

BYLAWS - LOCAL 00155

CHATHAM-KENT AND ESSEX & LAMBTON COUNTIES AREA COMPOSITE

(November 2007)

BY-LAW 1 - NAME

This organization shall be known as Local 00155 Chatham-Kent and Essex & Lambton Counties Area Composite Local of the Union of National Employees of the Public Service Alliance of Canada and will consist of members employed at Point Pelee National Park, Fort Malden National Historic Site, the Passport and the International Joint Commission Offices in Windsor, Ontario and the Statistical Survey Operations members in the Windsor/Chatham and Sarnia corridor.

BY-LAW 2 - AIMS AND OBJECTIVES

Section 1: It shall be the objective of this local to protect, maintain and advance the interests of the employees who come under the jurisdiction of this Local.

Section 2: The local shall 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: The local shall support fully the Public Service Alliance of Canada in the furthering of the constitutional responsibility for the improvement and protection of wages, salaries and other terms and conditions of employment of all members of the Public Service Alliance of Canada.

BY-LAW 3 - MEMBERSHIP

Section 1: The membership of this local shall be comprised of those members of the Union of National Employees, Public Service Alliance who fall within the jurisdiction of Local 00155. The jurisdiction of this Local may be reassigned to it by the National Executive of the Union of National Employees.

BY-LAW 4 - MEMBERSHIP DUES

Section 1: The membership dues of this Local shall be the amount of the per capita dues required by the Constitution of the Public Service Alliance of Canada, the Bylaws of the Union of National Employees and an additional amount, as determined by the Local.

Section 2: Membership dues of the Local may only be increased with a two thirds majority vote of the members present and voting at a regular general meeting of the Local. The Local Executive must publish its intent to increase dues, thirty days prior to the meeting at which such a vote will be taken.

BY-LAW 5 - LOCAL EXECUTIVES

Section 1: The executive officers of this Local shall consist of: President, Executive Vice-President, a Vice President for each of the employer groups in the Local, Secretary, Treasurer, Health and Safety Coordinator, Equal Opportunities Representative and a Chief Steward.

Section 2: All of the executive officers of the Local shall be elected at a General Membership meeting of the Local. Vacancies on the Executive of the Local may be filled by an interim appointment by the remaining members of the Executive. Such interim appointments will remain in place until a member can be elected, by simple majority vote, at the next General Membership meeting of the Local.

Section 3: The term of office for the executive of the Local shall be two years. The President, Vice Presidents for the various employer Groups, Treasurer and Chief Steward shall be elected in odd numbered years and the remaining executive members shall be elected in even numbered years.

Section 4: (a) Elections shall be by secret ballot and shall proceed in the order of President, Executive Vice- President, Vice-Presidents for Employer Groups, Secretary, Treasurer, Health and Safety Coordinator, Equal Opportunities Representative and Chief Steward.

(b) Vice-Presidents for the various employer groups shall be elected by secret ballot, by the respective co-workers of that group, who are present at the general or special meeting.

BYLAW 6 - DUTIES OF OFFICERS

Section 1: PRESIDENT: The President shall be responsible for the efficient and proper conduct of the Local. The President shall preside at all meetings of the Local and all meetings of the Executive. He/she shall be the chief spokesperson at the Local level for matters affecting the members of the Local. The President shall interpret the By-Laws of the Local, supervise the work of other Officers of the Local and of all committees and perform such other duties as pertain to the office. The President shall report on the activities of the office to the Executive at each Executive Meeting and to the Local at each General Membership meeting. The President shall have signing authority for the Local. The President will be a member, ex- officio, of all committees of the local.

Section 2: EXECUTIVE VICE-PRESIDENT; The Executive Vice-President shall assist the President in the discharge of his/her duties and shall perform such duties as may be assigned to him/her by the Local President and/or the Local Executive, In the absence of the President, the Executive Vice-President shall assume the duties of the office of the President.

Section 3: VICE-PRESIDENTS FOR THE VARIOUS EMPLOYER GROUPS: The Vice-Presidents for the various employer groups shall be responsible for ensuring that the interests of the members from their constituency group are represented on the Local Executive and in the workplace. At the direction of the Local President and/or the Local Executive, they may also be assigned the responsibility of being the chief spokesperson for their employer group in the workplace.

