



Welcome





Public Service Alliance of Canada  
Alliance de la Fonction publique du Canada

## Books Report / Rapport de l'effectif

Component/Element 99 UNE/SEN	MEMBERSHIP LISTING / ETAT NOMINATIF Source 2 - CPC, TBS, others paid via DPWGS / Source 2 - SCP, SCT, autres	February / Février, 2024
LOCAL/BCN/Rates 00050 Nat Park & Hist Sites Cornwall/Nat Park & Hist Sites Cornwall - NT	135 - Kingston / Kingston	\$1.00+0.959300% 0.624200% \$2.00 \$0.00 + SL/PS*

\*\*\*\*\* Emp Regular/Temporary - Regular \*\*\*\*\*  
Emp FT/PT = Full-Time  
Emp Class = Indeterminate

N/D	Pay List	Pay Off	Member Name/Nom du cotisant	IAM/NAS	PSACID	HR TYP	BUD Code	Class	Salary	PSAC	Comp	Local	Misc	Dedn	Arr	Ref	Exception	Other Component(s) / Autre(s) element(s)
CAP	0709	36				F	91166	CS 01	60,603	49.44	31.52	2.00	0.00	82.96				
CAP	0716	36				F	91102	AS 02	61,341	41.73	31.91	2.00	0.00	75.64			CHG. CLASSIF. - Job CAP-91102	
CAP	0531	36				F	91164	HR 03	76,761	62.36	39.92	2.00	0.00	104.28			OLD PAYOFF - 36 Job CAP-91164	
CAP	0709	36				F	91109	CR 05	55,714	45.54	28.98	2.00	0.00	76.52				
CAP	0709	36				F	91109	CR 05	55,714	45.54	28.98	2.00	0.00	76.52				
CAP	0531	36				F	91109	CR 05	55,714	45.54	28.98	2.00	0.00	76.52			OLD PAYOFF - 36 Job CAP-91109	
CAP	0531	36				F	91166	CS 02									TIMES OUT - 2 Job CAP-91166	
CAP	0709	36				F	91109	CR 05	55,714	45.54	28.98	2.00	0.00	76.52			Manual Dues Adjustment - PSAC - Job ID = 438840, Period = February, Year = 2024, Total = 395.12, Payment Type = Billing - Arrears	
CAP	0709	36				F	91109	CR 05	55,714	39.02	28.98	2.00	0.00	70.00	5.40			
CAP	0715	36				F	91109	CR 05	55,714	45.54	28.98	2.00	0.00	76.52				
CAP	0709	36				F	91102	AS 05	65,742	69.54	44.60	2.00	0.00	116.14				
CAP	0707	36				F	91104	DM 03	65,747	53.56	34.20	2.00	0.00	89.76			Manual Dues Adjustment - PSAC - Job ID = 1351637, Period = January, Year = 2024, Total = 13.75, Payment Type = Billing - Refund	
CAP	0709	36				F	91109	CR 05	55,714	45.54	28.98	2.00	0.00	76.52				
CAP	5564	36				F	91181	FI 01	58,238	47.55	30.25	2.00	0.00	79.84			OLD PAYOFF - 36 Job CAP-91181	
CAP	0709	36				F	91166	CS 02	75,042	60.99	39.03	2.00	0.00	102.02				
CAP	0709	36				F	91109	CR 05	55,714	45.54	28.98	2.00	0.00	76.52				
CAP	0709	36				F	91166	CS 02	75,042	60.99	39.03	2.00	0.00	102.02				
CAP	0708	36				F	91104	DM 05	65,742	69.54	44.60	2.00	0.00	116.14				

Component/Element 99 UNE/SMN	MEMBERSHIP LISTING / ETAT NOMINATIF Source 2 - CPC, TBS, others paid via DPWGS / Source 2 - SCP, SCT, autres	February / Février, 2024
LOCAL/BCN/Rates 00050 Nat Park & Hist Sites Cornwall/Nat Park & Hist Sites Cornwall - NT	135 - Kingston / Kingston	\$1.00+0.959300% 0.624200% \$2.00 \$0.00 + SL/PS*

