



**OTTAWA-GATINEAU**

**BYLAWS**

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## **NAME**

This Local shall be known as the "Ottawa-Gatineau" Local 70008 of the National Health Union.

## **AIMS AND OBJECTIVES**

- (a) To protect the interests, rights, privileges and welfare of the employees of the Department of Health Canada (HC), the Public Health Agency of Canada (PHAC), and the Canadian Institutes of Health Research (CIHR);
- (b) To support the aims and objectives, and observe the Bylaws of the National Health Union and the Constitution of the Public Service Alliance of Canada (PSAC).

## **MEMBERSHIP**

### (a) Regular Membership

Employees of the Department of Health Canada, the Public Health Agency and the Canadian Institutes of Health Research in the Ottawa-Gatineau area shall be eligible for membership in this Local, as well as other employees as defined in Section 3, Subsection 1 of the National Health Union Bylaws.

### (b) Associate Membership

This Local may retain as Associate Members, former employees of the Department. Associate membership may also be granted to persons employed in the Department in a managerial or confidential capacity as defined in the Public Service Labour Relations Act.

Such Associate Members shall not be eligible for executive office in this Local, shall not have voice or vote in meetings of this Local, but may be accorded all other rights and privileges of membership of this Local.

### (c) Honorary Membership

Through application by this Local, to the National President and with approval of the National Council a member so recommended at a General Meeting, may be granted honorary membership for outstanding service to the Local and/or the Public Service Alliance of Canada.

Honorary members shall not be required to pay dues and shall not be entitled to all other rights and privileges of membership in this Local.

(d) Life Membership

This Local may present to the National Council nominations for Life Membership for any members so recommended at a General Meeting who, through devoted and personal efforts in the affairs of the Local, and/or National Health Union have performed exemplary services for the membership.

(e) Membership Responsibility

Upon being granted membership in this Local and for the term of such membership, each member of this Local is deemed to have agreed to, abide by, and to be bound by the provisions of these Bylaws, the By-laws of the National Health Union, and the Constitution of the Public Service Alliance of Canada.

(f) Membership Dues

With the exception of those memberships provided by parts (c) and (d) all members shall be required to pay dues.

The membership dues in this Local shall be prescribed by the Bylaws of the National Health Union, and any further dues as authorized by a majority vote of the membership of the Local at the Annual General Meeting.

## **EXECUTIVE COMMITTEE**

The Executive of the Local shall be composed of a President, Vice-President, Secretary, Treasurer and four (4) Chief Shop Stewards, who will be elected at an Annual General Meeting.

## **RESPONSIBILITIES OF THE EXECUTIVE**

1. The Executive shall be responsible for the affairs and the proper conduct of the Local. The Executive shall also have the power 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.
2. All members of the Executive must be members in good standing of this Local, the National Health Union and the Public Service Alliance of Canada.
3. The Executive shall submit an annual budget for approval to the general membership at the Annual General Membership Meeting.
4. At the Annual General Meeting, all members of the Executive shall report on their activities from the previous year.

5. The Executive shall have the authority to establish any committee necessary for the conduct of the affairs of the Local.
6. The Executive has the authority to remove a member of the Executive or an Officer of the Local only if:
  - (a) an investigation takes place within 10 days once a motion for dismissal of an Officer has been forwarded to the Executive, and completed within 30 days unless unforeseen circumstances prevent the completion of the investigation;
  - (b) a member of the Executive cannot be removed from Office until a full investigation has been completed in accordance to Regulation 19 of the PSAC Constitution under Discipline;
  - (c) the results are then forwarded to the National Health Union Component should disciplinary action be warranted who is found to be in contravention of the constitution of the Alliance, Bylaws of the National Health Union and the By-laws of the Local 70008, after a thorough investigation has been completed by a committee of three (3) members in good standing;
  - (d) these measures are in line with the provisions of *The PSAC guidelines*, Section 25 and 19;
  - (e) he or she is absent for three consecutive regular meetings without valid reason (valid reason to be acceptable to the Executive).

