

BY-LAWS - LOCAL 00381

PUBLIC ARCHIVES RECORDS CENTRE, TORONTO

(March 2012)

BY-LAW 1 - NAME

This organization shall be known as Local 00381, Public Service Alliance of Canada.

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 PSAC members coming under its jurisdiction.

Section 2: The 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: The 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 members of the Public Service Alliance of Canada.

BY-LAW 3 - MEMBERSHIP

Those eligible for membership shall be employees of Library and Archives Canada, in the jurisdiction of the Local who are eligible for membership in the Union of National Employees of the Public Service Alliance of Canada. The jurisdiction of the Local may be assigned from time to time by the Union of National Employees. In situations where disputes arise regarding jurisdiction, the National Executive will make the final decision.

BY-LAW 4: MEMBERSHIP DUES

Section 1: The amount of dues payable to the PSAC and the UNE shall be in accordance with the provisions of the PSAC Constitution and the By-Laws of the Union of National employees, as determined by their respective conventions.

Section 2: In addition, the Local dues shall be set as a flat rate or percentage per member per month. The Local dues shall be Two Dollars (\$2.00) per member per month. The Local shall inform the UNE of any changes to the Local dues with supporting minutes.

Section 3: The Local may amend the Local membership dues by a two thirds majority vote of those members present and voting at an annual, regular, or special meeting of the Local, providing that thirty (30) days' notice of the motion has been given and posted.

BY-LAW 5 - LOCAL EXECUTIVE OFFICERS

Section 1: The executive officers of this Local shall consist of President, Vice-President, Secretary/Treasurer, Health & Safety Officer, and Human Rights Officer. The duties of the Health & Safety Officer and the Human Rights Officer may be assumed by other executive officers.

Section 2: The term of office for executive officers shall be two years. Half the executive shall be elected in even numbered years with the other half being elected in odd numbered years as follows:

President: even numbered years

Vice President: odd numbered years

Secretary/Treasurer: even numbered years

Health & Safety Officer: Odd numbered years

Human Rights Officer: even numbered years

In the event that a Local position is not filled at the time of the Local election, then the duties of the unfilled position shall be assumed by another member of the Local Executive.

Section 3: Vacancies on the executive of the Local that are for less and 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 an election at a general or special meeting of the Local. Such a meeting shall be held no later than 45 days from the date at which the Executive became aware of the vacancy.

Section 4: For the position of President, please refer to Component By-Law 8, Section 11.

Section 5: For the position of Vice President, please refer to Component By-Law 8, Section 12.

Section 6: For the position of Secretary/Treasurer, please refer to Component By-Law 8, Section 13.

Section 7: For the position of Health & Safety Officer, please refer to Component By-Law 8, Section 12.

Section 8: The Human Rights Officer shall be the chief spokesperson for Human Rights issues and shall maintain contact with the members, the Component and the PSAC on Human Rights issues within the Local.

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 of the National Executive, or incur any expenses on behalf of the Local in excess of Fifty Dollars (\$50.00) without the prior approval of a majority of the members present at a regular monthly or special meeting.

Section 2: For annual audited statements, please refer to Component By-Law 11, Section 13.

Section 3: Within the Local, there must be only three members of the Executive with signing authority for the Local's bank withdrawals. Each cheque must have two (2) 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 Secretary/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. These meetings shall be held in order to ensure that the Local properly conducts its business, including, but not limited to, such issues as the consideration and maintenance of membership lists, collective bargaining, labour management relations, human rights and health and safety.

Section 2: The membership meetings of this Local shall be held in the last week of every month.

Section 3: The quorum of a monthly, special or annual meeting shall be 25% or at least five (5) members in good standing. NOTE: A recommended quorum is the President and the Secretary/Treasurer and at least five (5) members other than a Local Executive Officer.

Section 4: Special meetings may be called by the President or by the majority of the executive officers of the Local or upon petition of three (3) or more members in good standing. Reasonable notice of such meeting should be provided.

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 election of officers and the consideration of business.

Section 6: Elections shall be by secret ballot and shall proceed in the order of President, Vice-President, Secretary/Treasurer, and Health & Safety Officer.

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.

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