Section 4: SECRETARY: The Secretary shall record the proceedings of all meetings and shall prepare minutes of these meetings which shall be kept as a record for the Local. The Secretary shall bring to the attention of the Executive all correspondence which is forwarded to the Local and shall keep records of all correspondence and other business of the Local.

Section 5: TREASURER: The Treasurer shall be responsible for the finances of the Local and any associated records/documents. The Treasurer shall ensure that all monies received by the Local are deposited in a chartered financial institution to the credit of the Local, and shall keep proper records of all such transactions. The Treasurer shall be one of the signing officers of the local and shall be responsible for all financial transactions in accordance with the requirements of the chartered bank and the Union of National Employees. The Treasurer shall prepare, on an annual basis, a complete Financial Statement for the Local and shall present same at the Annual General meeting of the Local. The Treasurer shall submit, to the Union of National Employees, the audited statements of the finances of the Local before April 1st of each year.

Section 6: HEALTH AND SAFETY COORDINATOR: The Health and Safety Coordinator shall co-chair the Health and Safety Committee for their particular worksite and shall ensure that all other worksites of the Local have functioning Health and Safety Committees and/or representatives. They shall be responsible for ensuring that any correspondence relating to Health and Safety is disseminated to the various worksite Health and Safety Representatives. They shall also ensure that any minutes from the various worksite Health and Safety Committee meetings are shared with the Local Executive and with the Union of National Employees.

Section 7: EQUAL OPPORTUNITIES REPRESENTATIVE: The Equal Opportunities Representative of the Local shall act as the Local's representative on Equity Issues. They shall maintain active communications with the Component's Regional Equal Opportunities Representative. They shall become familiar with the Human Rights and Employment Equity Legislation and shall advocate on behalf of the equity members of the Local, the Union of National Employees and the PSAC.

Section 8: CHIEF STEWARD: The Chief Steward shall be responsible for recruiting worksite stewards and organizing and coordinating the Local's Steward network. He/she shall advise worksite Stewards and shall provide guidance and support to them on representational issues. In the absence of or at the request of a local worksite steward, he/she shall provide grievance representation for a member(s) at that worksite. He/she shall be responsible for ensuring that the worksite stewards are informed of upcoming related training.

BY-LAW 7 - 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 of the Union of National Employees or incur any expenses on behalf of the Local in excess of \$200.00 without the prior approval of a majority of members present at a regular or special meeting of the Local.

Section 2: In accordance with By-Law 11, Section 13 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 the Local finances and number of members before April 1 of each year.

Section 3: No more than three members of the Local's Executive shall have signing authority with the chartered financial institution with which the Local does business. Each cheque must be signed by two of the Executive members of the Local that have signing

authority, one of which must be the Treasurer. Such arrangements must be made through a local chartered financial institution after the election of new officers.

BY-LAW 8 - MEETINGS

Section 1: General Meetings of the Local shall be held at a minimum of twice a year. One of these meetings shall be held in the fall (preferably in the month of September) and the Annual General Membership Meeting shall be held in the winter (preferably during the months of February or March). Additional meetings may be scheduled at the request of the Executive or upon written request of ten or more members in good standing of the Local.

Section 2: The Annual General Membership Meeting shall be held in accordance with the Union of National Employees By-Laws for the purpose of election of Officers, the delivery of Annual Reports, including the Annual Financial Statements, and other business.

Section 3: The Local executive shall meet at least six times per year. Additional meetings may be called at the request of the President or four or more members of the Executive.

Section 4: A quorum for a General, Special or Annual Membership Meeting shall be at least nine members in good standing, including the Local President or his/her designate, two other Executive Officers, and six other members in good standing. A quorum for an Executive Meeting shall be three Executive Officers, including the Local President or his/her designate.

BY-LAW 9

Section 1: The By-Laws of the Local may be amended by two thirds (2/3) majority vote of the members present and voting at a general membership meeting of the Local. Thirty (30) days notice of motion must be given to the membership and such notice shall be posted in the various worksites of the Local.

Section 2: The text of the proposed amendment must be included in the notice convening the meeting at which the proposed amendment is to be voted on.

Revised & approved by membership at March 2005 AGM.

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REVIEW REQUIRED WITH STANDARD LOCAL BYLAWS