

BYLAWS - LOCAL 70044
DEPARTMENT OF FOREIGN AFFAIRS, TRADE AND DEVELOPMENT

(May 27, 2015)

Local Bylaw 1: Name

This organization is known as the Department of Foreign Affairs, Trade and Development Local 70044 of the Union of National Employees (UNE), of the Public Service Alliance of Canada (PSAC).

Local Bylaw 2: Aims and objectives

Bylaw 2 Section 1

This local will protect, maintain and advance the interests of the employees of the Department of Foreign Affairs, Trade and Development under its jurisdiction.

Local Bylaw 2 Section 2

This local unconditionally subscribes to, and accepts as its governing documents, the Constitution of PSAC and the bylaws of the Union of National Employees.

Local Bylaw 2 Section 3

This local fully supports PSAC in its efforts to improve and protect the wages, salaries and other terms and conditions of employment of all PSAC members.

Local Bylaw 3: Membership

People eligible for membership will be employees of the Department of Foreign Affairs, Trade and Development in the jurisdiction of the local, and are also members of the Union of National Employees of PSAC. The jurisdiction of this local may be as assigned from time to time by the Union of National Employees. In situations where disputes arise regarding jurisdiction, the national executive will be called upon to render a decision.

Local Bylaw 4: Membership dues

Local Bylaw 4 Section 1

The amount of dues payable to PSAC and the Union of National Employees will be in accordance with the provisions of the PSAC Constitution and the bylaws of the Union of National Employees, as determined by each group's respective conventions.

Local Bylaw 4 Section 2

In addition, local dues will be set as a flat rate of salary per member, per month. The local will inform the Union of National Employees of any changes to its dues, with supporting minutes as evidence. (Members may obtain information regarding their local dues on the Union of National Employees website.)

Local Bylaw 4 Section 3

The local may amend its membership dues by a majority vote of its members present and voting at an annual, regular or special meeting, provided that the local has posted notice of this motion at least 30 days before the meeting date.

Local Bylaw 5: Local executive

Local Bylaw 5 Section 1

The term of office for the local executive will be two (2) years.

Local Bylaw 5 Section 2

The executive officers of this local will consist of, but not be limited to, those listed in Union of National Employees Bylaw 3, Section 4. The offices are President, 1st Vice President, 2nd Vice President, Treasurer, Secretary, Chief Shop Steward, Health and Safety Representative, and Human Rights Representative.

Local Bylaw 5 Section 3

Vacancies on the local executive that last for less than six months will be filled on an interim basis by the local executive's remaining members. Vacancies that will last for more than six months will be filled by election at a special or general meeting of the local. This meeting can be held no later than 45 days from the date at which the local executive became aware of the vacancy.

Local Bylaw 5 Section 4

For the role of the position of local president, see UNE Policy LOC 8.

Local Bylaw 5 Section 5

For the role of the position of local vice-presidents, see UNE Policy LOC 8.

Local Bylaw 5 Section 6

For the role of the position of local secretary, see UNE Policy LOC 8.

Local Bylaw 5 Section 7

For the role of the position of local treasurer, see UNE Policy LOC 8.

Local Bylaw 5 Section 8

For the role of the position of local health and safety representative, see UNE Policy LOC 8.

Local Bylaw 5 Section 9

For the role of the position of Chief Shop Steward, see UNE Policy LOC 8.

Local Bylaw 5 Section 10

For the role of the position of Human Rights Representative, see UNE Policy LOC 8.

Local Bylaw 5 Section 11

The Local Communications Officer will:

- act as an information conduit between the union and the membership assist in the collection and maintenance of contact information for the membership
- promote all union events
- Update bulletin boards and other media with union information including but not limited to: executive committee member list, education schedules, convention/conference opportunities, and bargaining.
- engage in political action and public relations on matters of concern to the membership
- work on political action and public relations campaigns
- act in a manner that is not detrimental to other parts of the PSAC

Local Bylaw 5 Section 12

For the role of the position of the Stewards, see UNE Policy LOC 8. N.B. Local Stewards are not considered officers of the Local.

Elections will be conducted by secret ballot on a two year rotating basis as follows:

- **Even years:** President, Second Vice-President, Secretary, Chief Shop Steward, Communications Officer
- **Odd years:** First Vice-President, Treasurer, Human Rights Representative, Health and Safety Representative

Local Bylaw 6: Finances

Local Bylaw 6 Section 1

No officers of this local may enter into any financial contractual understanding of agreement without prior approval by the national executive, or incur any expenses on behalf of the local in excess of \$1000 without the prior approval of a majority of the members present at a regular monthly or special meeting.

Local Bylaw 6 Section 2

For audited annual statements, see Bylaw 5.

Local Bylaw 6 Section 3

Locals will approve at least three and no more than five signing officers—one of whom is normally the local's treasurer—may hold signing authority for the local's bank withdrawals. Each cheque issued by the local will carry signatures from two of these officers to be valid. Amendments to these administrative arrangements should be made with the local's bank or credit union after new officers are elected.

Local Bylaw 7: Meetings

Local Bylaw 7 Section 1

The local's elected officers will hold at least six regularly scheduled executive meetings each year. These meetings will be held to ensure the local properly conducts its business on matters such as collective bargaining, labour-management relations,

human rights and health and safety promotion, and consideration and maintenance of membership lists.

Local Bylaw 7 Section 2

The local's membership meetings will be held at least twice per year.

Local Bylaw 7 Section 3

Following a 30-day notice of meeting, the quorum for a general membership meeting will be at least 12 members in good standing.

Local Bylaw 7 Section 4

The local's president, a majority of its executive officers or a petition of at least 20 members in good standing may call a special meeting of the local. Reasonable notice of this meeting will be provided.

Local Bylaw 7 Section 5

An annual membership meeting will be held in accordance with the Union of National Employees bylaws for the purpose of receiving annual reports, electing officers and considering other business.

Local Bylaw 7 Section 6

Elections will be conducted by secret ballot and will proceed in the order of President, Second Vice-President, Secretary, Chief Shop Steward, Communications Officer; First Vice-President, Treasurer, Human Rights Representative, Health and Safety Representative.

Local Bylaw 8: Amending local bylaws

Local Bylaw 8 Section 1

A local's bylaws may be amended by a two-thirds majority vote of the members present at an annual membership meeting, provided 30 days' notice of the meeting has been issued and posted.

Local Bylaw 8 Section 2

All amendments and corresponding annual general meeting minutes must be forwarded to the Manager of Administration, Union of National Employees.

For further information related to local issues, please see:

Bylaw 3, Sections 4,8,14 and 15—*Election of Officers*

Bylaw 4, Sections 14 – Local dues

Bylaw 5—*Money and finances*

Policy FIN 2—*Financial assistance for locals/members*

Policy LOC 8 – *Duties of Local Officers*