



*Union of Health and Environment Workers  
Syndicat des travailleurs de la santé et de l'environnement*

## **LOCAL 70712 BYLAWS**

### **Approved on: February 12, 2025**

#### **BY-LAW 1: NAME**

This organization 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 (ECCC), Impact Assessment Agency of Canada (IAAC) and Canadian Forestry Service of NRCan (CFS) 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 Bylaws 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>, business email accounts and a Local Google Shared Drive for storing all Local information and documentation.

The Local Executive will keep business email accounts for each Local position in the form of “(position)@local70712.com”.

where: (position) = any executive position such as secretary, president, etc. or appointed positions as needed

Furthermore, the Local will have a business admin account to oversee the Local Google shared drive and the business email accounts of the Local.

## **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 Bylaws, the Bylaws 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**

Every member in good standing is entitled:

- A. To be represented by the Union;
- B. To vote at Local (non-executive) meetings;
- C. To nominate members for election and to run for elected positions or be appointed to a position;
- D. To vote on proposed amendments to Local Bylaws according to Bylaw 10;
- E. To request to attend an Executive meeting as an observer, contingent upon approval of the Executive.

### **Section 5 – Discipline**

The Local shall have the authority to initiate steps for discipline or removal from office according to PSAC Regulation 19. Once an investigation concludes, the Local may recommend to the UHEW National Council removal from office and suspension 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 Bylaws of the Union Health and Environment Workers or the Bylaws of the Local.

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 Bylaws and Local Procedures;
- in contravention of the PSAC Constitution, UHEW Bylaws or Local Bylaws.

For all complaint submissions, refer to PSAC Regulation 19 for the appropriate receiving body. The Local will comply with the process dictated by PSAC Regulation 19.

If a Local member complaint is received:

- Local President will receive the complaint and determine whether “evidence” (prima facie and supporting document) warrants an investigation;
- If found, UHEW will be informed;
- UHEW will send letters to the complainant and respondent informing them prima facie was determined, and an investigation will commence;
- Investigation process will be led by UHEW;
- Founded or unfounded and discipline or corrective actions will be determined by UHEW; (e.g. dismissal, removal from Local Executive, suspension, etc.)
- After conclusion, if a member wishes to appeal, information regarding the Appeal Procedure can be found in PSAC Regulation 19.

## **Section 6 – Honourary Membership of Local**

Former or Retired Local members 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. To attend, they must inquire themselves and contact the Local Executive with their request.

Attending honorary members will be given Guest Status at Local Annual General Meeting and will be acknowledged by the Local President for their past service. The Local shall not incur any travel costs as a result of the honorary members’ attendance. There are no special privileges associated with this membership and the honorary member will have no voice at the meeting.

List of Local 70712 honorary members can be found in Appendix A.

## **BY-LAW 4: OFFICERS OF THE LOCAL**

### **Section 1 – Executive Officers**

The Executive Officers of this Local shall consist of:

- President
- Vice-President
- Treasurer
- Secretary

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

## Section 2 – Appointed Positions

A number of positions are defined as Appointed Positions including but not limited to:

- Chief Steward
- Shop Stewards (maximum of 3)
- Financial Reviewers
- and other as needed

## Section 3

Executive and Appointed positions shall be members in good standing.

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

Appointed Positions are not Executive Officers, therefore, do not attend Executive meetings without prior approval from the Executive Committee. If approval is granted by the Local Executive, the Appointed Officer will attend an Executive Meeting as an Observer and have a voice but have non-voting status.

## **BY-LAW 5: ELECTIONS & VACANCIES**

### Section 1 - Elections

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

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

A. Elections for Executive Officers shall occur, as follows in order of:

- President
- Vice-President
- Treasurer
- Secretary
- (or Secretary/Treasurer)

B. The nominator of a candidate for office, or in his/her stead the seconder of the nomination, shall have the right to address the meeting for a period not to exceed three (3) minutes.

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

D. In the event of more than two candidates running for office, elections shall be held by secret ballot with a simple majority vote.

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

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

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

## **Section 2 – 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; this would be considered a temporary Acting Position.  
Executive position will then be up for election at the next scheduled AGM.
- B. Upon vacating any Executive position or Appointed position of the Local, they shall deliver to the Treasurer 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.  
(eg: Local President is absent for 14 days; Vice-President will fill role of President for the duration of their absence.)
- D. It is recommended that, when 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.
- F. As per UHEW Bylaw 9, Section 6d) when a Local Officer will be vacant from their position for four (4) months or greater they must resign their position.

## **BY-LAW 6: CONVENTIONS AND CONFERENCES**

Representation at Conventions and Conferences will be Delegates and Observers. This will be determined by either the UHEW or PSAC criteria for the specific event.