\*\*\*\*\* Emp Regular/Temporary = Temporary \*\*\*\*\*  
 Emp FT/PT = Part-Time  
 Emp Class = Term > 6 months

M/D	Pay List	Pay Off	Member Name/Nom du cotisant	IAN/NAS	PSACID	MBR TYP	BUD Code	Class	Salary	PSAC	Comp	Local	Misc	Dedn	Arr	Ref	Exception	Other Component(s) / Autre(s) element(s)
CAP	0714	36				F	91164	HR 02	26,601	22.26	13.84	2.00	0.00	38.10				

--- Bargaining Groups ---

BUD Code	Name	Full Members	RAND Members	Suspended	Other Members	Total Members
91102	Parks-As	9	1			10
91103	Parks-Is	1				1
91104	Parks-Fm	3				3
91109	Parks-Cr	19	2			21
91160	Parks-Ar	1				1
91164	Parks-Hr	2				2
91165	Parks-Pc	1				1
91166	Parks-Cs	7	3			10
91167	Parks-Pg	3				3
91169	Parks-Ec	1				1
91181	Parks-Fi	10	1			11
	<b>Totals:</b>	<b>57</b>	<b>7</b>			<b>64</b>

--- Local Totals ---

	Dues	Arrears	Refund	Net
PSAC Dues	3,306.17	143.43	(177.06)	3,272.54
Component Dues	2,149.83	81.03	(110.17)	2,120.69
Local Dues	128.00	6.00	(5.99)	128.01
Miscellaneous Dues	0.00	0.00	0.00	0.00
Special Levy	0.00	0.00	0.00	0.00
Strike Fund	64.00	2.00	(3.00)	63.00
<b>Totals:</b>	<b>5,648.00</b>	<b>232.46</b>	<b>-296.22</b>	<b>5,584.24</b>



# 10 REASONS you should sign

## YOUR UNION CARD



The Union of National Employees  
Le Syndicat des employées et employés nationaux

# 10 REASONS you should sign

## YOUR UNION CARD

*Unions have a rich and important history. It's thanks to ordinary working people joining forces that we have earned so many important benefits: five-day workweeks, eight-hour workdays, competitive salaries, health insurance, pay equity, safety standards, vacation, holidays, and countless others!*

*That important work continues today – and you can be part of the labour movement's continued efforts to ensure fairness, respect and equality in the workplace.*

*At the Union of National Employees, we believe that diversity is what makes us strong. We hope you'll add your voice to ours. That all starts by signing your union card!*

**1** You can help make your job better by improving wages and working conditions.

**2** You'll meet many people, just like you, who feel strongly about fairness in the workplace.

**3** You'll have the opportunity to improve your skills, through union training, so you can become a stronger advocate for your rights and those of your colleagues.

**4** You won't be on your own if you go on strike; signing your union card entitles you to strike pay.

**5** You'll have a platform to speak out and influence public policy. Through your union, you can advocate for improvements to health, education, human rights and social justice.

**6** You'll have peace of mind; when you're unionized, no one can fire you without a good reason.

**7** You'll have a way to resolve day-to-day problems in the workplace. When bigger problems arise, you'll have access to labour relations experts who are there to help you.

**8** You can have your voice heard when your bargaining team negotiates your collective agreement.

**9** You'll have the chance to vote during union elections, which determine who will be fighting for your rights at all levels of our organization.

**10** You'll be able to take advantage of special discount programs that can save you money on home, auto and life insurance.

To find out more about the Union of National Employees and the many things we do, please visit our website at: [www.une-sen.org](http://www.une-sen.org)



Public Service Alliance of Canada  
Alliance de la Fonction publique du Canada

Language / Langue

English ▼

This electronic application for membership form is currently available for members of Employers/Bargaining units identified in the Employer dropdown menu below.

