

BY -LAWS - LOCAL 70342

GOVERNOR GENERAL SECRETARY STAFF

(November 2007)

BY-LAW 1 - NAME

This organization shall be known as Local 70342 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 the Governor General coming under its jurisdiction.

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 Governor General 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 shall be as 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 be not less than the amount of the 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: In addition, the Local dues shall be \$1.50 a member a month.

BY-LAW 5 - LOCAL EXECUTIVE

Section 1: The executive officers of this Local shall consist of President, Vice-President, Secretary-Treasurer and four (4) Shop Stewards.

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: The President or, in his absence, the Vice-President, shall preside at meetings and shall be responsible for the efficient and proper conduct of the Local.

Section 4: The Vice-President, in the absence of the President, shall carry out the duties of the President and shall perform such other duties as may be assigned to him 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.

NOTE: It may be preferable to combine the Offices of the Secretary and Treasurer into one office, i.e., Secretary-Treasurer. If such is the case, Section 6 above would be deleted and Section 5 would read as follows:

"The Secretary-Treasurer shall record the proceedings of all meetings and shall be responsible for the finances of the Local and the proper maintenance of documents, records and correspondence related thereto."

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 \$25.00 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 four members of the executive with signing authority for the Local's bank withdrawals. Each cheque 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.

Section 2: The membership meetings of this Local shall be held twice yearly.

Section 3: A quorum of a monthly, special or annual meeting shall be 10.

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 ten (10) or more members.

Section 5: An annual membership meeting shall be held in accordance with the National By-Laws for the purpose of receiving annual reports, the consideration of business and the election of officers. (2 years for election of officers).

Section 6: Elections shall be by secret ballot and shall proceed in the order of President, Vice-President, Secretary-Treasurer, etc.

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.

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

Phone: (613) 560-4364
Toll free: 1-800-663-6685
Fax: (613) 560-4208

REVIEW REQUIRED WITH STANDARD LOCAL BYLAWS