



LOCAL • 70712

Union of Health and Environment Workers

SECTION LOCALE • 70712

Syndicat des travailleurs de la santé et de l'environnement

BY-LAWS

Union of Health and Environment Workers - LOCAL 70712

Approved on: Monday, March 7, 2023

BY-LAW 1: NAME

This organisation shall be known as **Local 70712 – Union of Health and Environment Workers**.

BY-LAW 2: AIMS AND OBJECTIVES

Section 1

It shall be the objective of this Local to protect, represent, maintain and advance the interests of the employees of Environment and Climate Change Canada, IACC Nationally, Canadian Forestry Service of NRCan coming under its jurisdiction.

Section 2

This Local shall unconditionally subscribe to and accept, as its governing documents, the Constitution of the PSAC and the By-Laws of the Union of Health and Environment Workers (UHEW).

Section 3

The Local Officer(s) shall agree to subscribe, adhere to and abide by these Local By-Laws, budget and the assets of the Local.

Section 4

The Local maintains a Local website at <https://local70712.com> and a Local Google Drive for all Local information and documentation.

BY-LAW 3: MEMBERSHIP

Section 1

All public service employees who are members of Public Service Alliance of Canada for which this Local has jurisdiction shall be eligible for membership in this Local. The jurisdiction of the Local shall be assigned by the National Executive of the Union of Health and Environment Workers.

Section 2

Upon being granted membership in the Local for the term of such membership, each member is deemed to have agreed to abide by these Local By-Laws, the By-Laws of the Union of Health and Environment Workers and the Constitution of the Public Service Alliance of Canada.

Section 3

The receipt by the Public Service Alliance of Canada of the official form authorizing payroll deduction of dues shall constitute evidence of membership for the issuance of identification cards and for granting of all rights and privileges as outlined in the By-Laws of the Union of Health and Environment Workers and the Constitution of the Public Service Alliance of Canada.

Section 4

Members in good standing shall:

- A. Have the right to representation by the Local for complaints and grievances;
- B. Have the right to vote at Local (non-executive) meetings, the right to nominate members for election to run for an elected position or be appointed to a position;
- C. Have the right to vote on proposed amendments to Local By-Laws according to By-Law 9;
- D. Have the right to attend an Executive meeting as an observer if they request, contingent upon approval of the Executive.

Section 5 – Discipline

Discipline of a member of the Local may be initiated by a two-thirds majority vote on a motion to discipline either at a Local Executive Meeting or a General Meeting.

The Local shall have the authority to discipline or remove from office; or recommend to the UHEW National Council suspension or expulsion from membership any member (within their respective jurisdiction) who is found to be in contravention of the Constitution of the Public Service Alliance of Canada, the By-Laws of the Union Health and Environment Workers or the By-Laws of the Local.

Other circumstances that warrant a Local discipline include, but are not limited to:

- fraud against the Local;
- misrepresenting the Union;
- harassment;
- neglect of Officer duties as per Local By-Laws and Local Procedures;
- in contravention of the PSAC Constitution and the UHEW By-Laws.

Once a motion for Local discipline is approved:

- UHEW will be informed;
- a letter will be sent to the accused informing them of the charges;
- investigation process led by UHEW;
- the severity of the discipline will be determined;
(e.g., removal from Local Executive, recommending to UHEW for investigation)
- and a response mechanism (may include either corrective actions or a hearing before a Disciplinary Committee, designated by UHEW and the Local Executive).

The motion shall be amended and/or carried upon a two-thirds majority vote by the Suspension Disciplinary Committee.

The Local and UHEW will comply with the process dictated by PSAC Regulation 19, under the broad direction of the PSAC Constitution Section 25 – Discipline.

Section 6 – Honourary Membership of Local (Former Local Members)

A former/retired member may be granted honorary membership for outstanding service and commitment to their respected Local by application from any Local member in good standing to the Local Executive, and simple majority approval of the members present at a General or Special meeting.

Nominations can be submitted by any member in good standing to the Local Executive for presentation to the membership.

Honourary members may be accorded the privilege of attending each Annual General Meeting dinner held as guests of the Local Executive and given guest status at said Local Meeting. They will be acknowledged by the Local President for their past service. The Local shall not incur any travel costs as a result of Life Honorary members' attendance.

