

**BY-LAWS – LOCAL 30194
WESTERN ECONOMIC DIVERSIFICATION**

(February 26, 2014)

Local Bylaw 1: Name

This organization shall be known as Western Economic Diversification Canada (WD) Local 30194 of the Union of National Employees (UNE), Public Service Alliance of Canada (PSAC).

Local Bylaw 2: Aims and objectives

Local Bylaw 2 Section 1

It shall be the objective of this local to protect, maintain and advance the interests of the employees of Local 30194, Western Economic Diversification Canada (WD), coming under its jurisdiction.

Local Bylaw 2 Section 2

This Local shall unconditionally subscribe to, and accepts as its governing documents, the Constitution of the PSAC and the By-Laws of the Union of National Employees (UNE).

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 shall be employees of Western Economic Diversification Canada, 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 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 flat rate 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 years.

Local Bylaw 5 Section 2:

The executive officers of this Local will consist of, but not limited to, those listed in Union of National Employees 4. President, Vice-President, Secretary/Treasurer, and Health and Safety Representative. The Health and Safety Representative position may be held by one of the members of the Local Executive.

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 LOC8.

Local Bylaw 5 Section 5

For the role of the position of local vice-president see UNE Policy LOC8.

Local Bylaw 5 Section 6

For the role of the position of local secretary/treasurer see UNE Policy LOC8.

Local Bylaw 5 Section 7

For the role of the position of local health and safety representative, see UNE Policy LOC8.

Local Bylaw 5 Section 8

- a) As a condition of office, all executive officers shall complete the Talking Union Basics (TUB) Course of the Public Service Alliance of Canada. Officers who have not completed the TUB course shall do so when the next course becomes available.
- b) From time to time, as prescribed by the Executive, officers may be required to take additional training.

Local Bylaw 5 Section 9

Anyone representing the Local at activities shall report back to the membership within thirty (30) days of that activity with a written report and posted to the PSAC shared drive

as well as the Union Bulletin board.

Local Bylaw 6 - Finances

Local Bylaw 6 Section 1

No officer(s) of this Local shall 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 \$250 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 statement, 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

Members in good standing, who are authorized by the President to attend PSAC courses, will be compensated by UNE in the amount assigned by UNE bylaws. Upon completion of the course, the member must submit proof of completion to UNE.

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. Minutes arising from those meetings shall be made available. On occasion, Executive Committee meetings will be open to the general membership.

Local Bylaw 7 Section 2

The local's membership meetings will be held no less than once per year.

Local Bylaw 7 Section 3

Following a 30-day notice of meeting, the quorum for a general membership meeting will be the president or their designate, one other member of the executive and at a minimum, one more general member than executive member.

Local Bylaw 7 Section 4

The local's president, a majority of its executive officers or a petition of at least 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 shall 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 secret ballot and will proceed in the order of: President, Vice-President, Secretary-Treasurer and Health and Safety Representative, etc.

Local Bylaw 8 – Amending Local bylaws

Local Bylaw 8 Section 1

The 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 Coordinator 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*