Member Information

PSAC ID

Employer \*

Department - Agency \*

Local

First Name \*

Last Name \*

Gender

Contact Information

Personal E-Mail \*

Personal Tel. #

Cell #

Work Tel. #

Ext.

Street Number \*

Street Name \*

Apartment

City \*

Province \*

Postal Code \*

PO BOX

Country \*

- I acknowledge that after submitting the form, I will receive an email to my personal email address requesting a signature. This membership form will not be valid until the signature process is completed.

Submit



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Language / Langue

English

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Member Information

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Gender



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This electronic application for membership form is currently available for members of Employers/Bargaining units identified in the Employer dropdown menu below.

Member Information

PSAC ID

Employer \*

Department - Agency \*

Local

First Name \*

Gender

- Aboriginal Affairs and Northern Developme...
- Department of Foreign Affairs, Trade and Developme
- Department Of Health
- Department Of Industry
- Department Of Justice
- Department Of National Defence
- Department Of Natural Resources
- Department Of Public Safety And Emergency



Public Service Alliance of Canada  
Alliance de la Fonction publique du Canada

Language / Langue

English

This electronic application for membership form is currently available for members of Employers/Bargaining units identified in the Employer dropdown menu below.

Member Information

PSAC ID

Employer \*

Canadian Museum for Human Rights x

Department - Agency \*

Canadian Museum for Human Rights x

Local

First Name \*

Last Name \*

Gender





MENU

# Union of National Employees

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## Find a Local

Local by number



Go

Local by Employer



Go

Locals by region



Go

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# UNE Local 80160

27 members

Dues rate - \$2.00

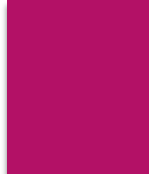
Members in this local are employed at:

[Atlantic Canada Opportunities Agency \(ACOA\)](#)

 [Local Bylaws](#)

## Local Executive Listing

Contact	Tel	Email
President <b>Mary Lynn Elms</b>	(902) 718-6924	
Vice-President <b>Kim Carville</b>	(902) 497-5067	
Secretary <b>Rejean Luce</b>	(902) 397-0966	
Treasurer <b>Michelle Heighton</b>	(902) 759-1430	
Local Representative for Human Rights <b>Mary Lynn Elms</b>	(902) 718-6924	
Local Representative for Health and Safety <b>Cheryl MacMullin</b>	(902) 537-0132	
Shop Steward <b>Devon Hansen</b>	(902) 329-4342	



## **Policy LOC 8 (former Policy LOC 7, Local Bylaw 8)**

### **Duties of local officers**

#### **Policy LOC 8 Section 1**

##### **Local presidents**

Local Presidents will:

1. Act as the chief officer of the local and coordinate the affairs of the local through the other officers and local committees;
2. Be responsible for the efficient and proper conduct of the local;
3. Preside at all membership meetings and executive meetings of their respective locals and is an ex-officio member of all committees of the local;
4. Apply the PSAC Rules of Order to any questions of procedure; and
5. Be the chief spokesperson of the local in its dealings with the employer.

#### **Policy LOC 8 Section 2**

##### **Local vice-presidents**

Local Vice-Presidents will:

1. Perform the duties of the local president when the president asks, when the president is absent or if the president resigns;
2. Conduct meetings on behalf of the president or assumes the chair when the president vacates it for any reason during a meeting; and
3. Be responsible for certain portfolios or duties as assigned by the president or the executive.

#### **Policy LOC 8 Section 3**

##### **Secretaries and treasurers**

###### **Secretaries**

Local Secretaries will:

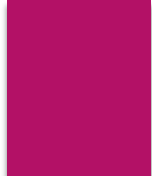
1. Be responsible for the administrative duties of the local;
2. Keep accurate records of all meetings of their local;
3. Be responsible for keeping proper files of all documents;
4. Be responsible for maintaining a record of all correspondence relating to their local; and
5. Be responsible for certain portfolios or duties as assigned by the president or the executive

###### **Treasurers**

Local Treasurers will:

1. Keep proper files of the financial records of their local;
2. Be accountable for all receivables and payables;
3. Act as one of the local's signing officers;
4. Prepare and submit financial reports at each executive or general meeting;
5. Collect and deposit local funds;
6. Be familiar with and responsible for Component financial policies (e.g. FIN 1);
7. Identify Rand members (dues paying members who have not signed a union card) so that they may be signed up.
8. Be responsible for certain portfolios or duties as assigned by the president or the executive.

