

*Union of Health
and
Environment
Workers*

BYLAWS

Local 00000

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1. NAME

Section 1

This organization shall be known as Local XXXXX, Union of Health and Environment Workers (UHEW).

2. OBJECTIVES

Section 1

It shall be the objective of this Local to protect, maintain and advance the interests and improvement and protection of all aspects of employment of the members who work in the Department of XXXXX and assigned to UHEW by the Public Service Alliance of Canada.

Section 2

This Local shall unconditionally subscribe to and accept as its governing documents the Constitution of the Public Service Alliance of Canada (PSAC) and the bylaws of the UHEW.

3. MEMBERSHIP

Section 1

Employees represented by the UHEW located in the National Capital Region as indicated in the attached Annex, shall be eligible for membership in this Local, as well as other employees as defined in UHEW Bylaw 3, Section 1. The jurisdiction of the Local shall be assigned by the UHEW. A member must be in good standing of this Local, the UHEW and the PSAC in order to retain membership.

Section 2

Through a nomination by a member of this Local, and with the approval of a two-thirds majority vote of its membership in attendance at an annual or general meeting, a Life Membership may be awarded. A Life Membership is awarded to any Local member who, through personal and dedicated efforts in the affairs of the Local, has performed exemplary services for the membership. There shall be no more than XXX Life Members at any one time. Life Members will have no voice or vote.

4. MEMBERSHIP DUES

Section 1

The membership dues of the Local shall not be less than the amount of the per capita dues required by the Constitution of the PSAC and the bylaws of the UHEW as determined by National Convention.

Section 2

Current Local dues are 0.040% per member per month and may only be changed at an annual general meeting (AGM) of the Local, provided that notice in writing has been given to membership at least one month prior to the meeting and will require a two-thirds majority vote of those attending. Dues calculations are based on the lowest increment of a classification and level.

5. LOCAL EXECUTIVE

Section 1

The Executive of the Local shall be composed, at least, of a President, Vice-President, Treasurer and/or Secretary/Treasurer, and a Chief Shop Steward, who will be elected at an annual general meeting. All members of the Executive must be full members (i.e. not a Rand member) in good standing of this Local, the UHEW and the PSAC.

Section 2

The Executive shall be responsible for the affairs and the proper conduct of the Local. The Executive shall also have the authority to make such regulations and guidelines as are necessary for the proper conduct of the business of this Local provided these regulations and guidelines do not conflict with the provisions of these bylaws, the UHEW bylaws and the Constitution of the PSAC.

Section 3

The Executive shall submit an annual budget for approval to the general membership at the annual general membership meeting.

Section 4

Each member of the executive shall submit a written report on their activities from the previous year at the annual general meeting.

Section 5

The Executive shall have the authority to establish any committee necessary for the conduct of the affairs of the Local.

Section 6

The executive shall deal promptly with all matters submitted to them by the membership.

Section 7

The Executive shall create and post a list of Local shop stewards through an election process. The Executive, through the Local Secretary, shall issue a call out to membership on an annual basis for interest in these positions. Any Local member in good standing can apply. A Local Shop Steward will be expected to complete PSAC steward training.

Section 8

All Executive Officers shall attend all general, special, and executive meetings of the Local.

Section 9

On vacating the respective positions which they may hold, all officers of the Local shall deliver to their successors all documents, monies, and other property of this Local.

DUTIES OF THE OFFICERS

The President shall;

- A. chair all meetings of the Local;
- B. be responsible for the efficient and proper conduct of the Local;
- C. at the annual general meeting of the Local, submit a written report covering the operation of the Local during the preceding year and the current status;
- D. at any membership meeting provide a report on the affairs of the Local;
- E. ensure that the motions and policies established at general membership meetings are carried out;
- F. call meetings as outlined in the bylaws;
- G. be a member "ex officio" of all committees;
- H. handle grievances, as necessary in the absence of Stewards or their designates;
- I. shall attend and represent the Local at all Local UMC meetings;
- J. be one of the three designated signing officers of the Local.