There are no special privileges associated with this membership and the Honourary member will have no voice at the Local Annual General Meeting.

Listed names of Honourary Members of Local 70712:

Mike Lister
Stephen Vanneste

BY-LAW 4: EXECUTIVE OFFICERS OF THE LOCAL

Section 1

The Executive Officers of this Local shall consist of:

- President;
- Vice-President;
- Treasurer;
- Secretary;
- and Chief Steward;

The Treasurer and Secretary may be combined into one position (Secretary/Treasurer).

In the event where there are two or more elected/appointed Local Officers at one location, there is no additional requirement for a Building Contact at that location.

Section 2

The Executive Officers shall be chosen by election at an Annual General Meeting by a simple majority vote. Term of office will be for **one year** for all positions.

The Local must fill, **as a minimum**, the positions of:

- President,
- Vice-president,
- Treasurer / Secretary

Section 3 - Elections

A. Elections for Executive Officers shall occur, as stated in By-law 4.

Only members in good standing are eligible to hold office or vote for candidates seeking office in Local 70712.

- B. Elections for Executive Officers shall occur, as stated in By-law 4.

Only members in good standing are eligible to hold office or vote for candidates seeking office in Local 70712.

- C. Candidates nominated for office shall have the right to appoint a scrutineer.

- D. Elections shall be held by secret ballot with a simple majority vote and shall proceed in the order of:

- President,
- Vice-President,
- Treasurer,
- Secretary (or Secretary/Treasurer),
- Chief Steward

- E. In the event of more than two candidates running for office, the candidate receiving the fewest number of votes shall be dropped from the ballot whenever a clear majority of the votes cast is not accorded to any candidate.

This procedure shall continue on each succeeding ballot for the office until a candidate receives the required majority.

- F. The Oath of Office shall be administered to all officers before taking office.

- G. Conventions and Conferences Representation:

Whenever possible and necessary, Local President and/or Vice-President are automatic delegates and observers to Convention and/or Conferences.

The sitting Executive shall also attend as delegates or observers if possible and will provide recommendations on other potential attendees, financial commitment and numbers to the membership.

Others outside the Local Executive is to be decided by majority vote by those in attendance at the Local AGM.

All participants shall submit a written report within two weeks as per guidelines established by the Local Executive, to be posted on the Local website.

Section 4

A majority (3) of the Executive Committee shall constitute a quorum for Local Executive Meetings.

Section 5

The Executive Committee by a majority approval shall authorize the incurring of all just debts of the Local.

Section 6

The Executive Members will be accountable to the membership and the Union of Health and Environment Workers and the Public Service Alliance of Canada.

Section 7 – Vacancies and Absences

- A. An Executive position may be filled by a majority vote of the Executive committee in the event it is not filled at the AGM or when a position becomes vacant; that Executive position will then be up for election at the next scheduled AGM and would be considered a temporary Acting Position.
- B. Upon vacating any Executive, Appointed position, or any officers of the Local shall deliver to the Secretary all funds, documents or other properties of the Local **within ten (10) days**.
- C. Any Local Executive position absent in excess of fourteen (14) days, is to be covered/filled by another Executive officer.
(ex: Local President is absent for 14 days, Vice President will then fill their role for the duration of their absence.)
- D. It is recommended that where possible, any absence that may occur, the intended party give a minimum of two (2) weeks' notice to the Local Executive before the absence is to commence.
- E. Any absence in excess of thirty (30) days will be reflected in the Local Officers honorarium.

BY-LAW 5: DUTIES OF EXECUTIVE OFFICERS

All Executive are required to have PSAC Training, including Talking Union Basics and Grievance Handling within 3 months (or when they become available) of their commencement with the Executive. Furthermore, the President, Vice-President and Chief Steward are to have their training before commencing their roles.

All Executives are Stewards of the Local.