The Local Executive, if able to, will determine the number of Delegates and Observers for each event.

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

If possible, the sitting Executive shall attend as delegates or as observers.

The Local Executive will provide recommendations (event and names) to the membership for the potential attendees at the Annual General Meeting or General Meeting.

The financial commitment and all other information will be presented to the membership regarding the event.

Others outside the Local Executive are to be decided by a majority vote of those in attendance at the Local Annual General Meeting.

All participants **must** submit a written report within two weeks as per guidelines established by the Local Executive. The report will be shared with the membership.

## **BY-LAW 7: DUTIES OF LOCAL OFFICERS**

All Executive and Appointed Positions are required to have PSAC Training of Talking Union Basics (TUB) and Grievance Handling within 3 months (or when they become available) of their commencement with the Local.

All Executives are Stewards of the Local.

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

### **Section 1 – President Duties**

- A. Preside over all meetings of the Local Executive Committee, general membership meetings, annual membership meetings and special membership meetings.
- B. Be ex-officio of all Committees.
- C. Interpret and enforce Local Bylaws.
- D. Hold Local meetings as per Bylaw 8.
- E. Convene special meetings of the Local Executive Committee or membership when needed.
- F. Apply Rules of Order for meetings and vote only in the case of a tie.
- G. Ensures that the Executive Committee carries out the approved directives from the membership and Local Bylaws.
- H. Work with Treasurer for Local financials and Secretary for Local documentation if required; and the necessary requirements for membership meetings.
- I. Keep the membership fully informed with communication and reporting the on-goings of the Executive Committee.
- J. Represent members on the subject of Steward or Grievance issues and attend any meetings if needed.
- K. Responsible for the recruitment of Stewards and Appointed positions.
- L. Review and sign the quarterly financial records and expense claims.
- M. Keep an updated list of all Local Executive, OHS Representatives, Appointed Positions, and/or any other Building Contacts on the shared drive.
- N. Attend all PSAC and UHEW meetings, Conferences and activities as a Local Representative in accordance with Bylaw 6. In case of absence, the Local Executive will determine an alternate representative.
- O. Assign Local Officers email accounts.
- P. Keeper of all passwords such as admin email account and website.
- Q. Provide an annual year-end report for the membership at the AGM/GM.

### **Section 2 – Vice-President Duties**

- 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. Oversee all Local Officer (Executive and Appointed) training requirements and keep certification on the shared drive.
- D. If needed, represent members on subject Steward or Grievance issues and attend any meetings.
- E. Review and sign the quarterly financial records and expense claims.
- F. Perform such duties as may be assigned by the President.
- G. Responsible for the recruitment of Stewards.
- H. Responsible for coordinating the efforts and overseeing all activities of all Stewards in the Local and reporting Steward activities back to the Local Executive.
- I. Assign Member cases and/or grievances to Local Stewards or Executive as needed.
- J. Keep a log of all Member Cases and Grievances on the Local shared drive which is to be discussed at Local Executive and/or Steward meetings.
- K. Hold at least one (1) Steward Committee meeting every quarter or as needed.
- L. Provide an annual year-end report for the membership at the AGM/GM.

### **Section 3 – Secretary Duties**

- A. Attend meetings of the Executive Committee.
- B. Responsible for maintaining an accurate account of proceedings and records of decisions of Local Executive Committee meetings, General Membership meetings, Annual Membership meetings and any other meetings called by the Local Executive Committee.
- C. Forward promptly to the President and/or the Executive Committee all applicable correspondence and documents as received.
- D. Responsible for all official documents of the Local. Overseeing the organization and storing of all documents, records, etc. on the Local shared drive.
- E. Forward a copy of all final approved AGM/GM documents and Component forms to the Union of Environment Workers.
- F. Maintain and update the Local website with Local documents or any other information as needed.
- G. Be responsible for the update and maintenance of the Local membership list.
- H. Ensure all members in RAND status have signed their Union cards.
- I. Work with the President to send any communication to the membership.
- J. Perform such other duties as may be assigned by the President.

### **Section 4 – Treasurer Duties**

- A. Attend meetings of the Executive Committee;
- B. Responsible for the funds and assets of the Local.
- C. 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.
- D. Disburse payment of all approved debts of the Local and abide by the rates of compensation as set out in Bylaw 9.