## **MEETINGS**

### **1. General**

- (a) This Local shall hold a general membership meeting in November of each year. The November meeting shall be designated as the Annual Meeting as defined under Section 9, Subsection 6 of the National Health Union Bylaws.
- (b) Special general membership meetings shall be held:
  - (i) at the request of the President;
  - (ii) at the unanimous request of three or more members of the Executive;
  - (iii) at the written request of 10% of the membership of the Local.

2. **Executive**

- (a) The Executive of this Local shall hold monthly meetings, except during the months of July and August at which time meetings may be held at the discretion of the Executive.
- (b) Special Executive meetings shall be held:
  - (i) at the request of the President;
  - (ii) at the request of three Executive Officers.

**NOTICE OF MEETINGS**

Notices of all meetings shall be posted suitable for the information of the applicable members, not less than three weeks prior to the date of the meeting.

**QUORUM OF MEETINGS**

The quorum for meetings provided for in these Bylaws shall be as follows:

- 1. General Membership Meetings:  
Members present shall constitute a quorum.
- 2. Executive:  
The quorum shall be the President or Vice-President and three Executive Officers.

**DUTIES OF THE OFFICERS**

All Executive Committee Members shall attend all General, Executive and Shop Steward Meetings of the Local.

**President - The President shall:**

- (a) preside at 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) vote only in case of a tie vote on any matter;

- (e) ensure that the motions and policies established at general membership meetings are carried out;
- (f) call meetings as outlined in the Bylaws;
- (g) shall be a member ex officio of all committees;
- (h) handle grievances.

**Vice-President - The Vice-President shall:**

- (a) in the absence of the President, carry out the duties and responsibilities of the office of the President;
- (b) be responsible for Area activities and provide assistance/guidance to the Chief Shop Stewards;
- (c) perform such other duties as may be assigned to him by the President;
- (d) assist the President in the discharge of the duties of that office as requested;
- (e) attend all meetings of the Local;
- (f) handle grievances.

**Secretary - The Secretary shall:**

- (a) keep an accurate record of all meetings of the Local;
- (b) keep attendance records of all meetings;
- (c) be responsible for keeping proper files of documents and all correspondence to the Local;
- (d) be responsible for scrutinizing all correspondence and referring it to the proper authority;
- (e) be responsible for notifying all executive members and general membership of meetings;

- (f) be responsible for all duplicating and typing of material as well as office equipment which may be rented or purchased;
- (g) be responsible for any clerical staff hired to carry out office;
- (h) shall prepare a copy of the minutes of the last Executive Meeting seven working days following the meeting, and a draft of the general Meetings to be sent to each member of the Executive for their approval within fifteen working days following the meeting;
- (i) be responsible for amending all agendas and minutes of all meetings voted by the appropriate body, arrange for translation of said documents, and distribution to the appropriate members;
- (j) attend all meetings held by the Local.

**Treasurer - The Treasurer shall:**

- (a) collect all money 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 such 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) submit to each General and Executive Meeting the current financial statement;
- (e) submit an audited financial statement at the Annual General Meeting, and to the National Health Union;
- (f) be one of the designated signing officers;
- (g) cooperate fully with the auditors;
- (h) attend all meetings held by the Local.



**Chief Shop Stewards - Each Chief Shop Steward shall:**

- (a) serve as the representative for membership and be responsible to advise the Executive of all matters concerning his/her activities;
- (b) preside at all meetings of the Building Representatives and Stewards as directed by the Executive;
- (c) each Chief Shop Steward shall review the activities of the Building Representatives assigned to them by the Executive;
- (d) handle Level 1 grievances;
- (e) mentor Officers of the Local.

**Building Representatives - Each Building Representative shall:**

- (a) serve as Building Representative for his/her Building;
- (b) preside at all meetings of his/her Building;
- (c) be responsible in advising the Chief Shop Steward assigned of all matters concerning his/her Building;
- (d) deal promptly and appropriately within the best of his/her ability on all matters submitted to him/her by members of their Building;
- (e) supervise the activities of the shop stewards of his/her Building;
- (f) be a member of his/her building Health and Safety Committee and/or appoint a member in good standing to be his/her representative on the committee;
- (g) assist or handle Level 1 grievances, as per the direction or guidance of the Chief Shop Stewards.