Section 1

The President shall:

- A. preside at all meetings of the Executive Committee;
- B. preside at general membership meetings, annual membership meetings and special membership meetings;
- C. be a member ex officio of all committees;
- D. interprets and enforces the due observation of the Local By-Laws;
- E. convene special meetings of the Local or Executive Committee;
- F. Carries out meetings abiding by Rules of Order;
- G. Enforces and carries out Local By-Laws;
- H. ensures that the Executive Committee carries out the approved directives from the membership in accordance with the Local By-Laws;
- I. report to the Executive Committee and keep its members fully informed;
- J. represent members on subject concerning:
 - RANDs
 - Steward and grievance issues
 - and keeping member information current;
- K. vote only in the case of a tie;
- L. responsible for the recruitment of Stewards and other appointed positions
- M. review and sign the quarterly financial records and expense claims;

- N. create an Action Plan and update the Local Procedures for the coming term and discussions at Executive meeting within the first quarter. Action Plan, thereafter, will be discussed at each Executive Meeting.
- O. keep an updated list of all Local OHS Representatives, Building Contacts and/or any other Appointed Positions;
- P. attend all PSAC and UHEW meetings, Conferences and activities as a representative in accordance with By-Law 4, Section 3G and in case of absence the Local Executive will determine alternate representative;
- Q. Provide an annual year end report for the membership at the AGM/GM and to be posted on the Local website;

Section 2

The Vice-President shall:

- A. perform all the duties pertaining to the office of the President in the absence of the President;
- B. attend meetings of the Executive Committee;
- C. represent members on subject concerning:
 - RANDs
 - Steward and grievance issues
 - and keeping member information current;
- D. overseeing the membership lists and working with the Local Executive and appointed officers to keep information current;
- E. review and sign the quarterly financial records and expense claims;
- F. oversee training of Local Executive and appointed positions; Keep certificates on file and up to date of all Local Officers;
- G. perform such duties as may be assigned by the President;
- H. responsible for the recruitment of Stewards and appointed positions;
- I. be responsible for tracking assets of the Local with the Treasurer;
- J. work with the President to update the Local Procedures for the upcoming year;
- K. provide an annual year-end report for the membership at the AGM/GM and to be posted on the Local website.

Section 3

The Secretary shall:

- A. attend meetings of the Executive Committee;
- B. be responsible for maintaining an accurate account of proceedings of the Executive Committee meetings, general membership meetings, the annual membership meetings and any other meetings called by the Executive Committee in a timely manner;
- C. forward promptly to the President and/or the Executive Committee all applicable correspondence and documents as received;
- D. be responsible for all official documents of the Local;
- E. forward a copy of all final approved AGM/GM documents and UHEW forms to the Union of Environment Workers;
- F. maintain and update Local website with Local documents and other information as needed;

- G. represent members on subject concerning:
 - RANDs,
 - and member issues;
- H. be responsible for the update and maintenance of the Local membership list;
- I. refer to the Local procedures document for clarified role;
- J. perform such other duties as may be assigned by the President.

Section 4

The Treasurer shall:

- A. be responsible for the funds of the Local;
- B. any transactions required at the chartered bank or trust company must be done at the nearest locations to the Treasurer's work site or home;
- C. disburse payment of all just debts of the Local and will abide by the rates of compensation as set out in By-Law 7;
- D. have the financial records of the Local at the disposal of the Executive Committee and Local members at all times;
- E. any Local expense claims must be motioned and approved by Local Executive before disbursement of funds;
- F. prepare a statement for the executive and general membership quarterly, in accordance with By- Law 7, the forms of which shall be approved by the Executive Committee;
- G. prepare a yearly financial report signed by two (2) Local members in good standing for the annual general membership meeting as per By-Law 7, Section 19;
- H. be responsible for preparing a proposed yearly Budget, to be presented at the AGM;
- I. attend meetings of the Executive Committee;
- J. represent members on subject concerning:
 - RANDs,
 - and member issues;
- K. refer to the Local procedures document for clarified role;
- L. perform such other duties as may be assigned by the President;
- M. be responsible for tracking assets of the Local with the Vice President.