- E. Always have the financial records of the Local available to the Executive Committee and Local membership.
- F. Ensure all Local expense claims have all supporting documentation, are motioned and approved by Local Executive before disbursement of funds.
- G. Prepare a quarterly statement for the Executive and general membership, in accordance with Bylaw 9, which shall be approved by the Executive Committee.
- H. Prepare a yearly financial report to be signed by two (2) Local members (Financial Reviewers) in good standing for the annual general membership meeting as per By-Law 9, Section 7.
- I. Responsible for preparing a proposed yearly Budget, to be presented at the AGM.
- J. Perform such other duties as may be assigned by the President.

## **Section 5 – Appointed Positions Duties**

Appointed Positions are to work with the Local Executive on expectations and duties of their role prior to commencement. All appointed positions will be approved by the Local Executive.

Duties may include representing the membership in steward issues or grievances, acting as a liaison between the Executive and members, distribution of materials and information, or acting in a supportive role to members in the workplace.

- A. Chief Steward and Shop Steward(s)
  - Perform such duties as may be assigned by the Vice-President
  - Once appointed, will take PSAC TUB, Grievance Handling and any Steward training within the first year, if the individual has not already received the training.
  - Attend meetings of the Steward Committee.
  - Represent members and attend any meetings on subjects concerning Steward and grievance issues, Occupational Health and Safety, Management Meetings, and any other member issues.
  - Position of Chief Steward will be assigned more complex member issues.
  - Report and update the Vice-President on member cases.
- B. Financial Reviewers
  - Review the yearly accountings of the Local as outlined in By-Law 9, Section 7.
  - Reviewers will use the Quarterly Financial Local Checklist and present any findings with a Review Report to the Treasurer.
  - Once quarters have been reviewed and approved, Reviewer will sign off on the Final Year End Report along with President and Treasurer.

## **BY-LAW 8: MEETINGS**

### **Section 1 - Executive Meetings**

The Local Executive Officers shall hold formal Executive meetings at a minimum one (1) meeting quarterly, to conduct the business of the Local unless circumstances prohibit. A separate Executive meeting will be held to plan the Annual General Meeting.



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

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

## **Section 2 - Steward Committee Meetings**

The Local Stewards shall endeavor 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 membership.

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 Local Bylaws, and the election of officers.

The Annual General Meeting must have a quorum to proceed.

A quorum shall be ten (10) members and must include a minimum of two (2) members of the Executive. Without a quorum, the meeting must be cancelled and rescheduled.

## **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 minimum **10-day notice** will be provided to the membership for a General Meeting unless the matter is deemed urgent.

## **Section 5 - Committees**

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

Committees can include (but are not limited to):

- Finance
- Local Bylaws
- Steward

## **BY-LAW 9: FINANCES**

Any transactions involving monetary funds **must be** motioned and **approved** by the Local Executive. Additionally, 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 01<sup>st</sup> – Dec 31<sup>st</sup>** and prepare year-end financial documents the following January after closure of books on Dec 31<sup>st</sup>, 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 31<sup>st</sup> 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 Bylaws of Union of Health and Environment Workers as determined by National Conventions.

The membership dues of the Local are **\$8.50** (eight dollars and fifty cents) per member per month to be allocated to the Local Operating Expenses.

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.

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

### **Section – Accounts and Local Credit**

The Local holds bank accounts (Chequing and Savings), a Local credit card and possible investments. Signatories of Chequing account will be President, Vice President and Treasurer.

The savings account is to be kept at **\$5000** for surety of credit card. The signatories of Local are to use the Local credit card for Local operations **only**.

## **Section 5 – Budget Operating Reserve**

This Reserve comprises 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 Strike Fund is depleted owing to a strike or other reason.

## **Section 6 - Strike Fund**

A Strike fund in the amount of **\$20,000 (TD GIC account)** will be established for the purpose of relief in the event of a strike. Additional funds can be added throughout dependent on funds and Local Executive approval.

The Strike Fund will be used by the Local to pay members in good standing who actively participate in legal strike activities at a rate determined by the Local Executive 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 7 – Financial Review**

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

Reviewers will be Local members in good standing and who are not part of the Local Executive.

The Local Executive will select reviewers from the membership and approve the selection.

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

- Apr
- Jul
- Oct
- Final quarter within 10 days of closure of yearly Local finances.

## **Section 8 – Local Assets**

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

Local Treasurer will keep record of assets with a Local inventory number, log and signatures, on the Local shared drive.

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.

The Local shall maintain an inventory of a minimum of

- 4 – Local Executive position Laptops
- 2 – Laptop adaptable microphones

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

If leaving an Executive position and not returning to the Local, Officers may have the option of either returning the Laptop or buying the Laptop for the trade-in value.

## Section 9 – Donations

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

## Section 10 – Local Officer Events

The Executive, by majority vote, shall have the authority to incur expenses for team-building events each year. Local Executive will have the option one (1) team building event for the Local Executive and Stewards per calendar year at per diem rates.

