

BYLAWS - LOCAL 20113
KOOTENAY NATIONAL PARK

(March 2012)

BY-LAW 1 - NAME AND ORGANIZATION

This organization shall be known as Local 20113, Kootenay National Park, of the Union of National Employees, Public Service Alliance of Canada. This Local shall have its headquarters in the area of Kootenay National Park.

BY-LAW 2 - AIMS AND OBJECTIVES

Section 1: a) To protect, maintain and advance the interests of the employees of the Department of Environment, Parks Canada, Kootenay National Park, coming under its jurisdiction.

b) To unite all employees of the Kootenay National Park into the common organization capable of acting on their behalf by soliciting the membership of such employees in all classifications and locations of employment.

c) Further to the above, this Local shall and/or represent those members of the Public Service Alliance of Canada who may come under its jurisdiction from time to time.

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 terms of employment of all employees of the federal government.

BY-LAW 3 - MEMBERSHIP

Section 1: Those eligible for membership shall be employees of the Department of Environment, Parks Canada, Kootenay National Park 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 jurisdiction of the Local shall be as assigned from time to time by the Union of National Employees.

Section 2: This Local shall, upon 2/3 majority of the voting members at a given meeting, have the authority to grant Associate Membership to members who have terminated their employment by reason of:

- a) reaching the minimum retirement age;
- b) ill health, when such is certified as the reason for retirement; or
- c) lay-off.

An Associate Member shall be granted all rights and privileges of a regular member except eligibility for elective office or voice or vote in the affairs of the Local, Component or Alliance. An Associate Member shall not be required to pay membership dues.

Such a vote, when asked for, shall be by secret ballot.

BY-LAW 4 - MEMBERSHIP DUES

Section 1: The membership dues of the Local shall be not less than the amount of the per capita dues required 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.

Section 2: In addition, the Local dues shall be \$6.42 a member a month.

BY-LAW 5 - LOCAL EXECUTIVE

Section 1: a) The executive officers of this Local shall consist of President, Vice-President, Chief Shop Steward, Secretary and Treasurer.

b) Pursuant to the above, and subject to availability of nominations for office, the offices of Secretary and Treasurer may be combined into the one office of Secretary-Treasurer when there is a lack of candidates to fill all positions.

Section 2: Vacancies on the executive of the Local shall be filled by an interim appointment by the remaining members of the Local Executive, such appointments to be ratified by the membership at the General Membership Meeting immediately following the appointments.

Section 3: The President, or in his/her absence, the Vice-President, shall preside at meetings and shall be responsible for the efficient conduct of the Local. The President, or his delegated authority, shall represent the Local in all matters outside the theatre of the General or Annual Membership Meeting except where delegated elsewhere by these By-Laws.

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

Section 5: The Chief Shop Steward shall be responsible for the appointment of Shop Stewards, pursuant to provisions in By-Law 10, and shall be responsible for the efficient handling of the appeals, grievances and complaints of the members and the proper maintenance of documents, records and correspondence related thereto.

Section 6: The Secretary shall record the proceedings of all meetings and shall be responsible for the proper maintenance of documents, records and correspondence related thereto.

Section 7: The Treasurer shall be responsible for the finances of the Local and proper maintenance of documents, records and correspondence related thereto.

Section 8: The elected officers, in their capacity of Executive Committee, shall have the authority to make regulations or to take actions as are necessary to ensure the proper conduct of the Local and to protect the interests of the members, provided such regulations or actions are not in conflict with the provisions in these By-Laws.

BY-LAW 6 - FINANCES

Section 1: a) No officer(s) of this Local shall enter into any financial contractual understanding or agreement without prior approval by the National Executive or incur any expense on behalf of the Local without the prior approval of a majority of members present at a regular or special executive meeting.

b) Pursuant to the above, no officer(s) shall incur any expenses on behalf of the Local in excess of \$25.00 without the prior approval of a majority of the Local Executive at a special or regular monthly executive meeting.

Section 2: In accordance with By-Law 11, Section 12 of the By-Laws of the Union of National Employees, the Local shall submit to the Union of National Employees annual audited statements of Local finances before April 1 of each year. In accordance with the

foregoing, the Executive Secretary of the Union of National Employees shall make no remittance of refundable portion of dues in until such has been received.

Section 3: Within the Local, there must be only three members of the executive with signing authority for the Local's bank withdrawals. Each withdrawal must have two of these signatures in order to be valid. One of these members shall be the Treasurer.

Section 4: The Treasurer shall submit an up-to-date financial statement at each meeting of the Local or Executive Committee and shall submit an Annual Financial Statement covering the previous fiscal year at the Annual Membership Meeting.

