

By-Laws

LOCAL SECTION 70044 BY-LAWS Public Service Alliance of Canada Canadian International Development Agency

BY-LAW 1 — NAME

Article 1: This organization shall be known as Local 70044 of the National Component of the Public Service Alliance of Canada (PSAC).

BY-LAW 2 — AIMS AND OBJECTS

Article 1: It shall be the objective of this Local to protect, maintain and advance the interests of the employees that come under its jurisdiction in the Canadian International Development Agency or its successor.

Article 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 National Component.

Article 3: This Local shall fully support the Public Service Alliance of Canada in the furthering of its 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

Those eligible for membership shall be employees of the Canadian International Development Agency in the jurisdiction of the Local who are eligible for membership in the National Component of the Public Service Alliance of Canada. The jurisdiction of the Local may be as assigned from time to time by the National Component. In situations where disputes arise regarding jurisdiction, the National Executive will make the final decision.

BY-LAW 4 — MEMBERSHIP DUES

Article 1: The amount of dues payable to the PSAC and to the National Component shall be in accordance with the provisions of the PSAC constitution and the By-Laws of the National Component as determined by their respective conventions, plus an amount

that will constitute the dues payable to the Local and which will be established at a general meeting. This amount could also include a contribution to a strike fund.

Article 2: 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 days notice of motion has been given and posted. Notice of change must be forwarded to the National Component office for implementation.

Article 3: The local will maintain a strike fund. It will be maintained in the event of a strike of any groups that are members of Local 70044. This fund shall not be used for any other purpose.

Article 4: In the case of an official strike, the Local shall pay a daily allowance of 50\$ to each member in good standing who participates in the strike until the end of strike or until the Fund is completely depleted.

Article 5: At the end of each collective bargaining cycle, the members may vote for one of the following options:

- Modify union dues for the Strike Fund
- ~~##~~Modify the minimum daily strike allowance to be paid to striking members.

Article 6: Each year, as part of the financial verification of the Local's book, an outside firm will ensure that the deposits in the Strike Fund's guaranteed income certificate correspond to the number of members multiplied by the monthly dues. This will ensure the accuracy of the sums paid into the Strike Fund.

BY-LAW 5 – EXECUTIVE

Article 1: The Executive of the Local shall consist of a President, a First Vice-President, a Second Vice-President, a Secretary, a Treasurer, a Chief Shop Steward, a Human Rights Representative, and a Health and Security Representative, who shall be elected separately by the members in attendance at an annual meeting.

Article 2: The members of the Executive shall be elected on a rotating two-year basis, as follows:

- **Even years:** President, Second Vice-President, Secretary, Chief Shop Steward
- **Odd years:** First Vice-President, Treasurer, Human Rights Representative, Health and Safety Representative

Article 3: Vacancies on the 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 meetings shall be held no more than 45 days from the date at which the Executive became aware of the vacancy.

Article 4: The Executive shall uphold the PSAC Constitution and the by-laws and regulations of the National Component and the Local.

Article 5: President

- a) The President shall preside at all meetings and shall be responsible to the Local for the efficient and proper conduct of its affairs;
- b) The President shall give direction to and ensure that members of the Local Executive carry out their duties as described in these By-Laws;
- c) The President shall vote only in case of a tie vote on any matter at meetings of the Local;
- d) The President shall, with the assistance of the Vice-Presidents, carry on an active liaison with the PSAC and various Locals in the Ottawa-Hull area;
- e) The President shall be the Local representative at the Labour Management Consultation Committee; and
- f) The President shall perform such other duties as pertain to this office.

Article 6: First Vice-President

- a) The First Vice-President, in the absence of the President, shall carry out the duties of the President;
- b) The First Vice-President shall be responsible for organization, membership, public relations and communications; and
- c) The First Vice-President shall perform other duties as may be assigned by the President and/or the Executive.

Article 7: Second Vice-President

- a) The Second Vice-President shall be responsible for members on assignment overseas, including rotational employees who are members of the PSAC, or at points outside the National Capital Region;
- b) The Second Vice-President shall establish close working relationships with the National Component Regional Vice-President for Countries Outside Canada, and any other Locals which have members outside Canada who fall under the Foreign Service Directives; and
- c) The Second Vice-President shall perform other duties as may be assigned by the President and/or the Executive.