Section 5

The Chief Steward shall:

- A. attend meetings of the Executive Committee;
- B. be responsible to keep membership information;
- C. represent members on subjects concerning:
 - RANDs
 - Steward and Grievance issues
 - and be responsible for the representation of members and attend any meetings;
- D. perform such duties as may be assigned by the President;
- E. responsible for the recruitment of Stewards and oversee all activities involving Stewards;
- F. the Chief Steward shall be responsible for co-ordinating the efforts off all Stewards in the Local and reporting Steward activities back to the Local Executive;

- G. the Chief Steward shall ultimately be the voice of the Local Stewards, and present resolutions or any other requests from the Stewards to the rest of the Executive;
- H. hold quarterly Steward Committee meetings;
- I. will assign/delegate Member cases and/or grievances to other Local Stewards/Executives as needed;
- J. keep a log of all Member cases and grievances current and available on the Local Google Drive which is to be discussed at Local Executive and Steward meetings.
- K. Refer to the Local procedures document for clarified role;
- L. Provide an annual year-end report for the membership at the AGM/GM and to be posted on the Local website.

Section 6

All Executive Members are responsible for promoting activities of the Local.

BY-LAW 6: APPOINTED POSITIONS

Section 1

Appointed Positions shall be members in good standing.

Appointed Positions are to work with the Local Executive on expectations and duties of their role prior to commencement.

An Executive Officer may **not** occupy an Appointed Position, but monetary compensation and expenses will be determined by the Executive for duties performed if necessary.

Appointed Positions may be selected at the AGM and/or approved by majority decision by the Executive Officers of the Local.

- A. Duties of Appointed Positions are at the discretion of the Executive and may include acting as a liaison between the Executive and members, distribution of materials and information, and acting in a supportive role to members in the workplace.
- B. A number of positions are defined as Appointed Positions including but not limited to:
 - Shop Stewards,
 - Financial Reviewers,
 - Translator,
 - Website Officer,
 - Building Contact,
 - Sub-committee Member,
 - Public Relations Officer;
 - Local Building OHS Representative.
- C. Shop Steward(s) shall:
 - attend meetings of the Steward Committee
 - represent members located in their building area on subjects concerning:
 - RANDs,
 - Occupational Health and Safety,

Management Meetings,
Steward and grievance issues,
Member issues

and be responsible for the representation of members and attend any meetings.

- perform such duties as may be assigned by the President;
 - work with Chief Steward and perform duties as needed;
 - use the Chief Steward as the voice of the Local Stewards, and present resolutions or any other requests from to the Chief Steward;
 - once appointed take Steward training within the first year, if the individual has not already received the training;
 - refer to the Local procedures document for clarified role.
- D. The Translator shall be responsible for the translation of the Local documents and website.
- E. Website Officer shall be responsible for maintaining the website <https://local70712.com> as directed by the Local Executive.
- F. Building Contacts shall as a minimum:
- act as an agent of the Local at their workplace,
 - be a liaison between the Executive and Management,
 - distribute union related materials to members,
 - and refer members to the Executive, when necessary.
- G. Public Relations Officer shall focus on the newsletter, the membership, events, website, and possibly attend meetings at the discretion of the Executive and any other duties deemed relevant by the Executive.
- H. Reviewers are used by the Local Executive to review the yearly accountings of the Local as outlined in By-Law 7, section 19.
- I. Local Building OHS Representative:
- represent the Local for health & safety issues in their building,
 - attend monthly Building OHS Committee meetings,
 - report monthly to the UHEW Regional Vice President (RVP) and Local President any health & safety concerns,
 - work with the Local Executive and membership to resolve any health & safety concerns.

Section 2

Appointed Positions are not Executive Officers, therefore, do not attend Executive meetings without prior approval from the Executive Committee.

Also, if approval is granted by the Local Executive, the Appointed Officer will attend as observer and have a voice but have non-voting status.

BY-LAW 7: FINANCES

Any transactions involving any monetary funds **must be** motioned and **approved** by the Local Executive. As well, prior approval from the Local Executive is required.

All monetary motions are to be documented in the Local Records of Decision and Monetary Motion Template.

Section 1

The Executive will administer the business of the Local in accordance with the annual Budget as approved at the AGM. A Budget Operating Reserve shall be designated and held separate from the Budget.

The Local shall conduct Local business from **Jan 01st – Dec 31st** and prepare year-end financial documents the following January after closure of books on Dec 31st, for UHEW and the membership.