Local secretary-treasurers will perform the duties and responsibilities described for secretaries and treasurers, above.



#### **Policy LOC 8 Section 4**

##### **Chief stewards**

Local Chief Stewards will:

1. Coordinate the work of stewards in their locals and ensure that their members receive advice and assistance on grievances, staffing complaints and related issues;
2. Recruit stewards and where possible organize and chair the steward's committee/network;
3. Work closely with all stewards, executive officers, committees and liaise with component staff; and
4. Be responsible for certain portfolios or duties as assigned by the president or the executive.

#### **Policy LOC 8 Section 5**

##### **Local executive health and safety representative**

Local executives will name a member of their executive to hold responsibility for health and safety. Ideally, this position will be distinct from other executive positions.

The local executive health and safety representative will:

1. Act as the local representative on health and safety issues;
2. Participate as one of the union's representatives on the joint union-management health and safety committee;
3. Encourage members' attendance and participation at health and safety conferences, courses and events.

#### **Policy LOC 8 Section 6**

##### **Local Human Rights representative**

The local Human Rights representative will:

1. act as the local representative on human rights issues;
2. develop knowledge and expertise on such issues as human rights, and employers' human rights plans;
3. keep current on human rights matters by subscribing to publications and accessing other resources;
4. maintain files of materials on human rights;
5. keep abreast of information and resources to advance the interests of human rights for members;
6. Review employer's equity plan on a regular basis;
7. advocate for members on human rights matters by presenting these matters to the employer and the union;
8. provide human rights-related input into the local executive's decision-making processes;
9. develop and promote initiatives that encourage members' participation on human rights matters;
10. advocate for the development and delivery of a comprehensive human rights education program in the local and at the workplace;
11. organize education sessions and sensitization training for local members in conjunction with other local representatives;
12. encourage members' attendance and participation at human rights conferences, courses and events;
13. report to the local executive on his or her activities;
14. communicate actively with regional leadership and representatives on the PSAC human rights Committee; and
15. notify regional leadership—and the Union of National Employees — immediately in the event of an incident related to human rights in the workplace.



## **Policy LOC 8 Section 7 (09/19)**

### **Local Stewards**

For many members, the Steward is the face of the union. The Steward is the visible presence of the union in the workplace. He/she works with and interacts with the members at the workplace and represents them in a specific work area. Stewards are elected or appointed within the Local but are not considered to be a member of Local Executive.

Local Stewards will:

1. Act as the link between members and their elected local officials
2. Serve as local builders who unite members, organize locals, and get members involved
3. Deal with management on workers' on issues
4. Get to know the membership they represent
5. Make themselves available to the membership
6. Meet with members to hear individual or group concerns or complaints
7. Be proactive in identifying and solving problems, rather than waiting and reacting to problems
8. Talk informally to supervisors to address members' issues
9. Mobilize members when management breeches the collective agreement, their own policies or the law
10. Provide representation to members on grievances
11. Organize and participate in workplace actions
12. Work with and take direction from local executive and union staff
13. Engage members in union campaigns

## Policy LOC 7

### Standard local bylaws

#### Local Bylaw 1: Name

This organization is known as Local <INSERT NUMBER AND DESCRIPTIVE TITLE> of the Union of National Employees (UNE), PSAC.

#### Local Bylaw 2: Aims and objectives

##### *Bylaw 2 Section 1*

This local will protect, maintain and advance the interests of the employees of the <DEPARTMENT, AGENCY, ETC> under its jurisdiction.