Article 8: Secretary

- a) The Secretary shall notify all members of all meetings, except executive and committee meetings, by assuring that a notice has been prepared, translated and is ready for posting at least ten (10) working days prior to the meeting in question;
- b) The Secretary shall be responsible for taking the minutes of all meetings and for maintaining correspondence;
- c) The Secretary shall perform such other duties as may be assigned by the President and/or the Executive.

Article 9: Treasurer

- a) The Treasurer shall be responsible for all financial records and transactions of the Local;
- b) The Treasurer shall record and deposit, in a financial institution, all monies received to the credit of the Local;
- c) The Treasurer shall be one of four (4) signing officers;
- d) The Treasurer shall submit a financial statement to all regular meetings of the Local and to all regular monthly Executive meetings;
- e) The Treasurer shall submit to the membership an annual audited statement of Local finances; and
- f) The Treasurer shall perform such other duties as may be assigned by the President and/or the Executive.

Article 10: Chief Shop Steward

- a) The Chief Shop Steward shall be responsible for keeping an active representative system in operation at all times;
- b) The Chief Shop Steward shall initiate recruitment of Shop Stewards and organize regular meetings;
- c) The Chief Shop Steward shall be responsible for the education, organizing and training of Shop Stewards;
- d) The Chief Shop Steward shall be responsible for guiding Shop Stewards in carrying out their duties; and
- e) The Chief Shop Steward shall perform such other duties as may be assigned by the President and/or the Executive.

Article 11: Human Rights Representative

- a) The Human Rights Representative shall be responsible for promoting a greater understanding of equity/human rights issues, and provide support and guidance to members regarding human rights and equity issues;
- b) As a member of the CIDA Employment Equity Advisory Committee (EEAC), the Human Rights Representative shall provide advice and make recommendations to the EEAC on equity/human rights issues and participate in the implementation of Employment Equity plans in the workplace;
- c) The Human Rights Representative shall identify legislation, policies, provisions or practices that are discriminatory and recommend union policies, programs or actions that will end and redress the discrimination; and

- d) The Human Rights Representative shall perform such other duties as may be assigned by the President and/or the Executive.

Article 12: Health and Safety Representative

- a) The Health and Safety Representative shall be responsible for the promotion and maintenance of the highest degree of physical, mental, and social well-being of workers by suggesting ways to prevent ill-health of members of the Local caused by working conditions; and
- b) The Health and Safety Representative shall perform such other duties as may be assigned by the President and/or the Executive.

BY-LAW 6 — FINANCES

Article 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 \$1,000, without the prior approval of a majority of members present at a regular or special meeting.

Article 2: The Local Treasurer will submit an operational budget proposal to the members for approval one month after the annual general assembly.

Article 3: No line item can be increased by more than 15 per cent, up to a maximum of \$1,000. Such increases must be funded from other line items, within the approved budget for the year.

Article 4: The Local Treasurer will submit to the National Office of the Component annual audited statements of Local finances before April 1 of each year. These financial statements will cover the previous year ending December 31, in accordance with By-Law 11, Article 14. In accordance with the foregoing, the Component shall make no remittance of refundable portion of dues until such statement has been received and approved.

Article 5: 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

Article 1: The elected officers of the Local 70044 shall hold regularly scheduled executive meetings, which shall take place at a minimum of six times a year. 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. A quorum of the Executive shall consist of the President or

his/her replacement and three (3) members of the Executive from the Local.

Article 2: Following a thirty (30)-day notice of meeting, the quorum for a general membership meeting shall be at least twenty (20) members in good standing.

Article 3: Special meetings may be called by the President or by the majority of the executive officers of the Local or upon petition of at least twenty (20) members in good standing. Reasonable notice of such meeting should be provided.

Article 4: a) An Annual Membership Meeting shall be held in accordance with the National Component By-Laws for the purpose of receiving annual reports, the election of officers and for the consideration of other business.

Article 4: b) The Local shall hold a Membership Meeting one month following the AGM for the purpose of obtaining membership approval of the Budget for the year;

BY-LAW 8 – AMENDMENTS

The 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.

BY-LAW 9 – GENERAL

Article 1: Unless expressly provided otherwise by these By-Laws, a simple majority shall decide all decisions requiring a vote.