

## **BY-LAWS - LOCAL 30094**

### **ALBERTA COMPOSITE**

(November 2007)

#### **BY-LAW 1 - NAME**

This organization shall be known as Alberta Composite Local 30094 of the Union of National Employees, Public Service Alliance of Canada.

#### **BY-LAW 2 - AIMS AND OBJECTIVES**

**Section 1:** It shall be the object of this Local to protect, maintain and advance the interests of the employees of: Department of Canadian Heritage and Library & Archives Canada coming under its jurisdiction and within the geographical boundary of the Greater Edmonton area, and its surrounding vicinity.

**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**

Those eligible for membership shall be employees of the Treasury Board Departments and Agencies, within the jurisdiction of the Local understood in section 2 of this bylaw. This includes members who are eligible for membership in the Union of National Employees of the Public Service Alliance of Canada and not assigned to another duly constituted local of the Union of National Employees at the present time.. The jurisdiction of the Local shall be assigned from time to time by the Union of National Employees.

#### **BY-LAW 4 - MEMBERSHIP DUES**

**Section 1:** The membership dues of the Local shall not be less than the amount 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:** The Local dues shall be set at nine (9) percent of the combined total of the Public Service Alliance of Canada and Union of National Employees dues.

#### **BY-LAW 5 - LOCAL EXECUTIVE**

**Section 1:** The executive officers of this Local shall consist of: President, Vice-President(s), Secretary and Treasurer, and Health and Safety officer, with the OSH position who could also be a member of the local executive.

**Section 2:** Vacancies on the executive of the Local shall be filled by an interim appointment by the remaining members of the Local Executive.

**Section 3:** In the absence of the President, the Vice-President (as determined by an established rotational list), shall preside at meetings and shall be responsible for the efficient and proper conduct of the Local.

**Section 4:** The Vice-President (as determined by an established rotational list), in the absence of the President, shall carry out the duties of the President and shall perform such other duties as may be assigned by the President.

**Section 5:** 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 6:** The Treasurer shall be responsible for the finances of the Local and associated records or documents.

**Section 7:** a) As a condition of office, all executive officers shall have completed the Basic Union Steward Course of the Public Service Alliance of Canada. Officers who have not completed the Basic Union Steward course shall do so within six (6) months of taking office.

b) From time to time, as prescribed by the Executive, officers may be required to take additional training.

**Section 8:** Officers representing the Local at activities shall report back to the membership within thirty (30) days of that activity.

## **BY-LAW 6 - FINANCES**

**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 \$250 without the prior approval of a majority of members present at a regular monthly or special 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 National Office of the Component annual audited statements of local finances and number of members 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 until such statement 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 check must have two of these signatures in order to be valid. Such arrangements must be made through a local bank or credit union after an election of new officers. One of these members will normally be the Treasurer of the Local Executive.

## **BY-LAW 7 - MEETINGS**

**Section 1:** The Local Executive Officers shall meet monthly, except for the months of July and August, and minutes arising from those meetings shall be made available. Executive Committee meetings are open to the general membership.

**Section 2:** The membership meetings of this Local shall be held no less than once a year.

**Section 3:** A quorum of a monthly, special or annual meeting shall be those present. Notices of said meetings shall be posted two weeks prior.

**Section 4:** Special meetings may be called by the President or on petition by twenty (20) percent of the Local's membership. Notices of said meetings shall be posted two weeks prior.

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

**Section 6:** Elections shall be by secret ballot and shall proceed in the order of: President, Vice-President(s), Secretary and Treasurer. Due consideration will be given

to equitable representation according to employing departments represented by the Local.

**Section 7:** The quorum for any annual, general or special meeting of the components membership shall be at least 2 members of the local executive and at least 3 members of the local totaling a minimum of 5 members. (formally identified as section 6:8 but reinserted here due to typographical error.)

**BY-LAW 8**

By-Laws of the Local 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.

Approved : May 14, 2006

Union of National Employees, PSAC / Syndicat des employées et employés nationaux,  
AFPC  
900-150, rue Isabella street - Ottawa, Ontario K1S 1V7  
Website: <http://www.une-sen.org>  
E-mail: [info@une-sen.org](mailto:info@une-sen.org)  
Phone: (613) 560-4364  
Toll free: 1-800-663-6685  
Fax: (613) 560-4208