Section 2

The Local shall submit to the National Office of the Union of Health and Environment Workers an annual audited statement of Local finances and any other UHEW forms **before March 31st of each year**.

In accordance with the foregoing the Union of Health and Environment Workers shall make no remittance of Local dues until such statement has been received.

Section 3 – Membership Dues

The membership dues of the Local shall not be less than the amount of the per capita dues required by the Constitution of PSAC and the By-Laws of Union of Health and Environment Workers as determined by National Conventions.

Local dues shall be set at the Annual General Meeting or at a General Meeting, by two-thirds (2/3) majority approval by attending members.

The membership dues of the Local are **\$8.50** (eight dollars and fifty cents) per member per month. The dues will be divided as follows: \$8.50 (eight dollars and fifty cents) to the Executive Operating Expenses.

Section 4 – Budget

The Local will create a budget in advance of the AGM and will include this budget, along with an explanation of how it was created in the AGM package which is distributed to the members at least **30 days prior** to the meeting.

The budget will ensure the availability of funds for the possibility of out-of-town Local Executive Members to attend the AGM.

The budget will be tabled at the AGM and, if approved, will be adhered to as strictly as possible.

Section 5 - Strike Fund and Pay

A Strike fund in the amount of **\$84,700 (TD GIC account)** has been established for the purpose of relief in the event of a strike.

The Strike Fund will be used by the Local to pay members in good standing who actively participate in legal strike activities at the Public Service Alliance of Canada rate per member per day of picketing, until such time as the Fund has been exhausted.

The member may be paid for each day that he/she receives strike pay from the Public Service Alliance of Canada.

Section 6 – Honorarium

Executive members may request pro-rated payments of their honorarium after mid-year review and end of year review by cheque or e-transfer.

Each request will be reviewed by the entire Executive committee and upon satisfaction that all required duties/expectations had been met for said period the compensation payment will be made.

During the month of June and November, each year, the Executive committee will at a regular Committee meeting, review the performance of each member of the Executive committee and appointed positions over the course of the time periods and determine whether or not each had satisfied/delivered all required or expected elements of their duties, as specified in Local Bylaws up to the maximum allowed Honorarium as specified in By-Law 7 – Finances. President, Vice President and Chief Steward shall submit a written midyear and end of year report of their accomplishments. Also, the Local may utilise certain checklists or tools to help in the determination of the Honorarium.

For this exercise only, the President will have full voice and vote in order to contribute their input to this process and decisions will be made by majority vote of all Officers present.

The Local shall compensate the Local Executive Committee and Appointed Positions as follows: *(Maximum annual rate of Honorarium)*

Local Executive

- A. President = \$2850
- B. Vice President = \$2100
- C. Treasurer = \$1350
and Secretary = \$1350
(if positions are combined maximum rate of honorarium will be \$2500)
- D. Chief Steward = \$1850

Appointed Positions

- A. Shop Stewards = \$1100
- B. Financial Reviewers = \$200 (\$50 per quarter)
- C. Website Officer of the Local = \$500.00
- D. Building contacts for the Local = \$150.00
- E. Sub-Committee Member = as determined by the Local Executive
- F. Public Relations Officer = \$500
- G. OHS Committee Rep = \$200

Section 7 – Local Service Awards

The Local offers service awards at Annual General Membership Meetings in recognition to its Executive Officers at any level who have continuously, over a period served the Local membership.

The table below is to be used as a guide and discretion of the Local Executive and the membership.

Years of Service	Award
2+ to 5	\$250
5+ to 10	\$500
10+ to 15	\$750
15+	\$1000

Section 8 – Local Expenses

The Local Executive may be entitled to compensation for various expenses that they may incur when conducting Local business.

Appointed Positions entitlements to expense compensations is upon approval from the Local Executive.

Any expenses claimed **must** have prior approval from the Local Executive.

A. Expense Claims

All Expense Claims are to be submitted quarterly to the Treasurer.

All Expense Claims must be filled out in the approved Local Expense Claim document.

Expenses claims must have the following signatories:

- Claimant
- Treasurer – for verification and coding purposes
- President & Vice President – after approval from the Local Executive

Claimant will be reimbursed quarterly or as appropriate.

