

**Union of Health and
Environment Workers**

BYLAWS

LOCAL 70008

Bylaws

of

Local 70008

As adopted at the inaugural
Annual General Meeting (AGM)
in Ottawa January 15, 2018

and as amended at the AGM

in

Ottawa, December 13, 2018

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1. NAME

Section 1

This organization shall be known as Tunney's Pasture Local 70008, 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 Health Canada (HC), Public Health Agency of Canada (PHAC), Indigenous Services Canada (ISC) and assigned to UHEW by the Public Service Alliance of Canada (PSAC).

Section 2

This Local shall unconditionally subscribe to and accept as its governing documents: the PSAC Constitution and Regulations and the UHEW Bylaws, Regulations and Policies.

3. MEMBERSHIP

Section 1

Employees represented by the UHEW located in the National Capital Region (NCR) as indicated in the attached Appendix A, 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 5 Life Members at any one time. Life Members will have no voice or vote.

Section 3

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* (PSLRA). 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.

Section 4

Through application by this Local, to the National President and with approval of the National Council, a member so recommended at a General Membership Meeting (GMM) or Annual General Meeting (AGM), may be granted honorary membership for outstanding service to the Local and/or the PSAC. 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.

Section 5

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 UHEW Bylaws, Regulations and Policies, and the PSAC Constitution and Regulations.

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 PSAC Constitution and Regulations 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 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 AGM. 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, Regulations and Policies and the PSAC Constitution and Regulations .

Section 3

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

Section 4

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

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 membership, general, special, and annual 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 Union Management Consultation Committee (LUMCC) 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 (RVP) of all upcoming Local meetings;
- J. provide a copy of all approved minutes to the RVP;
- K. attend all meetings held by the Local;
- L. submit any pertinent records to the UHEW 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 RVP 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 GMM 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 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 Local membership 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 days prior to the meeting.

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

Section 2

Notice of all GMM 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 AGM, 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 – Local membership meeting (LMM)

The quorum shall be at least three Local Executive Officers.

Section 2 – General Membership Meeting (GMM)

The quorum shall be at least 40 members in good standing of the Local *plus* three Local Executive Officers.

Section 3 - Annual General Meeting (AGM)

The quorum shall be at least 40 members in good standing of the Local *plus* three Local Executive Officers.

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 Record of Decisions (ROD) of previous meeting
4. Business arising from ROD of previous meeting(s)
5. Reports of Officers
6. Reports of committees, subcommittees
7. Unfinished business
8. Correspondence
9. New Business
10. Election of Officers and Oath of Office
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 RVP.

Section 2

Elections for Local Executive Officers shall be run by the RVP, Alternate RVP or a UHEW National Office Elected Officer.

Section 3

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

1. President
2. Vice President
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 AGM 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: \$1800
- Vice-President: \$1200
- Treasurer: \$960
- Secretary: \$960
- Chief Shop Steward: \$960

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 Appendix B 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 Local Vice President, as indicated in Regulation 19 of the PSAC Constitution and Regulations. The Component will determine the Prima Facie and whether an investigation is required. If an investigation is warranted, the Component 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 C for procedures.

17. GENERAL

Section 1

Nothing in these Bylaws shall be construed as conflicting with the PSAC Constitution and Regulations and/or the UHEW Bylaws, Regulations or Policies.

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 GMM. The Local President may consult with the UHEW NCR RVP or UHEW National President for guidance on matters related to the Bylaws.

18. AMENDMENT OF BYLAWS

Section 1

These Bylaws may be amended by a two-thirds (2/3) majority vote of the members at an AGM, 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 AGM 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 AGM. The proposed motion(s) may be submitted in writing to the Local President at the annual general meeting or from the floor.

APPENDIX A

LOCAL 70008 BUILDINGS REPRESENTATION

- 51 Chardon Driveway (Occupational Health Unit)
- 50 Columbine Driveway (Environmental Health Centre)
- 70 Columbine Driveway (Brooke Claxton)
- 100 Eglantine Driveway (Building 6, LCDC)
- 200 Eglantine Driveway (Jeanne Mance)
- 250 Lanark Avenue (Graham Spry)
- 1620 Scott Street (Holland Cross, Towers A and B)
- 250 Sir Frederick Banting Driveway (Banting)
- 101 Tunney's Pasture Driveway (Finance)
- 150 Tunney's Pasture Driveway (Main-Stats)
- 200 Tunney's Pasture Driveway (Health Protection)

APPENDIX B

HONORARIUM GUIDE

Please note: A person is to be deemed as having met the duties 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 two general membership meetings	40
Held Local membership 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 Consultation Committee (LUMCC) 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 Local, general and annual meetings	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 ROD in a timely manner	40
Maintained membership list, i.e. verify new members, RANDs, etc.	20
Organized AGM activities (meal, room rental etc...)	20
Other duties - posting of all membership 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 stewards' list up to date	10
Total	100

APPENDIX C

UNION EDUCATION AND TRAINING PROCEDURES

Local 70008 members are encouraged to register to PSAC training, committees or councils offered by the PSAC NCR or the PSAC National.

Such information is located on the following website: <http://psac-ncr.com>.

Local 70008 Executive members and shop stewards must take the following courses offered by the PSAC, as well as other training identified by the Local President:

- Talking Union Basics (TUB)
- Grievance Handling
- Understanding and Interpreting the Collective Agreement
- New Local Officers

APPENDIX D

MEMBER DONATION POLICY

Local 70008, UHEW-PSAC

Purpose

The purpose of this policy is to establish a formal process for acceptance and documentation for a member donation from Local 70008.

Policy Statement

To allow the Local Executive access to Local Funds, for a member in good standing, during a crises and /or a difficult time, to be voted on a case-by-case basis.

Definition

For accountability, a donation is defined as an elected transfer of funds or property to a member in good standing of Local 70008.

For description in this policy, a member is defined as an employee with the status of “Member in Good Standing with the Public Service Alliance of Canada (PSAC)”, who holds a current, substantive term or indeterminate position of employment at Health Canada, or Public Agency of Canada, or Indigenous Services of Canada, under the structure of Local 70008.

The prospect clearance committee is strictly comprised of current members holding an elected executive position, as defined by the Local 70008 Bylaws.

Interpretation

All inquiries regarding this policy must be routed through the Local 70008 President or Treasurer.

Donation Recipient Records

The Executive Committee members of Local 70008, past and present, shall maintain donor records and donation context and content, which shall remain confidential, except for the purpose of accountability and proof of donation only to a professional auditing firm, and only during an audit exercise contracted by Local 70008.

Annex

- 1) Only a member as described by the above definition may be a recipient of a Local 70008 Member Donation.
- 2) A member is a one-time only recipient of the Local 70008 Member Donation.
- 3) A recipient must have completed the probationary period of employment.
- 4) All Local 70008 Member Donations must be assessed by this policy.
- 5) The decision regarding a Local 70008 Member Donation is solely the responsibility, sound judgement and discretion of the prospect clearance committee of Local 70008.
- 6) A Local 70008 Member Donation vote must be unanimous by the prospect clearance committee.
- 7) A Local 70008 Member Donation is not intended for fundraising purposes.
- 8) The scope of this policy includes a donation of funds of no more than a maximum of \$500.00.
- 9) Local 70008 shall not exceed more than one (1) Local 70008 Member Donation per calendar year.
- 10) A Local 70008 signed cheque shall be the only method of transfer of funds to the recipient.