

BYLAWS - LOCAL 50262
LABOUR PROGRAM – WINNIPEG

(March 17, 2015)

Local Bylaw 1: Name

This organization is known as Local 50262 – Labour Program - Winnipeg, of the Union of National Employees (UNE), Public Service Alliance of Canada (PSAC), herein after referred to as “the Local”.

Local Bylaw 2: Aims and objectives

Bylaw 2 Section 1

This Local will protect, maintain and advance the interests of the employees of HRSDC - Labour Program – Winnipeg, under its jurisdiction.

Local Bylaw 2 Section 2

This Local unconditionally subscribes to, and accepts as its governing documents, the Constitution of the PSAC and the bylaws of the Union of National Employees (UNE).

Local Bylaw 2 Section 3

This Local fully supports the PSAC in its efforts to improve and protect 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 (Central Region) in the jurisdiction of the Local, are also members of the Union of National Employees (UNE) of PSAC. The jurisdiction of the Local maybe as assigned from time to time by the Union of National Employees (UNE). 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 the PSAC and the Union of National Employees (UNE), 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 shall be set as a flat rate per member per month. The Local will inform the Union of National Employees (UNE) of any changes to the Local 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 the Local membership dues by a simple majority vote of its members present and voting at an annual, regular or special meeting, providing that the Local has posted notice of this motion at least thirty (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 with elections for all positions held every two years in odd number years.

Local Bylaw 5 Section 2

The executive officers of the Local will consist of but not limited to, those listed in the Union of National Employees (UNE) Bylaw 3, Section 4. The positions are: President, Vice-President, Secretary/Treasurer, Chief Shop Steward, Health & Safety Representative, and Human Right Rights Representative.

Local Bylaw 5 Section 3

Vacancies on the local executive of the Local that are for less than six months shall be filled by an interim appointment by the remaining members of the Local Executive. Vacancies that are for a period over six months shall be filled by election at a special or general meeting of the Local. Such meeting shall be held no more than 45 days from the date at which the 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 chief stewards, see UNE Policy LOC 8.

Local Bylaw 5 Section 9:

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

Local Bylaw 6: Finances

Local Bylaw 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 \$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 UNE Bylaw 5, Section 9.

Local Bylaw 6 Section 3

Locals will approve at least three (3) and no more than five (5) 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 (2) 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 treasurer of the local will submit a financial statement to all regular meetings of the local.

Local Bylaw 7: Meetings

Local Bylaw 7 Section 1

The local's elected officers of the local shall hold at least six (6) 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 of the Local shall be held at least once per year.

Local Bylaw 7 Section 3

Following a thirty (30) day notice of meeting, the quorum for a general membership meeting will be at 10% least 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 five (5) 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 between the months of January and March, in accordance with the Union of National Employees (UNE) By-Laws 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 order of President, Vice-President, Secretary/Treasurer, Chief Steward, Health and Safety Representative, and Human Rights Representative.

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.

For further information related to local issues, please see:

Bylaw 3, Sections 4,8,14 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*