##### *Local Bylaw 2 Section 2*

This local unconditionally subscribes to, and accepts as its governing documents, the Constitution of PSAC and the bylaws 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 will be employees of <DEPARTMENT, AGENCY, ETC> 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 or percentage – choose one> 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 <ENTER ONE OR 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 5. <INSERT THE LIST OF LOCAL POSITIONS THAT EXIST.>

##### *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 5 Section 7*

For the role of the position of local health and safety 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 <AMOUNT> 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.

### *Local Bylaw 7 Section 2*

The local's membership meetings will be held <INDICATE THE NUMBER OF TIMES 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 <ENTER NUMBER> 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 <INSERT NUMBER> 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 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, ETC.>.

# What are local dues for?

- ▶ Local Dues can be used for such things as (Policy LOC6):
  - ▶ Sending Observers to Conventions, Conferences, and Seminars
  - ▶ Labour Council Fees
  - ▶ Meeting Costs
  - ▶ Local Website
  - ▶ Supplies
  - ▶ Travel Costs
  - ▶ Translation
  - ▶ Office Rental (Bylaw 3 Sec 8)
  - ▶ Telephone
  - ▶ Etc.

Local Dues are to be used solely for union related activities. If in doubt the local should contact UNE for verification.



# Allowable and Non-Allowable Expenses

## Allowable

- Observer to Convention, Conferences, and Seminar
- Per Diems
- Travel
- Office Supplies
- Office Space
- Telephone
- Meeting Expenses (space, meals, door prizes)

## Allowable-Restrictions

- Honoraria
  - Must advise UNE with Name, SIN, Amount, Address
- Loss of Salary
  - Must be done through UNE
- Scholarships
  - Guidelines and Criteria must be established
  - Advise UNE with Name, SIN, Amount, Address

## Non-Allowable

- Refund of Dues (Cash, Cheque, Gift Card, Gift)
- Payment of Loss of Salary directly from local
- Loan to executive member or local member. (example Hardship)

# Local Status

Locals Status' are:

- ▶ **In Conformance** (dues are remitted monthly to the local)
  - Local Finances submitted and in order
  - Local has the required executive members
  - Hold an AGM to approve the local finances
- ▶ **Not in Conformance** (local dues held in trust)
  - Local Finances have not been submitted or are not in orderOr
  - Local does not have the required executive members
- ▶ **Inactive** (local dues held in trust)
  - Local has not been in conformance for 9 months or more
- ▶ **In Trusteeship** (local dues held in trust)
  - UNE National Executive has placed the local in trusteeship and appointed a trustee to oversee the local.

# Local Finance : What is included

- ▶ Schedule B-Income Statement
- ▶ Schedule C-Monthly breakdown of revenue and expenditures
- ▶ Schedule D-Bank signing authorities
- ▶ Bank and Investment Statements.
- ▶ AGM minutes showing the approval of the financial statements

Other documents may be requested if necessary for UNE to complete their review of the local finances.

\*Regulations, guide, and documents are on the UNE website under forms.



**FINANCIAL STATEMENT  
UNE BY-LAW 5, SECTION 9**

SCHEDULE "B"

1. Local Number: \_\_\_\_\_
2. Period of Statement from: 01/01/2024 to: 12/31/2024
4. Opening Balance: \$ \_\_\_\_\_ 0.00
5. Add Income - rebate \$ \_\_\_\_\_ 0
- Other income \$ \_\_\_\_\_ 0
- Please elaborate on other income. \_\_\_\_\_
6. Deduct Expenses \$ \_\_\_\_\_ 0
7. Closing Balance: \$ \_\_\_\_\_
8. Petty Cash Balance as at December 31st. \$ \_\_\_\_\_ 0
9. Bank Balance as at December 31st. \$ \_\_\_\_\_ 0

**10. Certified Correct:**

Signature: \_\_\_\_\_

Secretary \_\_\_\_\_ Secretary-Treasurer \_\_\_\_\_ Treasurer \_\_\_\_\_

**11. Auditor's Report:**

We have examined the Financial Statement of this Local for the period ending December 31<sup>st</sup>, 2024.