The Vice-President shall;

- A. in the absence of the Local President, carry out the duties and responsibilities of the office of the President;
- B. be responsible for the Local's activities;
- C. provide assistance/guidance to the Local's Chief Shop Steward;
- D. assist the Local President in the discharge of the duties of that office as requested;
- E. attend all meetings of the Local;
- F. handle grievances, as necessary in the absence of Local Shop Stewards;
- G. perform such other duties as may be assigned by the Local President;
- H. be one of the three designated signing officers of the Local.

The Treasurer shall;

- A. collect all monies payable to the Local, and deposit such monies in a federally chartered financial institution to the credit of the Local and shall keep proper records of all transactions;
- B. be responsible for submitting just debts of the Local to the Executive to approve payment;
- C. be responsible for the disbursement of funds by the Local in settlement of its just debts;
- D. at each general and executive meeting, present the Local's current finances including a budget report, a financial report, bank statements, journal vouchers, petty cash logs, expense claims, honorarium report, and any other records kept by the treasurer;
- E. submit an audited financial statement at the annual general meeting for approval by the membership;

- F. submit an annual budget for the upcoming year at the annual general meeting for approval by the membership.
- G. submit the approved financial statement to a financial officer of the UHEW for review as per the UHEW bylaws;
- H. be one of the three designated signing officers for the Local;
- I. cooperate fully, within the given time frame, with any financial audit (Local and/or Component);
- J. attend all meetings held by the Local.

The Secretary shall;

- A. keep an accurate record of all meetings of the Local;
- B. keep attendance records of all meetings of the Local;
- C. keep files of all correspondence and documents sent to and from the Local;
- D. be responsible for referring all correspondence to the appropriate Local Executive member;
- E. be responsible for notifying Local members of all meetings called by the Local Executive;
- F. be responsible for providing copies of printed material(s) at all Local meetings;
- G. prepare a draft of the minutes of all Local meetings within ten (10) working days following a meeting;
- H. be responsible for the distribution of all approved meeting minutes to all members and arrange for translation (as required);
- I. notify the Regional Vice President of all upcoming Local meetings;
- J. provide a copy of all approved minutes to the Regional Vice President;
- K. attend all meetings held by the local;
- L. submit any pertinent records to the Union of Health and Environment Workers for review as per the UHEW bylaws.

The Chief Shop Steward shall;

- A. coordinate the grievances of the shop stewards appointed by the Local;
- B. chair all meetings of the Local's shop stewards;
- C. present statistics of the ongoing Local's grievances at Local executive meetings;
- D. handle grievances as required;
- E. notify the Regional Vice President of all grievances filed by the Local;
- F. mentor Local shop stewards;
- G. perform other duties as may be assigned by the Local President;
- H. attend all meetings held by the local.

6. MEETINGS

Section 1

The Local Executive shall meet monthly, except during the months of July and August.

Section 2

The general membership meetings of this Local shall be held twice a year to deal with local business and keep membership apprised of current union activities.

Section 3

An Annual General Membership (AGM) meeting shall be held between October and March in accordance with UHEW bylaws for the purpose of receiving annual reports, the consideration of business, the election of executive Officers, reviewing financial statements, approving a budget, reviewing and updating Local bylaws, receiving notice of motions, and other Local business.

Section 4

Special general meetings may be called:

1. at the request of the Local President;
2. at the request of the majority of the Executive Officers; or
3. upon the written request/petition of 10% or more of the membership.

7. NOTICE OF MEETINGS

Section 1

Notice of all executive meetings shall be posted in writing no less than 7 calendar days prior to the meeting. Any changes to the date, location, and/or time of the meeting must be posted or communicated in writing, at minimum, 2 business day prior to the meeting.

Any member in good standing may attend any Local executive meeting as an observer, i.e. with no voice or vote.

Section 2

Notice of all general membership meetings shall be posted in writing no less than 21 calendar days prior to the meeting. Any changes to the date, location, and/or time of these meetings must be posted or communicated in writing at minimum 2 business days before the meeting.

Section 3

Notice of the annual general meeting, along with the current Local bylaws, shall be posted in writing no less than 30 calendar days prior to the date of the meeting. Any changes to the date, location, and/or time of these meetings must be posted or communicated in writing at minimum 5 business days before the meeting.