## **ELECTION OF EXECUTIVE AND STEWARDS**

1. The election of the President, Vice President, Secretary, Treasurer, and Chief Shop Stewards shall be as follows:
  - (a) The election of the President, Vice-President, Secretary, Treasurer, and Chief Shop Stewards shall take place at the Annual General Meeting, as defined under Section 9, Subsection 6 of the National Health Union Bylaws;
  - (b) The term of office for the positions of President, Vice-President, Treasurer and Secretary shall be two years of an even numbered year, commencing in December of 2006. The term of office for a Chief Shop Steward shall be two years of an odd numbered year, commencing in December of 2007.
2. The election of Building Representatives shall be as follows:
  - (a) Each member of the Local shall, at an annual Building Meeting prior to the Local General Meeting, elect from among its Stewards a representative to serve as a Building Representative. The term of office for the Building Representative and the alternate shall be two (2) years of an even numbered year, commencing in December 2012. A Building Representative and the alternate may serve consecutive terms. If desired, a group, a committee may also be elected at this meeting to serve as advisors to the Building Representatives. Buildings with fewer than twenty-five (25) members in good standing, shall not require a Building Representative, however, the members may opt to elect a Shop Steward to represent them;
  - (b) A Shop Steward shall be elected by the members of a Building, Bargaining Group, or appointed by the Executive Committee who shall determine the area of jurisdiction of a Shop Steward. The term of office of a Shop Steward shall be one year from the date of election or appointment. A Shop Steward may serve consecutive terms.

## **ELECTIONS:**

1. For the election of Executive positions a Nominating Committee shall be appointed by the Executive one month prior to the scheduled date of the election.
2. The Committee shall elect a Chairman whose duties will be as follows:
  - (a) to chair all meetings of the Nominating Committee and report the Committee's progress to the Executive;

- (b) to conduct the election at the scheduled meeting;
  - (c) to appoint such assistants as necessary to ensure an orderly election.
3. A nomination of a candidate for office must be made by a nominator, with a seconder, all of whom shall be members in good standing of this Local.
  4. Nominations should be submitted to the Nominating Committee prior to the meeting. Further nominations shall be accepted by the Chairman of the Nominating Committee at the election meeting.
  5. At the election meeting, the Chairman of the Nominating Committee shall, in a conspicuous place, visible and legible to all members present, list the names of the nominees in the order in which nominations were received. He shall call three times for further nominations and if no name is forth-coming on the third call, he shall declare the nominations closed.
  6. The nominator of a candidate for office, or in his stead, the seconder of the nomination, and the nominee may each be permitted to speak for not more than three minutes on the nominee's behalf.
  7. Election for each office shall be completed before nominations for the next office is closed.
  8. All elections shall be by secret ballot and decided by a simple majority.
  9. In the event of more than two candidates for office, the candidate receiving the fewest number of votes shall be dropped from the ballot whenever a clear majority of the votes is not accorded any candidate. This procedure shall continue on each succeeding ballot for the office until a candidate receives the necessary majority.
  10. The elected officers shall take office at the end of the meeting at which they are elected. All newly elected members to positions within the Local (from Shop Steward to President) shall be required to have completed the Talking Union Basics (TUB) course and the Grievance Handling course within six (6) months of being elected to a position.

#### **FINANCE:**

- (a) Fiscal Year  
The Fiscal Year for this Local shall be from October 1st. to September 30th.
- (b) Signing Officers  
The signing officers for all cheques issued by the Local, shall be any two of the following; the Treasurer, the President and any other officer of the Executive appointed for this purpose by the Executive Committee.

- (c) Auditors  
The Executive Committee shall have a professional accounting firm conduct a review engagement of the Local's finances annually. The Treasurer shall present the findings of the review at the Annual General Meeting.
- (d) Executive Remuneration  
Payments for expenses of elected, appointed officers and of any other person while on official business for this Local shall be governed by regulations established by the Executive and approved by the membership at a General Membership Meeting. If a member of the Executive or any other appointee is required to carry out the duties of another Executive Officer or appointee for which there is a remuneration, that person shall receive the remuneration that would be paid to that Executive or appointee, only after the Executive Officer has been on any leave of absence for a period of two weeks or more.
- (e) Surplus Funds  
Funds not required for current operation may be invested in the Royal Bank by the Executive of the Local. In order to sustain the financial stability of this Local, in the event that it is the desire to withdraw monies from such investments, this shall only be done following two months' notice to the Local and then only on the authority of a resolution to this effect adopted and passed by a majority consisting of two-thirds of those present at a General Meeting of the Local. Such notice shall be posted on all bulletin boards one month prior to the meeting.