Section 5: At the Annual Meeting, the Treasurer shall present a budget for the new fiscal year to be approved by the membership.

BY-LAW 7 - MEETINGS

Section 1: The Local executive shall meet monthly.

Section 2: There shall be four General Membership Meetings held annually.

Section 3: A quorum of a monthly, annual or special meeting shall be no less than 3 executive and a body of members whose number is 1 greater than that of the number of executive in attendance.

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 7 or more members upon written notice.

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

Section 6: Elections shall be held by secret ballot and shall proceed in the order of President, Vice-President, Chief Shop Steward, Secretary and Treasurer.

BY-LAW 8 - AMENDMENT OF BY-LAWS

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

BY-LAW 9 - RULES OF ORDER

Rules of order for the conducting of meetings of the Local shall be those as printed in the Public Service Alliance of Canada publication "Rules of Order for P.S.A.C. Meetings".

BY-LAW 10 - SHOP STEWARDS

Section 1: Shop Stewards shall be appointed in one of the following way:

- a) by election from the body of the members concerned, or
- b) by appointment of volunteers, subject to approval of the Local Executive, from the body of members concerned where membership interest appears to be lacking.

Section 2: There will be provisions for six (6) Shop Stewards in the Local, 1 (one) Shop Steward being elected, or appointed, in accordance with By-Law 10, Section 1, from each of the following groups:

- 1) Trades & Garage
- 2) Highways
- 3) Administration/Stores
- 4) Resource Conservation/Interpretation
- 5) Aquacourt
- 6) Visitor Services, not included in Aquacourt.

Section 3: Shop Stewards are eligible to attend all meetings of the Local Executive, with full voice and vote.

Section 4: For the purpose of determining a quorum for the General Membership Meeting, as outlined in By-Law 7, Section 3, Shop Stewards will be counted with the General Membership.

Section 5: Upon being elected to an Executive Office, the newly elected officer must relinquish his/her office as Shop Steward, if he/she holds such an office.

BY-LAW 11 - MEMBERSHIP RIGHTS

Upon being granted membership in this Local, each member shall have the following rights in the Local:

- a) to nominate fellow members for office,
- b) to be nominated for and/or hold office upon election or appointment,
- c) to vote on all motions duly brought before a General or Annual Membership Meeting,
- d) to serve on authorized committees of the Local,
- e) to be represented by an authorized agent of the Component, or Alliance, in all matters where the member feels they may be in conflict with the employer,
- f) to self representation, if so desired, in any grievance against the employer, except where such matter pertains to the interpretation of a clause covered in a collective agreement for which the Alliance is the certified bargaining agent.
- g) to vote in the election of officers at Annual General Meetings,
- h) to be provided with, upon request, up-to-date copies of the By-Laws, Regulations and Policies governing the Local,
- i) to be provided with, upon request, up-to-date copies of the Minutes of Annual and General Membership Meetings and/or Minutes of the Executive Committee of the Local,
- j) the right of appeal to higher authority, i.e., the Component or the Alliance, any decision reached by the Local, or the Executive Committee within the scope of their power, that they feel is unjust or in conflict with the aims and objectives as covered and provided for in these By-Laws. Such addresses as are necessary will be provided to the appellant by the Secretary of the Local.

BY-LAW 12 - MEMBERSHIP DUTIES AND RESPONSIBILITIES

Section 1: Upon being granted membership in the Public Service Alliance Canada, this Local and the Component, and for one term of such membership, each member is deemed to abide by the Constitution of the Public Service Alliance of Canada and the By-Laws of the Component and the Local.

Section 2: Upon being granted membership in the Public Service Alliance of Canada, the Component and the Local, and for the term of such membership, each member is deemed to appointment of the Public Service Alliance of Canada as their sole

bargaining agent for the purpose of entering into the Collective Agreements with the employer under procedures established by law for Collective Bargaining in the Public Service.

BY-LAW 13 - CODE OF DISCIPLINE FOR OFFICERS

Section 1: Officers of this Local are required to take the Oath of Office prior to assuming such office.

Section 2: Officers of this Local shall attend 75% of all General Membership Meetings during their term of office except with reasonable excuse for their absence.

Section 3: Shop Stewards shall be required to take a Shop Steward at the earliest opportunity following their appointment and shall be required to take a refresher course at least once in every three years following the last course attended.

Section 4: Executive Officers of this Local are required to attend an Officers Training Program or the Union Development Program at the earliest possible date following their election or appointment to such office.

Section 5: Executive Officers of this Local shall attend 75% of all Executive Committee Meetings except where reasonable excuse can be given.

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