

LOCAL 90005 BY -LAWS
EASTERN NEWFOUNDLAND

(November 2007)

BY-LAW 1 - NAME

This organization shall be known as Local 90005, Eastern Newfoundland, of the Union of National Employees, Public Service Alliance of Canada, and shall be referred to in these By-Laws as “the Local”.

BY-LAW 2 - AIMS AND OBJECTIVES

Section 1: It shall be the objective of this Local to protect, maintain and advance the interests of the employees of the Parks Canada Agency coming under its jurisdiction.

Section 2: This local shall unconditionally subscribe to and accept as its governing documents the Constitution of the Public Service Alliance of Canada and the By-Laws of the Union of National Employees.

Section 3: This local shall support fully the Public Service Alliance of Canada in the furthering of its constitutional responsibility for the improvement and protection of wages, salaries and other items of employment of all employees of the federal government.

BY-LAW 3 - MEMBERSHIP

Those eligible for membership shall be employees of the Parks Canada Agency in the jurisdiction of the Local who are eligible for membership in the Union of National Employees of the Public Service Alliance of Canada. The Union of National Employees shall assign the jurisdiction of the Local.

BY-LAW 4 - MEMBERSHIP DUES

The membership dues of the Local shall be not less than the amount of the per capita dues by the Constitution of the Public Service Alliance of Canada and the By-Laws of the Union of National Employees as determined by National Convention.

BY-LAW 5 - LOCAL EXECUTIVE

Section 1: The Executive officers of this Local shall consist of (Ref. By-Law 7, Section 5 and/or By-law 8, Sections 10, 11, 12, and 13 of the Component By-Laws.)

Section 2: Vacancies on the Executive of the Local shall be filled by an interim appointment by the remaining members of the Local Executive.

Section 3: The President or, in his absence, the Vice-President, shall preside at meetings and shall be responsible for the efficient and proper conduct of the Local.

Section 4: The Vice-President, in the absence of the President, shall carry out the duties of the President and shall perform such other duties as may be assigned to him by the President.

Section 5: The Secretary shall record the proceedings of all meetings and shall be responsible for the proper maintenance of documents, records and correspondence related hereto.

Section 6: The Treasurer shall be responsible for the finances of the Local and associated records or documents.

Section 7: The Local Health and Safety Representative shall act as the health and safety representative on local health and safety issues and should perform the duties and responsibilities as described in the Guidelines of the Union of National Employees, as amended from time to time.

NOTE: It may be preferable to combine the Offices of the Secretary and Treasurer into one Office, i.e. Secretary-Treasurer. If such is the case, Section 6 above would be deleted and Section 5 would read as follows:

“The Secretary-Treasurer shall record the proceedings of all meetings and shall be responsible for the finances of the Local and the proper maintenance of documents, records and correspondence related thereto.”

BY-LAW 6 - FINANCES

Section 1: No officer or officers of this Local shall enter into any financial contractual understanding or agreement without prior approval by the National Executive, or incur any expenses on behalf of the Local in excess of \$ 25.00 without the prior approval of a majority of members present at a regular or special meeting.

Section 2: In accordance with By-Law 11, Section 13 of the By-Laws of the Union of National Employees, the Local shall submit to the National Office of the Component annual audited statements of Local finances and number of members before April 1 of each year. In accordance with the foregoing, the National President of the Union of National Employees shall make no remittance of refundable portion of dues until such statement has been received and approved.

Section 3: Within the Local, there must be only three members of the Executive with signing authority for the Local's bank withdraws. Each cheque must have two of these signatures in order to be valid. Such arrangements must be made through a local bank or credit union after an election of new officers. One of these members will normally be the Treasurer of the Local Executive.

BY-LAW 7 - MEETINGS:

Section 1: The Local Executive Officers shall meet the first Tuesday of each month except for the months of July and August. These meetings shall be held in order to ensure that the local properly conducts its business, including, but not limited to, such issues as the consideration and maintenance of membership lists, collective bargaining, labour management relations, human rights and health & safety.

Section 2: The membership meetings of this Local shall be held three times per year, on the second Tuesday of January, May and September.

Section 3: A quorum of a special or annual meeting shall be the President, the Secretary and at least 10 members other than Local Executive Officers.

Section 4: Special meetings may be called by the President or by the majority of the Executive Officers of the Local or upon petition of ten (10) or more members.

Section 5: An annual membership meeting shall be held in accordance with the Union of National Employees By-Laws for the purpose of receiving annual reports, the consideration of business, and the election of officers.

Section 6: Elections shall be by secret ballot and shall proceed in the order of: (President, Vice-President, Secretary-Treasurer, Health & Safety Representative, Human Rights (Equal Opportunities Representative), Local Action Representatives, etc.).

BY-LAW 8

By-Laws of the Local may be amended by a two-thirds (2/3) majority vote of the members present at the Annual Membership Meeting, providing thirty (30) days notice of motion has been given and posted.

BY-LAW 9 - ORDER OF MEETINGS:

Call to Order

Roll Call of Officers

Extend Welcome to New Members and Visitors

Reading and Approval of Minutes of Previous Meeting

Treasurer's Report

Communications and Bills

Committee Reports

Unfinished Business

Nomination and Election

New Business

Good and Welfare of the Local

Next Meeting

Adjournment

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