8. QUORUM OF MEETINGS

Note: The quorum number for a meeting shall be based on the most recent PSAC membership list and be as follows;

Section 1 -Executive meeting

The quorum shall be at least three Local Executive Officers.

Section 2 - Membership meeting

5% of the Local general membership *plus* three members of the Local Executive.

Section 3 - Annual General Meeting

7% of the Local general membership *plus* three members of the Local Executive.

9. ORDER OF BUSINESS

The order of business at any membership meeting shall be:

1. Roll call of Local Executive members, and guests
2. Agenda
3. Reading and approval of minutes of previous meeting
4. Business arising from minutes
5. Reports of Officers
6. Reports of committees
7. Unfinished business
8. Correspondence
9. New Business
10. Election of Officers and Oath of Office*, only at the AGM
11. Adjournment

10. ELECTIONS

Section 1

A nomination committee shall be appointed by the Local to receive nominations for an AGM to ensure an orderly election. The nomination committee shall consist of three non Local Executive members one of which must be the UHEW NCR Regional Vice President.

Section 2

Elections for Local Executive Officers shall be run by the Regional Vice President (RVP), Alternate RV or a UHEW National Office Elected Officer.

Section 3

The election of the Local Executive shall take place at the Annual General Meeting, as defined under the UHEW bylaws, in the following order;

1. President
2. Vice President(s)
3. Treasurer (or Secretary/Treasurer)
4. Secretary
5. Chief Shop Steward

Section 4

The term of office for all executive positions shall be for a period of one year.

Section 5

Elections of shop stewards shall be by the members of a Building or appointed by the Local Executive.

11.VACANCY OF A POSITION

Section 1

If for any reason the President's position becomes vacant, the Vice-President shall serve the remainder of the Presidential term.

Section 2

If for any reason the position of Vice-President becomes vacant, an election among the Local Executive shall be held within sixty (60) days to elect an incumbent to serve the remainder of the term.

Section 3

Should a vacancy arise for any of the remaining Local Executive positions, a member may be appointed to serve the remainder of the term by a simple majority vote of the remaining executive officers.

12.TRIENNIAL CONVENTION DELEGATE

Section 1

Delegate entitlement and election of delegates for the component convention is to be determined in accordance with the UHEW bylaws.

Section 2

The Local may choose to send an observer(s) to convention at the Local's expense as per the UHEW's convention call-out notice and registration procedures. The observer shall be elected at the annual general meeting preceding the triennial convention.

13. FINANCES

Section 1

No officer or officers of this Local shall enter into any financial or contractual understanding or agreement without prior approval by the UHEW National Council.

Section 2

Local Executive shall not incur any expenses on behalf of the Local in excess of **\$500.00** without the prior approval of a majority of members present at an AGM or a general membership or special general meeting.

Section 3

In accordance with the UHEW bylaws, the Local shall submit to the National Office of the Component annual audited statements of Local finances before April 1st of each year.

The UHEW shall make no remittance of the refundable portion of dues collected until such statement has been received

Section 4

All funds received by the local shall be deposited in a single federally chartered financial institution to the credit of the Local.

Section 5

The Fiscal Year for this Local shall be determined by the Local Executive.

Section 6

The Signing Officers for all payments issued by the Local, shall be two of the three delegated signing officers which will be the President, Vice President and the Treasurer.

Section 7

Any Local Executive Officer or Local Member expenses must be approved by a majority vote of the Local Executive. Expenses must be submitted with receipts on an expense claim form in order to be reimbursed. A signed claim must be submitted within 30 days of the expense.

14.HONORARIUMS

Section 1

Honorariums for executive officers shall be paid, *at maximum*, at the following annual rates:

- President: \$1000
- Vice-President: \$750
- Treasurer: \$500
- Secretary: \$500
- Chief Shop Steward: \$500

Section 2

A committee of three members at large (i.e. non-executive members) will be struck to determine if the maximum rates are to be paid. Refer to Annex A for payment guidelines for the committee.

Section 3

Honorariums are paid at the end of each Local fiscal year.

Section 4

Any amendments to the above rates, must be made in accordance with “Amendments of bylaws, Section 1” in these bylaws.