Our examination included a review of the accounting procedures, revenue and expenditures and such tests of accounting records and other supporting evidence as we considered necessary and in accordance with the Local's By-Laws. We have also verified the Local's bank account; and the bank balance has been reconciled with the Financial Statement as of December 31<sup>st</sup>, 2024.

In our opinion, this Financial Statement presents the true Financial Position of the Local on December 31<sup>st</sup>, 2024 in accordance with generally accepted accounting principles.

12. Signature: (1) \_\_\_\_\_ (2) \_\_\_\_\_

13. Approved by the Annual Meeting held on: \_\_\_\_\_

14. Copy of Minutes or extract of minutes adopting Financial Statement attached.



**FINANCIAL STATEMENT**

SCHEDULE "C"

- Local Number: \_\_\_\_\_
- Period of Statement from: 01/01/2019 to: 12/31/2019

	Income	Description	Expenses	Description
January	\$ <u>0</u>		\$ <u>0</u>	
February	\$ <u>0</u>		\$ <u>0</u>	
March	\$ <u>0</u>		\$ <u>0</u>	
April	\$ <u>0</u>		\$ <u>0</u>	
May	\$ <u>0</u>		\$ <u>0</u>	
June	\$ <u>0</u>		\$ <u>0</u>	
July	\$ <u>0</u>		\$ <u>0</u>	
August	\$ <u>0</u>		\$ <u>0</u>	
September	\$ <u>0</u>		\$ <u>0</u>	
October	\$ <u>0</u>		\$ <u>0</u>	
November	\$ <u>0</u>		\$ <u>0</u>	
December	\$ <u>0</u>		\$ <u>0</u>	

**Totals** \_\_\_\_\_



LOCAL'S OFFICIAL BANKING ARRANGEMENT

SCHEDULE "D"

1. Local Number: \_\_\_\_\_ Date of AGM: \_\_\_\_\_

2. Name of Bank (complete address):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Type of Account: \_\_\_\_\_  
Account Number: \_\_\_\_\_

4. If the Local is maintaining more than one Account, list all of them in the same order.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. Neither of the officers nor, to the best of their knowledge, any other person has a bank card (other than for deposit only purposes) or credit card linked to any of the local's financial accounts. The officers have not approved or made any reimbursement of dues to Local members, whether by cash, cheque, gift card, or any other means.

6. Names and signatures of three (3) members / executive authorized to sign cheques for the current year.

NAME	TITLE	SIGNATURE
_____	_____	_____
_____	_____	_____
_____	_____	_____

Date: \_\_\_\_\_

President's Name: \_\_\_\_\_ Signature: \_\_\_\_\_

## **Appendix A: Union Of National Employees Local Annual General Meeting Checklist**

The Union of National Employees' bylaws require that all Locals hold an Annual General Meeting (AGM). We developed this checklist to help guide you through this process.

Locals must contact a member of their UNE regional team (regional vice-president or one of their assistant regional vice-presidents). Members of your regional team can greatly assist you when planning your AGM. They also conduct the elections of officers and can help you resolve matters related to your bylaws.

### **PART I - What Needs to Accomplish at the AGM**

#### ***Bylaw 3, Sec 15***

#### ***Locals' annual general meetings***

*Each Local will hold a regular annual general meeting to receive annual reports from its officers, financial statements, Local budgets (where applicable) and the minutes of the previous annual general meeting for consideration of business, as required by the Local's bylaws.*

- approve the minutes of the previous AGM.
- deal with business arising from those minutes.
- allow the Local president and other executive officers an opportunity to report on their activities to the membership.
- table the treasurer's report including the year-end financial statement, the proposed budget and any related items.
- provide a forum for Local committees to share their reports.
- table any bylaw changes, assuming a minimum 30-day notice period has been provided. Please note that a two-thirds majority vote is required to bring changes to bylaws, assuming that quorum has been achieved.
- propose any changes to Local dues, assuming a minimum 30-day notice period has been provided. Please note that changes to Local dues require a simple majority of members voting (i.e. more than 50%), assuming that quorum has been achieved.
- elect Local officers to form the Local executive. Please note that the roles and responsibilities of Local officers can be found in UNE Policy LOC 8.
- administer and sign the oath of office for newly elected Local executive members. The oath must be administered by an authorized UNE officer and signed by each elected member of the Local executive. Please note that Local executive members cannot assume office until the oath is administered.
- table other business as appropriate.
- announce any upcoming union events.

