$300 per year shall be paid to the Local Stewards, Young Worker Rep, Woman Rep and Human Right Rep. This payment is intended to offset extraordinary expenses, including but not limited to: cell phone, internet, printing supplies, travel, office supplies, time outside normal business hours, etc.

Only 1 per diem may be paid per Executive member. All per diem honorariums will be paid on a pro-rated basis.

Article 10. The honorarium shall not be paid to any Local Executive who does not actively carry out their duties and responsibilities to the satisfaction of the Local Executive.

Article 11. No Local Executive may be paid an honorarium who has not attended at least 75 percent (75%) of the general and/or Executive meetings of the Local during the 12-month period following the Annual meeting at which they were elected. For members of the Local Executive who serve only a partial year, these per diem

rates shall be applicable to the dates served. Absences due to illness, training or temporary duty, when approved by the President, shall be exempt from this requirement.

BYLAW 17 – 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 18 - DELEGATES AND OBSERVERS TO UNDE AND/OR PSAC CONVENTION(S)

Article 1. The number of delegates is in accordance with UNDE Bylaw 11.

Article 2. No member may be nominated who has not attended at least seventy-five percent (75%) of the General Membership and/or Executive meetings of the Local during the twelve-month (12) period immediately preceding the meeting at which delegates. Absences due to illness, training or temporary duty, when approved by the President, shall be exempt from this requirement.

Article 3. The Executive is empowered to appoint members in good standing from the Executive and/or the Local membership serve as Observers at the UNDE and/or PSAC Conventions. Observers must meet all criteria outlined in UNDE Bylaw 11, Article 18. The number of Observers shall be determined by the Executive and is subject to financial limitations established in the approved annual budget or as per the By Laws of reimbursement.

Article 4. The Local President has by default priority of attendance to Triennial National Convention as Delegate without election. The Vice-President shall also be given priority, including any authorized attendees voted at a General Meeting in accordance with Article 1 thus funded by National Office. If required or deemed necessary, alternate delegates and/or observers shall be selected from the Executive Committee and/or membership at the discretion of the President and/or Executive Committee to ensure continuity within the Executive Team. Delegates and/or observers should be current on Local issues and have attended the majority of Local meetings.

In accordance with Article 1, the delegate entitlement is based on membership size, as follows:

- 10 to 150 members → 1 delegate
- 151 to 350 members → 2 delegates
- 351 to 700 members → 3 delegates
- 701 to 1,200 members → 4 delegates
- 1,201 to 2,000 members → 5 delegates

Article 5. Observers to Conventions shall be compensated for out-of-pocket expenses in accordance with UNDE Bylaw 11, Article 18. Such compensation shall include salary or wages. Eligible expenses may include travel, accommodation, meals, and other costs directly related to participation in the Convention, subject to prior authorization and available budget.

BYLAW 19 - FEDERATION OF LABOUR ASSOCIATION

Article 1. Local 70675 shall be affiliated with a Federation of Labour (FOL) in accordance with its geographic location on the Ontario side of the National Capital Region (NCR).

The National Capital Region (NCR) is unique in that it spans two provinces—Ontario and Quebec—each with its own labour structures and provincial Federations of Labour. Because of this dual-province environment, Locals in the NCR must determine which Federation of Labour they wish to affiliate with for the purpose of delegate participation.

At the 2025 UNDE National Executive meeting, following clarification from the PSAC National Executive, the following was confirmed:

- UNDE will cover the cost for one (1) delegate per Local to attend one (1) Federation of Labour.
- Each NCR Local must choose which Federation of Labour they wish to affiliate with for this purpose.

This clarification does not prevent Locals from affiliating with more than one Federation of Labour. However:

- Any costs associated with a second or additional affiliation are the responsibility of the Local.
- If a Local chooses to affiliate with more than one Federation of Labour, this decision must:
 - be voted on by the membership, and
 - be reflected in the Local's Bylaws through an amendment for future consistency.

REGULATIONS

REGULATION 1 – Order of Business and General Rules

Order of Business for All Meetings

The following order of business shall apply to all meetings of Local 70675:

1. **Call to Order**
 - All meetings shall be called to order by the President of Local 70675 or, in their absence, by their designated representative. The Secretary shall record the attendance of Executive members and members in good standing.
2. **UNDE Harassment Statement**
 - The UNDE Statement on Harassment shall be read aloud by at least one designated intervener.
3. **Minutes of Previous Meetings**
 - The minutes of the previous General Membership Meeting and any Special Membership Meetings shall be made available for distribution, confirmation, and acceptance.
4. **Business Arising from the Minutes**
 - Any matters arising from the minutes of the previous General Membership Meeting or Special Membership Meetings shall be presented for discussion, confirmation, and acceptance.
5. **Correspondence**
 - Relevant correspondence received by the Local shall be read by the Secretary.
6. **Financial Report**
 - The financial report(s) shall be made available for distribution, confirmation, and acceptance.
7. **Election of Executive Officers**
 - When applicable, elections for Executive Officers of Local 70675 shall be conducted, including nominations, distribution of ballots, and the administration of the Oath of Office for elected officers.
8. **New Business**
 - Any new business listed on the agenda shall be addressed.
9. **Adjournment**
 - A motion for adjournment or continuation of the meeting shall be taken.

Signed at Ottawa, ON this _____ day of _____, 2026

(Name)
President
UNDE Local 70675

Approved this _____ day of _____, 2026

National
President
UNDE