

**BYLAWS – LOCAL 20723
GWAII HAANAS NATIONAL PARK RESERVE EMPLOYEES**

(March 7, 2014)

Local Bylaw 1: Name

This organization is known as Local 20723, Gwaii Haanas Employees, of the Union of National Employees, Public Service Alliance of Canada.

Local Bylaw 2: Aims and objectives

Bylaw 2 Section 1

This local will protect, maintain and advance the interests of the employees of the Parks Canada Agency, Gwaii Haanas National Park Reserve and Haida Heritage Site, coming under its jurisdiction.

Local Bylaw 2 Section 2

This Local unconditionally subscribes to and accepts 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 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 shall be employees of the Parks Canada Agency, Gwaii Haanas National Park Reserve and Haida Heritage Site, in the jurisdiction of the Local who are eligible for membership in the National Component of the Public Service Alliance of Canada. The jurisdiction of the Local shall be assigned from time to time by the National Component. 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 percentage 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 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, Vice President, Secretary and Treasurer

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-president, see UNE Policy LOC 8.

Local Bylaw 5 Section 6

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

Local Bylaw 6: Finances

Local Bylaw 6 Section 1

No 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 one hundred dollars (\$100.00) without the prior approval of a majority of members present at a regular monthly or special meeting.

Local Bylaw 6 Section 2

For audited annual statements, see 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.

Local Bylaw 7 Section 2

The local's membership meetings will be held once 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 10 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 50% of 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 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.

Local Bylaw 7 Section 6

Elections will be conducted by secret ballot and will proceed in the order of President, Vice-President, Treasurer and Secretary.

Local Bylaw 8: Amending local bylaws

Local Bylaw 8 Section 1

A local's bylaws 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.

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 6-10, 14 and 15—*Election of Officers*

Bylaw 4, Sections 17 and 18—*Local dues*

Bylaw 5—*Money and finances*

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

Policy LOC 8 – *Duties of Local Officers*