Your AGM can also provide a forum for guest speakers to make presentations on topics such as collective bargaining, campaigns, etc.

### **PART II - Documents That Should Be Readily Available**

- the most recent local membership listings. This will allow you to ensure that those in attendance are members in good standing. The local should designate an individual to perform this check-in role.
- a supply of blank "application for membership cards" to sign up Rands or update membership information. Completed cards should be forwarded to the UNE head office. Locals should keep a copy of all completed cards.

- copies of your Local bylaws and the UNE's bylaws and policies. You should also have a copy of the PSAC Constitution and the PSAC rules of order.
- copies of the minutes from the previous AGM.
- copies of the Local's financial statement and proposed budget for distribution to the membership in attendance.
- a supply of blank local executive questionnaires and steward listing forms to be completed by members of the newly elected Local executive.
- copies of the oath of office.

### **PART III - UNE and PSAC Officials' Roles**

Your **UNE regional vice-president** or their designate will:

- discuss their responsibilities as regional vice-president
- update the Local on various national and regional initiatives
- chairs the election of local executive officers and administers the oath to them.
- forward, on behalf of the Local, the completed oaths of office.
- deal with any other matters as appropriate.

**UNE staff** may be invited to play a specific role:

- National Labour Relations Officers may speak to representational and other services.

**PSAC regional representatives** may be invited to the AGM and may:

- speak to initiatives, educational opportunities and any other issues to which the Local and the representative agree.

### **PART IV - Other important information**

1. Minutes of the AGM must be forwarded to the UNE as soon as possible following the meeting. The minutes are required to:
  - activate changes to the Local dues
  - support changes to Local bylaws
2. Prior to calling the AGM to order, you must ensure that quorum has been achieved according to the Local bylaws.
3. Participating in an AGM, via teleconference or videoconference, is only permitted if there are multiple meeting locations and the integrity of secret balloting can be maintained.
4. Ensure that candidates standing for office are members in good standing. Only members can vote at a meeting.
5. Members who are on leave without pay must provide proof of 'waiver of dues' from the PSAC President. The waiver application is available on the UNE website.
6. Proxy voting is not allowed according to the PSAC Rules of order.

7. If you plan to use the employer's premises, you must obtain written permission to do so and notify the employer of the date and time of the meeting.
8. Consult with your UNE regional team to ensure that the date chosen for your meeting does not conflict with UNE or PSAC events. The timing is very important to avoid such issues as having Local representatives being designated as late delegates for convention, missing national or regional UNE events, etc.
9. You must provide UNE and the employer with a list of Local Officers. This information should also be provided to members via postings on Union bulletin boards, Local website etc.
10. If new signing officers are elected or designated, the necessary changes must be made with Local's financial institution. The Local must then submit, to the UNE office, a new Schedule D showing three signing officers.
11. You are encouraged to invite UNE National Officers to the AGM, recognizing that they may not always be available.

For additional information, please feel free to contact your Regional Vice-President or visit our website at [www.une-sen.org](http://www.une-sen.org).

