

**BYLAWS – LOCAL 00258**  
**HRSDC – LABOUR PROGRAM, ONTARIO (EXCLUDING THE NATIONAL CAPITAL REGION) AND CANADA INDUSTRIAL RELATIONS BOARD, TORONTO, ONTARIO**

(January 2, 2018)

**Local Bylaw 1: Name**

This organization is known as Local 00258, *Employment and Social Development Canada – Labour Program, Ontario (excluding the National Capital Region) and Canada Industrial Relations Board, Toronto, Ontario, 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 *Employment and Social Development Canada and Canadian Industrial Relations Board* 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 HRSDC – Labour Program and the CIRB 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 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 (2) 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 and include President, Executive Vice President, Vice President – Greater Toronto Area, Vice-President – Northern and Eastern Ontario, Vice-President – Southwestern Ontario, Secretary Treasurer, Health and Safety Officer, Human Rights Representative, Chief Steward, Steward – Greater Toronto Area and Steward – Southwestern Ontario.

### *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 5 Section 8*

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

### *Local Bylaw 5 Section 9*

For the role of the position of local chief steward, 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 \$400.00 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 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 6 Section 4*

The Local executive will complete a budget to be approved at the Annual General Meeting. To be approved, a majority of members at the Annual General Meeting must vote in favour of the budget. The total approved budget shall not be changed without a majority of the members present at a special meeting approving of said changes but the majority of the executive members may adjust line items within the annual budget by (+/-) 5% as long as the overall budgeted amount remains unchanged.

#### *Local Bylaw 6 Section 5*

A total of \$18,000.00 will be allocated as the Local 00258 Strike Fund. This fund will be proportionally available to all members. Once a strike mandate has been received, a special membership meeting will be held to elect a Strike Committee that will be responsible for overseeing the logistics of equitably dispersing these funds to striking members, proportionally between members in the local (ie. PA and TC). If the Local 00258 Strike Fund falls below \$18,000.00 due to disbursements to striking members, 25% of the local dues rebates will be automatically directed to the Local 00258 Strike Hardship Fund until \$18,000.00 has been replenished.

### **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 at least four times per years, or more often as may be necessary to carry out the business of the Local and/or address the needs of the membership.

#### *Local Bylaw 7 Section 3*

Following a 30-day notice of meeting, the quorum for a general membership meeting will be at least the President or his/her designate, one other executive member and no less than five other 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 ten or more 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, Executive Vice-President, Secretary-Treasurer, Health and Safety Officer, Human Rights Representative, and Chief Steward.

*Local Bylaw 7 Section 7*

Election of the regional Vice-President positions and regional Steward positions shall be elected by secret ballot of the members from the geographic region where the position is (Greater Toronto area, Southwestern Ontario and Northern and Eastern Ontario) at a local meeting or the annual membership meeting.

**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 an annual membership meeting, provided 30 days' notice of the meeting has been issued 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.

Dates of amendment:

March, 1988

April, 1991

June, 1998

April, 2002

February, 2003

May, 2004

October, 2012

March, 2012

March, 2013

**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*