### **AMENDMENTS TO THESE BYLAWS**

- (a) The Bylaws of this Local may only be amended at a General Membership Meeting.
- (b) The proposed Amendment or Amendments shall be submitted in writing by the Executive or co-signed by twenty-five (25) members in good standing to the Secretary at least two (2) weeks before the meeting.
- (c) The Secretary shall post a copy of the proposed Amendment or Amendments suitably for the information of all members, for at least one week prior to the date of the meeting.
- (d) To be passed, the proposed Amendment must be approved by at least two-thirds of the members in good standing attending the meeting.

## **VACANCY OF POSITION**

- (a) If for any reason the President's position becomes vacant, the Vice-President shall serve the remainder of the Presidential term.
- (b) If for any reason the Vice-President's position becomes vacant, an election among the Executive Committee shall be held within sixty (60) days to elect an incumbent to serve the remainder of the term.
- (c) Should a vacancy arise for the positions of Secretary and Treasurer, the Executive may appoint an individual to serve the remainder of the term.
- (d) Should a vacancy arise for the positions of Chief Shop Steward and Building Representative as outlined in these Bylaws, an election to fill the vacancy shall be held within sixty (60) days to elect an incumbent to serve the remainder of the term; and allow for an election of a Chief Shop Steward in case of a vacancy, at a general meeting.

## **GENERAL**

Nothing in these Bylaws shall be construed as conflicting with the Constitution of the PSAC. and/or National Health Union. This interpretation shall apply in these Bylaws: "He or She shall be construed to include members of the opposite sex".

## **SPECIAL PURPOSE FUND GUIDELINES**

An account shall be established hereinafter called "Special Purpose Fund" for the purpose of supporting emergency situations affecting the membership at large.

This fund shall be administered by the Executive of the Local which will determine what constitutes an emergency and will set up appropriate committees to oversee the distribution of said funds.

1. Interest from the Royal Bank GIC's be deposited in the "Special Purpose Fund" annually.
2. This account shall be identified as a separate item on financial statements.
3. Two (2) signatures will be required, the Treasurer, President or Vice-President.
4. Funds as required will be dispersed as needed for expenses, i.e. hall rentals, food, walkie talkies, stamps, etc.

5. No payments shall be made without receipts.
6. Disbursements shall not be made for welfare purposes.

### **GUIDELINES FOR EDUCATIONAL COMMITTEE FOR COURSES**

1. Attendance must be confirmed by the Regional Office in order to qualify for the Local's payment.
2. New Stewards attending Talking Union Basics course will be paid once the attendance has been confirmed.
3. Members must have taken the Talking Union Basics course to be paid for additional courses.
4. Registered and confirmed participants attending additional courses will be paid at the end of the fiscal year to a maximum of \$25.00 per day if no salary or per diem is paid. Expenditures to that effect shall not exceed the yearly budget allotment.
5. The Education Committee will report on a quarterly basis to the Executive on the status of the Education Committee.
6. The Executive shall be responsible for solving any discrepancies that may arise.

### **MEMENTOES FOR OUTGOING LOCAL OFFICERS ON LEAVING THE EXECUTIVE**

1. That any member, having served three years or more on the Local Executive, be awarded a suitable engraved plaque.
2. That any member, having served six years or more on the Local executive be awarded a plaque and a pen set.
3. That any member, having served nine years or more on the Local Executive, be awarded a plaque, a pen set and an engraved watch.
4. That any member, having served twelve or more years on the Local Executive shall be entitled to all of the above, plus special consideration to be applied in these particular cases.

**\*THE ABOVE RECOMMENDATIONS MUST BE APPROVED BY THE EXECUTIVE\***