

BY -LAWS - LOCAL 70342

Office of the Secretary to the Governor General

Adopted - February 28, 2017

LOCAL BY-LAW 1 - NAME

This organization shall be known as Local 70342 of the Union of National Employees, Public Service Alliance of Canada.

LOCAL BY-LAW 2 - AIMS AND OBJECTIVES

Local By-Law 2 Section 1: It shall be the object of this Local to protect, maintain and advance the interests of the employees of the Office of the Secretary to the Governor General coming under its jurisdiction.

Local By-Law 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 By-Law 2 Section 3: This Local shall support fully the Public Service Alliance of Canada (PSAC) 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.

LOCAL BY-LAW 3 - MEMBERSHIP

Those eligible for membership shall be employees of the Office of the Secretary to the Governor General 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 BY-LAW 4 - MEMBERSHIP DUES

Local By-Law 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 By-Law 4 Section 2: In addition, the Local dues shall be set as a flat rate of salary per member a 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 By-Law 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 BY-LAW 5 - LOCAL EXECUTIVE

Local By-Law 5 Section 1: The term of office for the local executive will be 2 years.

Local By-Law 5 Section 2: The executive officers of this Local shall consist of but not be limited to those listed in the Union of National Employees By-law 3, Section 5:

- President (nominated and elected in even years);
- Vice-President (nominated and elected in odd years);
- Chief Steward (nominated and elected in even years);
- Secretary (nominated and elected in odd years);

- Treasurer (nominated and elected in even years);
- Human Rights Representative (nominated and elected in odd years);
- Health and Safety Representative (nominated and elected in even years).

Local By-Law 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 By-Law 5 Section 4: 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.

LOCAL BY-LAW 6 – FINANCES

Local By-Law 6 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 \$1000.00 without the prior approval of a majority of members present at a regular monthly or special meeting.

Local By-Law 6 Section 2: The treasurer will also submit to the Union of National Employees, before April 1 of each year, annual financial statements independently reviewed in accordance with Policy FIN 1, Local finances.

Local By-Law 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 BY-LAW 7 — MEETINGS

Local By-Law 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 By-Law 7 Section 2: The local's membership meetings of this Local shall be held twice yearly.

Local By-Law 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 By-Law 7 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. Reasonable notice of this meeting will be provided.

Local By-Law 7 Section 5: An annual membership meeting shall be held in accordance with the Union of National Employees bylaws National By-Laws for the purpose of receiving annual reports, the consideration of business and the election of officers

Local By-Law 7 Section 6: Elections will be conducted by secret ballot and will proceed in the order of President, Vice-President, Treasurer, Secretary, Human Rights Representative and Health and Safety Representative.

LOCAL BY-LAW 8: Amending local bylaws

Local By-Law 8 Section 1: A local's By-Laws of the Local may be amended by a two-thirds (2/3) majority vote of the members present at the an Annual Membership Meeting, providing 30 days' notice of motion meeting has been issued given and posted.

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

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