B. Local/Committee Meetings

Members of the Committee receive compensation of \$20.00 when he/she is part of a Local's Committee outside of business hours or attending a Local Meeting outside of business hours.

(Local Executive Meetings are excluded and not compensated)

A Local Meeting includes Local Committees and Steward Meetings.

To receive this monetary amount, the meeting **must be** one hour or more in duration.

Local Executive presenting at AGMs/GMs will be entitled to \$30.00 compensation for the meeting and mileage.

C. Local Meals

The Local Executive, and Appointed Positions may be entitled to receive compensation for meals when he or she is part of a Local Committee Meeting, attending a Local Meeting or conducting Local business.

Prior approval **must be** received from the Local Executive and receipt must be accompanied.

Current Local rates will be used as stated in By-Law 7, Section 8H – Per Diems.

Local Executive will have the option of up to three (3) morale or team building events for the Local Executive and Stewards per calendar year at per diem rates.

D. Cell Phone and Internet

The Local Executive and Stewards of the Local may be entitled to receive \$55.00 total per month to compensate for internet and cell phone usage for Local business.

Prior approval **must be** received from the Local Executive.

Documentation of cell phone and internet **must be** provided at the beginning of their term, and in November of each year to the Vice President and Treasurer.

E. Local Business Travel

The Local Executive and Appointed Positions may be entitled to receive compensation for the traveling of legitimate Local union business for the use of:

- his/her car for mileage,
- parking,
- meal (refer to By-Law 7, Section 8C – Local Meals)
- or pay for transportation.

Prior approval **must be** received from the Local Executive and supporting documents and/or receipts **must be** accompanied.

Current Local rates will be used as per By-Law 7, Section 8H – Per Diems.

F. Training

The Local may pay compensation to a member in good standing when attending an educational training course or meeting held by the Public Service Alliance of Canada or the Union of Environment Worker.

This excludes Conferences and Conventions that take place during the weekdays.

Prior approval **must be** received from the Local Executive and supporting documents and/or receipts **must be** accompanied.

Documentation or certification of completion is to be provided with claims.

Certificates will be kept by the Vice President of all Officers on the Local Google Drive.

- Evening after work meeting, workshop, course, or any training
Training compensation, \$30.00 may be paid
- Weekend meeting, workshop, course, or any training
Training compensation of \$50.00 may be paid per day (min. 4 hour)

G. Salary Reimbursement

An Executive or designated member of the Local attending a meeting exceeding four (4) hours up to a full business day, on behalf of the Local shall be reimbursed for salary at the Union of Environment Workers rate of pay.

This is only applicable if **no reimbursement** from the employer, PSAC and/or Union of Environment Workers will be received.

Prior approval **must be** received from the Local Executive and supporting documentation provided.

A copy of the employer approved Leave will also be submitted to the Local, UHEW or PSAC along with any other supporting documentation for claims.

H. Per Diems

Amounts claimed are dependent upon the level of representation for Local Business and/or Travel Status.

All official Component business is compensated under UHEW rates and all Local business is compensated under Local rates.

Receipts are not required when in Travel Status such as attending Conferences and Conventions.

Travel status = traveling outside of home location

Per diems	Local	UHEW
Breakfast	\$16.80	\$20.00
Lunch	\$17.00	\$25.00
Dinner	\$45.00	\$55.00

Incidentals	\$17.30	\$20.00
Mileage (km)	0.61	\$0.61

Section 9 – Charities

The Executive, by majority vote, shall have the authority to donate per annum to charities, or give assistance to unions on strike.

Section 10 – Sporting Events

The Executive, by majority vote, shall have the authority to incur expenses for recreational and sporting items/events each year.

Section 11 – Assets

All members of the Executive shall be responsible for any assets of the Local that they may have in their possession.

All assets not in the possession of a member shall be kept in the designated Local storage room which must be secure. All assets must be tracked with a Local inventory number, log and signatures.

The Local shall maintain an inventory of a minimum of

- 5 – Local Executive position Laptops
- 1 – Hard drive

These assets are for Executive use and are to remain the property of the Local and are to be returned to the Secretary **within 10 days** of vacating a Local position.