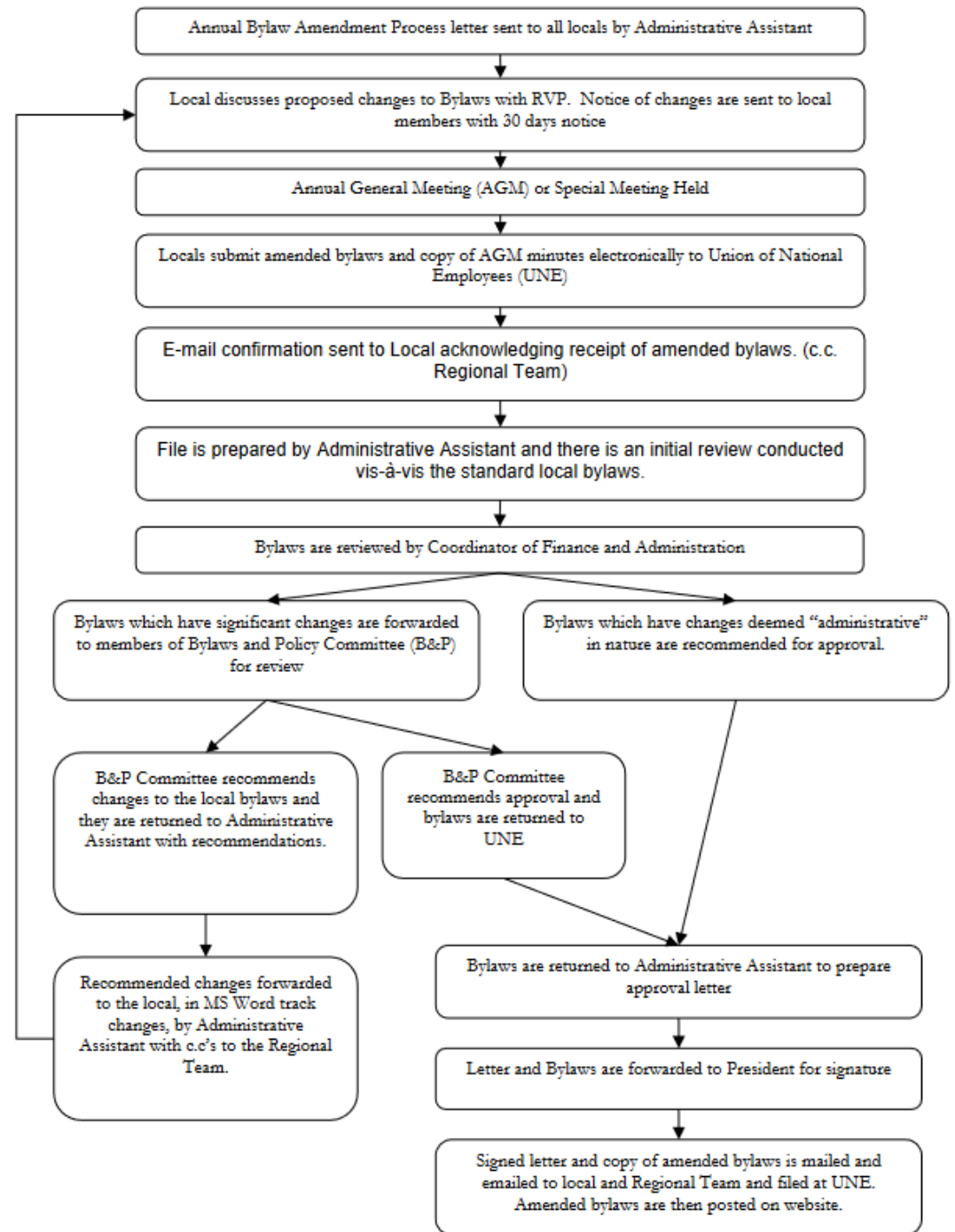
### Local Bylaw 8: Amending local bylaws

#### Local Bylaw 8 Section 1

A local's bylaws may be amended by a two-thirds majority vote of the members present at a membership meeting, provided 30 days' notice of the meeting has been issued and posted.

#### Local Bylaw 8 Section 2 (New 01/2013)

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





# Member Toolbox

## Just some of your resources

- ▶ UNE Website
  - ▶ UNE-SEN.ca
- ▶ UNE Regional Team
- ▶ Local
- ▶ UNE Staff
- ▶ Collective Agreement
- ▶ UNE Bylaws and Policies