

BY -LAWS - LOCAL 70291

NATIONAL ART CENTER EMPLOYEES

(November 2007)

BY-LAW 1 - NAME

This organization shall be known as the National Arts Centre Local 70291 of the Union of National Employees of the Public Service Alliance of Canada, designated hereafter as the "the Local".

BY-LAW 2 - AIMS AND OBJECTIVES

Section 1: The Local shall subscribe, without conditions, to the aims and objectives set forth in the Constitution of the Public Service Alliance of Canada and the Component By-Laws.

Section 2: The Local shall fully support the Public Service Alliance of Canada in the fulfilling of its constitutional responsibility for the improvement and protection of salaries, wages and other terms of employment of all federal government employees.

BY-LAW 3 -COMPOSITION

The Local shall be composed of four (4) groups:

1. Ushers and Tour Guides
2. Security Officers
3. Garage Employees
4. Maintenance Employees.

BY-LAW 4 - DUES

Section 1: The Local membership dues shall be comprised of a per capita dues as provided in the Constitution of the Public Service Alliance of Canada and the Union of National Employees By-Laws, plus an additional amount set by the Local.

Section 2: The Local may increase the amount of the dues to the Local by a two-thirds majority vote of the members present and voting. The Executive shall give the members a notice of at least thirty (30) days prior to the meeting at which a dues; increase shall be proposed.

Section 3: The Local dues shall be 0.75 per month per member.

BY-LAW 5 - EXECUTIVE

Section 1: The Local Executive shall consist of a President, a Chief Steward, a Vice-President, a Secretary-Treasurer and a Steward for each of the four (4) bargaining units in the Local:

- _ 1 for the Garage Employees
- _ 1 for the Ushers and Tour Guides
- _ 1 for the Security Officers
- _ 1 for the Maintenance Employees

In addition, each group may nominate an alternate steward to replace an absent steward.

Section 2: All offices shall be held for the period of 2 years effective from the month of February.

Section 3: The vacant offices of the Local Executive shall be filled by election with a simple majority vote conducted at a regular monthly meeting.

Section 4: The President shall chair the meetings and ensure the efficient and proper conduct of the Local.

Section 5: In the absence of the President, the Vice-President shall perform the duties of the President.

Section 6: The Secretary-Treasurer shall take the minutes of all meetings, ensure the safeguard of all documents, archives and correspondence and shall be responsible for the collection and the expenditures of all monies.

BY-LAW 6 - ELECTION OF OFFICERS

Section 1: All officers shall be elected by secret ballot at the annual meeting held in February.

Section 2: Only members in good standing shall have the right to vote at any election or vote concerning the affairs of the Local.

BY-LAW 7 - DUTIES OF OFFICERS

Section 1: President

The President shall be responsible for the efficient and proper conduct of the affairs of the Local. He shall chair all Local meetings and all Executive meetings. He interpret the Local By-Laws shall supervise the work of other officers and all Local committees. He shall perform other duties of his office.

Section 2: He shall present an activity report at each meeting of the Executive, each regular monthly meeting of the Local and at the annual general meeting. He can only vote in the case of a tie vote. He shall be an ex-officio member of all the Local Committees.

Section 3: Vice-President

The Vice-President shall assist the President in the carrying out of his duties of that office and shall perform other duties when requested by the President or the Local.

Section 4: In the absence of the President, or in his incapacity to do so, the Vice-President shall perform his duties.

Section 5: Secretary-Treasurer

The Secretary-Treasurer shall record minutes of all meetings and shall refer all correspondence to the attention of the Executive. He shall ensure that all monies collected are deposited in a chartered financial institution to the credit of the Local; he shall keep proper financial records of all transactions.

Section 6: He shall be one of the designated signing members of the Executive and shall keep a true account of all transactions as required by the said chartered bank.

Section 7: He shall submit financial and membership statements to the Component Executive Secretary before April 1st of each year.

Section 8: The Steward shall sit on the Executive and shall be responsible for the current affairs of each bargaining unit group.

Section 9: All members of the Local Executive must attend a weekend steward course of the Public Service Alliance of Canada (PSAC), and this, during the year of their offices.

BY-LAW 8 - MEETINGS

Section 1: A Local meeting shall be held every four months with the exception of the months of July and August.

Section 2: The quorum of a meeting shall be ten (10) members of the Local.

Section 3: A special meeting may be held to discuss a specific matter if at least ten (10) members sign a petition. The petition shall indicate the subject matter and the objective of the meeting.

Section 4: The Executive shall meet at least once a month. Special meetings of the Executive shall be held upon the call of the President or upon a written request of three (3) members of the Executive.

Section 5: The quorum for meetings of the Executive shall be at least four (4) officers.

Section 6: In the event of a vacancy among the elected Executive, a notice to fill that vacancy shall be given to the next regular meeting of the Local, and elections shall take place at the following meeting to fill that vacancy. In the meantime, the Executive may appoint a temporary alternate.

BY-LAW 9 - FINANCES

Section 1: The Secretary-Treasurer shall be responsible for the Local finances.

Section 2: A local cheque must be signed by the Secretary-Treasurer and the President. In the event of an extended absence, the Vice-President shall be authorized to sign.

Section 3: All expenses over \$50. Must be the subject of a vote at a monthly meeting.

Section 4: The Secretary-Treasurer must present a financial statement at the annual meeting.

Section 5: The Local fiscal year shall end on December 31st.

Section 6: The Local shall have the authorization to open and manage a guaranteed investment fund. The amount of this investment shall be approved at a general meeting by two-thirds of the voting members of the Local. All transactions shall bear the signature of the President or the Vice-President, the Secretary-Treasurer and the administrator of the fund, if this is such the case.

Section 7: The Local funds shall not be used to buy gifts (flowers, fruit baskets, monetary gifts, etc.)

BY-LAW 10 - AMENDMENT OF LOCAL BY-LAWS

Section 1: A thirty (30) day notice must be posted regarding amendments to the Local By-Laws.

Section 2: An amendment to the Local By-Laws may be done with the support of two-thirds (2/3) of the members attending a monthly meeting.

BY-LAW 11 - INTERPRETATION

The masculine gender used in these Local By-Laws includes the feminine gender and the singular includes the plural. The word "Local" designates a "Local" of the Union of National Employees of the Public Service Alliance of Canada.

The word "Component" designates "Union of National Employees of the Public Service Alliance of Canada".

Union of National Employees, PSAC / Syndicat des employées et employés nationaux,
AFPC

900-150, rue Isabella street - Ottawa, Ontario K1S 1V7

Website: <http://www.une-sen.org>

E-mail: info@une-sen.org

Phone: (613) 560-4364

Toll free: 1-800-663-6685

Fax: (613) 560-4208