15. DISCIPLINE / COMPLAINT PROCEDURE

Section 1

Any complaint against a member, steward, or Local officer as per the PSAC Constitution and or UHEW Bylaws should be made in writing to the Local President.

Section 2

The Local President will determine the Prima Facie and whether an investigation committee is required. If an investigation is warranted, it will be organized and conducted by the Local and all costs borne by the Local.

Section 3

If the complaint is against the Local President, the complaint must be filed in writing to the National President of UHEW where they will determine the Prima Facie and whether an Investigation is required. If an investigation is warranted, the component National President will establish the committee and all costs will be borne by the Local

Section 4

Where possible, mediation or alternate dispute resolution should be offered to both parties where there is mutual agreement.

Section 5

All Investigation Committee members MUST have taken and completed the PSAC Investigation Training in order to be eligible to serve on this committee.

16. EDUCATION

Section 1

Members wishing to participate in Union education and training please refer to Appendix B for procedures.

17. GENERAL

Section 1

Nothing in these bylaws shall be construed as conflicting with the Constitution of the PSAC and/or the bylaws of the UHEW.

Section 2

The Local President will interpret the By-Laws of this Local for the administration and management of this Local and his/her interpretation shall be conclusive and in full force and effect unless reversed by majority of the Local Executive or simple majority at an AGM or general meeting. The Local President may consult with the UHEW NCR RVP or UHEW National President for guidance on matters related to the By-Laws.

18. AMENDMENT OF BYLAWS

Section 1

These bylaws may be amended by a two- thirds (2/3) majority vote of the members at an annual general meeting, providing (30) days notice of the motion has been given and posted.

Section 2

Proposed motion(s) by a member of the Local Executive, shall be submitted in writing to the Secretary at least 45 days before the annual general meeting as these must be included with the notice of the meeting.

Section 3

Proposed motion(s) by a member in good standing of the Local, may be received at the annual general meeting. The proposed motion(s) may be submitted in writing to the Local President at the annual general meeting or from the floor.

APPENDIX A

HONORARIUM GUIDE

Please note: A person is to be deemed as met the duty if there were no instances of the entry. For example, if there was no component organized President's Conference during the tenure of the Local President, they would be deemed to have met this factor.

LOCAL PRESIDENT	WEIGHT
Held four general membership meetings	40
Held regular executive meetings and special meetings as required	10
Attended UHEW Regional Conference	5
Attended UHEW President's Conference	5
Attended PSAC Regional Convention	5
Attended UHEW Triennial Convention	5
Attended 3 Local Union Management Committee meetings	15
Participated in Component organized Local training	5
Attended Area Council meetings	5
Other related meetings such as Local's President's teleconferences, Regional Union Management Committee Meetings, etc.	5
	Total 100

VICE-PRESIDENT	WEIGHT
Attended all meetings of executive	35
Performed duties assigned by the Local President	25
Attended UHEW Regional Conference	10
Attended meetings in President's absence	10
Other related duties in President's absence	10
Other duties: attend PSAC training courses to stay informed of union principles, etc.	10
Total	100

TREASURER	WEIGHT
Kept accurate account of incoming and outgoing monies and deposited incoming cheques in a timely manner to avoid dead cheques	30
Prepared financial statements for presentation at AGM and general membership meetings	20
Had financial records audited (once a year)	15
Provided audited financial statements to component finance officers by March 31	15
Comply with component finance officer requests	10
Other duties such as signing outgoing cheques	10
Total	100

SECRETARY	WEIGHT
Recorded and distributed all meeting minutes in a timely manner	40
Maintained membership list, i.e. verify new members, RAND's, etc.	20
Organized AGM activities (meal, room rental etc...)	20
Other duties - posting of all meeting notices, other duties as assigned by the Local President; attend union training	20
	Total 100

CHIEF SHOP STEWARD	WEIGHT
Handled grievances and assisted in appeals	40
Organized stewards work; attend union training	20
Conducted workshops for local members	20
Recruited new stewards and organized their training	10
Kept shop steward list up to date	10
	Total 100

APPENDIX B

UNION EDUCATION AND TRAINING PROCEDURES

Application and information to be added