## Section 11 – Translation

Translation of Local AGM Minutes, Bylaws and other yearly documents from the AGM will be completed by a Translator. The Translator can be any member in good standing capable of translation. Documents will be posted on the Local website by **March 31<sup>st</sup>** of that year.

Translation will be sought at the rate of \$0.12 / word.

Any other requested Local documentation is to be submitted to the Local.

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

## Section 12 – Honourarium

The Local shall compensate Local Executive positions and Appointed positions as per the amounts below dependent on criteria provided in this Section.

Local Executive	Year 1	Year 2	Year 4	Year 6	8+ years
President	\$2300	\$2500	\$2800	\$3000	\$3500
Vice-President	\$2000	\$2200	\$2500	\$2700	\$3000
Treasurer	\$1500	\$1700	\$2000	\$2200	\$2500
Secretary	\$1500	\$1700	\$2000	\$2200	\$2500
Secretary + Treasurer	\$2300	\$2500	\$2700	\$2900	\$3100
<b>Appointed Positions</b>					
Chief Steward	\$1500	\$1700	\$2000	\$2200	\$2500
Shop Steward	\$1000	\$1200	\$1500	\$1600	\$2000
Financial Reviewer	\$100 per quarter = \$400				

The Local Executive and Appointed positions will be eligible for honourariums at the mid-year and end of year marks.

Local Executive and Appointed Officers will receive honorariums only after a mid-year review and end of year review is completed by the Local Executive Committee. Decisions will be made by a simple majority vote of all Executive Officers present. For this exercise only, the President will have full voice and vote in order to contribute their input to this process.

Years of honourariums are subject to the same Local Officer position. Consideration of any increases to honourariums, the Local Officer **MUST** be in the same position for two (2) plus years as per the chart above. The positions of Financial Reviewers are separate from this process.

The Local Executive Committee will present all honourarium increases either in the 2-year step or other to the membership.

Additional increases or reviews to any honourarium will be determined and approved by the membership at the Annual General Meetings.

### **Section 13 – Local Service Awards**

The Local offers service awards at Annual General Membership Meetings in recognition of its Executive Officers at any level who have continuously, over a period, served the Local membership. This will be a one-time award during an Officer's Local service.

The table below is to be used as a guide and is at the discretion of the Local Executive and the membership. The membership can provide additional awards if decided upon at a membership meeting.

Years of Service	Award
2+ to 3	\$250
3+ to 5	\$500
5+	\$750

### **Section 14 – Local Officer 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

Local Executive Meetings are not compensated and part of the role.

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

C. Per Diems

Amounts claimed are dependent upon Local Business and/or Travel Status.

All official Local and Component business is compensated under UHEW rates and will be changed to reflect UHEW per diem rates as they occur.

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

Travel status = traveling outside of home location

Per diems	UHEW
Breakfast	\$20.00
Lunch	\$25.00
Dinner	\$60.00
Incidentals	\$20.00
Mileage (per km)	\$0.63

D. 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 or conducting Local business outside business hours. Local Officers are also eligible when attending an all-day Local Meeting.

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

Per diem rates will be used as stated in By-Law 9, Section 14, C – Per Diems.

E. Cell Phone and Internet

The Local Executive and Stewards of the Local may be entitled to receive up to \$25.00 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 Treasurer to be eligible.

F. Local Business Travel

The Local Executive and Appointed Positions may be entitled to receive compensation for the traveling on Local union business, such as:

- vehicle mileage
- parking
- meal (refer to By-Law 9, Section 14, D – 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 9, Section 14, C – Per Diems.

#### G. 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 Health and Environment Workers.

This **excludes** Conferences and Conventions that take place during the weekdays or if compensated by UHEW for weekends.

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 to the Treasurer and Vice-President. 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 (min. 1.5 hours)
- Weekend meeting – workshop, course, or any training
  - Training compensation = \$50.00 may be paid per day (min. 4 hours)

#### H. 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 UHEW rate of pay. A copy of the employer approved Leave Without Pay must be submitted to the Local, UHEW or PSAC if applicable, along with any other supporting documentation for claims.

This is only applicable if **no reimbursement** from the Employer, PSAC and/or UHEW is received.

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

### **BY-LAW 10: AMENDMENTS OF BY-LAWS**

These Bylaws 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 Bylaws 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 11: GENERAL**

### **Section 1**

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

### **Section 2**

Nothing in these Bylaws shall be construed to conflict with the Bylaws 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.

---

## **APPENDIX A - HONOURARY MEMBERS OF LOCAL 70712**

*Mike Lister*

*Stephen Vanneste*