Section 12 – Budget Operating Reserve

This Reserve, comprising of an amount that represents 3 (three) months of the annual budget, in order to ensure smooth administration of Local affairs in the event that the Contingency Fund is depleted owing to a strike or other reason.

Section 13 – Financial Review

Two (2) Reviewers are to be used by the Local to review the yearly accountings of the Local Financials.

Reviewers will be members in good standing motioned each year by the Local Executive from the membership and who are not part of the Local Executive.

Reviewers will be given each Quarter of the Local Financials for review at the end of each quarter as follows or within reason:

- April 10,
- Jul 10,
- Oct 10 and
- Final quarter within 10 days of closure of yearly Local finances. (Jan 10)

Reviewers will use the Quarterly Financial Local Checklist and present any findings with a Review Report to the Local Executive.

Once quarters have been reviewed and approved, Reviewer will sign off with the Local Treasurer, Vice President and President on the Final Year End Report.

Section 14 – Translation

Translation of Local AGM Minutes, Bylaws and other yearly documents from the AGM will be completed by the Secretary if bilingual, compensated at **\$300.00** and posted on the Local website by **March 31st** of that year.

If the Secretary elected is not bilingual, then translation will be sought at the rate of \$0.12 / word.

Other requested Local documentation is to be completed by the Secretary or a translator as mentioned above.

The phrase “All other Local documents are available in English and French upon request.” will be showcased on the Local website.

BY-LAW 8: MEETINGS

Section 1 - Executive Meetings

The Local Executive Officers shall hold formal Executive meetings, as necessary, to conduct the business of the Local unless circumstances prohibit.

Section 2 - Steward Committee Meetings

The Local Stewards shall endeavour to hold formal Steward Committee Meetings, as necessary, to discuss the business of the Local.

Section 3 - Annual General Meeting

The Annual General Meeting (AGM) of the Local shall be held once a year and a minimum of **30-day notice** will be provided to the members.

The Annual General Meeting shall be held in accordance with the Union of Health and Environment Workers By-Laws for the purpose of receiving annual reports, the consideration of business, the amendment and/or distribution of By-Laws, and the election of officers.

The Annual General Meeting must have a quorum to proceed.

A quorum shall be eight (8) members and shall include a minimum of two (2) members of the Executive. Without a quorum, the meeting must be cancelled and rescheduled.

A rescheduled meeting can proceed without a quorum as long as a two-thirds majority of the executive is present.

Section 4 - General Meetings

General Meetings (GM) may be called by:

- the President;
- or by the majority of the executive officers of the Local;
- or upon petition of ten (10) Local members

provided that one month's notice is given to the general membership.
A meeting must have quorum (see Section 3) to proceed.
Without quorum, the meeting must be cancelled or rescheduled.
A rescheduled meeting can proceed without quorum as long as a two-thirds majority of the Executive is present.

Section 5

Committees shall be set up as deemed necessary by the Executive.

Committees can include (but are not limited to)

- Health and Safety,
- Membership,
- Steward,
- Local By-Laws,
- And Finance.

BY-LAW 9: AMENDMENTS OF BY-LAWS

These By-Laws may be amended by a **two-thirds (2/3) majority vote** of the members at an Annual General Meeting (AGM) or General meeting (GM), provided **thirty (30) days' notice** of motion has been given and posted.

Every attempt will be made to ensure that the Local By-Laws and website are available to the membership in both official languages.

If there are discrepancies between the French and English versions, the English version will supersede. Any errors found in the French version will be corrected as soon as possible.

BY-LAW 10: GENERAL

Section 1

Unless expressly provided otherwise by these By-Laws, all decisions requiring a vote shall be decided by a simple majority.

Section 2

Nothing in these By-Laws shall be construed to conflict with the By-Laws of the Union of Health and Environment Workers or the Constitution of the Public Service Alliance of Canada.

Section 3

The following interpretation shall apply in these By-Laws;

- A. "may" is to be construed as permissible;
- B. "shall" or "must" is to be construed as imperative;
- C. "the Local" shall be construed to refer to Local 70712, Union of Health and Environment Workers.