

BY-LAWS - LOCAL 00394

CANADIAN CENTRE FOR OCCUPATIONAL HEALTH AND SAFETY (CCOHS)

(March 3, 2016)

Local Bylaw 1: Name

This organization shall be known as Local 00394 – CCOHS of the Union of National Employees, Public Service Alliance of Canada, herein after referred to as “the Local”.

Local Bylaw 2: Aims and objectives

Bylaw 2 Section 1

It shall be the objectives of this Local to protect, maintain and advance the interests of the members of Local 00394 – CCOHS coming under its jurisdiction.

Local Bylaw 2 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.

Local Bylaw 2 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 terms of employment of all members of the Public Service Alliance of Canada.

Local Bylaw 3: Membership

People eligible for membership will be employees of CCOHS 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 (\$ to be determined) per member, per month. The local will inform the Union of National Employees of any changes to its dues, with supporting minutes as evidence.

Local Bylaw 4 Section 3

The local may amend its membership dues by a two-thirds 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 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. <President, First Vice-President, Second Vice-President, Secretary, Treasurer, Health and Safety Representative, Human Rights Representative and Steward>

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.

Vacancies of members, who are not on the Executive but who have been elected to a committee (e.g. Classification Committee or Health and Safety Committee) shall be filled by a vote at the next meeting of the membership to be held as soon as it is practical. In some cases the Executive may need to appoint someone to fill a vacancy temporarily until a vote can be held.

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-president, 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

The Steward shall ensure that their members receive advice and assistance on grievances, appeals and related issues.

Local Bylaw 5 Section 10

For the role of the position of local human rights representative, see UNE Policy LOC 8.

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 \$500 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 UNE Bylaw 5, Section 9.

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. Additional meetings may be called at the request of the President or two or more members of the Executive. A quorum for an executive meeting shall be three executive officers, including the local president or his/her designate.

Local Bylaw 7 Section 2

The local's membership meetings will be held twice a year. One of these meetings shall be held in the fall (preferably in the month of September) and the Annual General Meeting (AGM) shall be held in the winter (preferably during the months of February or March).

Local Bylaw 7 Section 3

Following a 30-day notice of meeting, the quorum for a general membership meeting will be at least nine members in good standing, including the Local President or his/her designate and two other executive officers.

Local Bylaw 7 Section 4

The local's president, a majority of its executive officers or a petition of at least ten 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 general 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, VICE-PRESIDENT, SECRETARY, TREASURER, HEALTH AND SAFETY REPRESENTATIVE, STEWARD, AND HUMAN RIGHTS REPRESENTATIVE>

Local Bylaw 8: Election of officers

Local Bylaw 8 Section 1

Election of Officers shall take place annually between the months of January and March, or at other time if required. The term of office shall be two (2) years, with elections proceeding as follows:

- i) in even numbered years the President, Second Vice-President, Treasurer and Human Rights and Equity Representative shall be elected.
- ii) in odd numbered years the First Vice-President, Secretary, Health and Safety Representative and Steward shall be elected.

Local Bylaw 8 Section 2

There shall be three worker members of the Joint Labour Management Classification Committee and one alternate. Worker members on the Joint Labour Management Classification Committee shall serve a term of 3 years. Elections shall take place on the third anniversary of their original appointment to the position at the next meeting of the Local. Elected members of the Committee can sit for more than one term.

Local Bylaw 8 Section 3

There shall be four worker members of the Joint Health and Safety Committee and one alternate. Worker members on the Committee shall serve a term of three years. Elections shall take place on the third anniversary of their original appointment to the position, at the next meeting of the Local. Elected members of the Committee can sit for more than one term.

Local Bylaw 8 Section 4

All Officers of this Local shall take office at the end of the meeting at which they are elected.

Local Bylaw 8 Section 5

The Oath of Office shall be administered to all officers before taking office.

Local Bylaw 9: Amending local bylaws

Local Bylaw 9 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 9 Section 2

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

Local Bylaw 10: Training

Local Bylaw 10 Section 1

The Local agrees to pay \$25 per day to members who attend PSAC training on weekends.

Local Bylaw 10 Section 2

The Local permits the Executive to approve and pay for non-PSAC union related training for members. The approval of such training will require a majority consensus of the Local Executive and conform to the spending limits outlined in By-Law 6, Section 1.

For further information related to local issues, please see:

Bylaw 3, Sections 4,8,10,14 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*