



**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: Thursday, January 23, 2020**

**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, NRCAN and CEAA 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 (Primarily the Contingency Fund).

**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 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 by-laws according to BY-LAW 10;
- D. Have the right to attend an Executive meeting as an observer if they request, contingent upon approval of the Executive.

### **Section 5**

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

The circumstances that warrant a suspension include, but are not limited to:

- fraud against the Local;
- misrepresenting the Union;
- and neglect of duties (see Section 2 and 3 of BYLAW 3 - MEMBERSHIP).

Once a motion to suspend is approved:

- a letter will be sent to the accused informing them of the charges;
- the corrective action (if applicable);
- the severity of the suspension (e.g., suspension of membership);
- and a response mechanism (a hearing before a Suspension Committee, designated by the Executive).

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

### **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 unanimous approval of the members present at a general or special meeting.

There are no special privileges associated with this honour.

Listed names of Honourary Members of Local 70712:

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

### **Section 1**

The executive officers of this Local shall consist of:

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

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

Executive members may occupy more than one position, unless prohibited by UHEW Bylaws. Executive members, collect monetary compensation of greater value attached to the one position only, except for expenses or compensation as determined by the Executive and approval at the AGM. And thus are only entitled to one vote.

In the event where there are two or more elected 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
- and Chief Steward

Appointed Positions:

- Shop Stewards
- Building contact(s) (possibly one from each building);

### **Section 3**

- A. Elections for executive officers shall occur, as stated in By-law 4 Section 2.  
Only members in good standing are eligible to hold office or vote for candidates seeking office in Local 70712.
- 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. Elections shall be held by secret ballot or by a simple majority vote and shall proceed in the order of:
  - a. President,
  - b. Vice-President,

- c. Treasurer,
  - d. Secretary (or Secretary/Treasurer),
  - e. 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 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. A 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 position will then be up for election at the next scheduled AGM.
- H. Whenever possible and necessary, election for delegates and observers to convention and/or conference shall be held at the AGM. The sitting Executive shall provide recommendations on potential attendees, financial commitment and numbers, to the membership to be decided by majority vote by those in attendance.

#### **Section 4**

A majority of the Executive Committee shall constitute a quorum.

#### **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 Component, and the Public Service Alliance of Canada.

### **BY-LAW 5: DUTIES OF EXECUTIVE OFFICERS**

#### **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. ensures that the Executive Committee carries out the approved directives from the membership in accordance with the Local By-Laws;
- G. report to the Executive Committee and keep its members fully informed;
- H. represent members on subject concerning:
  - RANDs,
  - Steward and grievance issues,
  - and keeping member information current;
- I. vote only in the case of a tie;

- J. responsible for the recruitment of Stewards;
- K. once elected, take steward training within the first year, if the individual has not already received the training;
- L. review and sign the quarterly financial records;
- M. Create an Action Plan for consideration and discussion at Executive meeting within the first quarter.

## **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. review and sign the quarterly financial records;
- E. perform such duties as may be assigned by the President;
- F. responsible for the recruitment of Stewards;
- G. once elected, take steward training within the first year, if the individual has not already received the training.
- H. Be responsible for tracking assets of the Local with the Treasurer.

## **Section 3**

The Secretary shall:

- A. 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;
- B. forward promptly to the President and/or the Executive Committee all applicable correspondence and documents as received;
- C. be responsible for all official documents of the Local;
- D. forward a copy of all Annual General Meeting minutes to the Union of Environment workers;
- E. represent members on subject concerning:
  - RANDs,
  - and member issues;
- F. perform such other duties as may be assigned by the President;
- G. once elected, take steward training within the first year, if the individual has not already received the training.

## **Section 4**

The Treasurer shall:

- A. be responsible for the funds of the Local;
- B. deposit funds in a chartered bank or trust company nearest the Treasurer 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 and prepare a statement for the executive and general membership, the form of which shall be approved by the Executive Committee;
- E. be responsible for preparing a proposed Budget, to be presented at the AGM ;
- F. prepare a balance sheet and a financial report signed by two (2) Local members in good standing for the annual general membership meeting;
- G. forward a balance sheet and financial report to the Union of Environment Workers for formal auditing;
- H. attend meetings of the Executive Committee;
- I. represent members on subject concerning:
  - RANDs,
  - and member issues;
- J. once elected take steward training within the first year, if the individual has not already received the training;
- K. perform such other duties as may be assigned by the President
- L. 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 subject concerning:
  - RANDs,
  - be responsible for the representation of members,
  - and must keep membership information current;
- 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. once elected, take steward training within the first year, if the individual has not already received the training.
- G. 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;
- H. Hold quarterly Steward Committee meetings.

## **Section 6**

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

Upon vacating any Executive position, all officers of the Local shall deliver to the Secretary all funds, documents or other properties of the Local within ten days.

## **BY-LAW 6: APPOINTED OFFICERS**

### **Section 1**

A. A number of positions are defined as appointed positions including but not limited to:

- Shop Stewards,
- Financial Reviewers,
- Translator,
- Website Coordinator,
- Building Contact,
- Sub-committee Member,
- Public Relations Officer;

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

Appointed positions shall, wherever possible be members in good standing.

An Executive Officer may occupy an Appointed position but monetary compensation and expenses will be determined by the Executive and approval at the AGM as per BYLAW 4 – Section 1.

B. 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.

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 keeping member information current;
- perform such duties as may be assigned by the President;
- work with Chief Steward and perform duties as needed;
- once appointed take steward training within the first year, if the individual has not already received the training.

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 [www.local70712.com](http://www.local70712.com)

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.

## **Section 2**

Appointed officers are not executive officers, therefore, do not attend an executive meeting without prior approval from the executive committee.

Also, if approval is granted, the appointed officer will have a voice but have non-voting status.

## **BY-LAW 7: FINANCES**

### **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.

### **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 **before March 1<sup>st</sup> of each year.**

In accordance with the foregoing the Union of 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 Convention.

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

### **Section 5 - Contingency Fund**

A contingency 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 Contingency Fund will be used 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.

### **Section 6 – Compensation (General)**

Executive members may request pro-rated payments of their compensation using their choice of frequency; annually, quarterly or monthly, payment 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 November, each year, the Executive committee will at a regular Committee meeting, review the performance of each member of the Executive committee over the course of the entire year and determine whether or not each had satisfied/delivered all required or expected elements of their duties, as specified in By-Law 5 – Duties of Executive Officers and so determine the final pay entitlements up to the maximum specified in By-Law 7 – Finances, Section 6 for all officers of the Local.

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.

### **Section 7**

The Local shall compensate the Executive Committee as follows:

Maximum annual rate of compensation

- A. President = \$2500.00
- B. Vice President = \$1750.00
- C. Treasurer = \$750.00  
and Secretary = \$750.00  
*(if positions are combined maximum rate of compensation will be \$1400.00)*
- D. Chief Steward = \$1500.00

Appointed Officers

- A. Shop Stewards = \$750.00
- B. Website Officer of the Local = \$500.00
- C. Building contacts for the Local = \$150.00
- D. Public Relations Officer = \$500
- E. Translator = \$0.15 / word

Local Service Awards

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

The table below is a guide and discretion of the Local Executive and members.

Years	Award
2+ – 5	\$250
5+ – 10	\$500
10+ – 15	\$750
15+	\$1000

## **Section 8**

The Executive shall be entitled to pay a maximum rate of compensation \$20.00 to a member in good standing when he or she is part of a Local's committee or attending a Local meeting (excluding attending the AGM).

A Local meeting includes committee and steward meetings.

To receive this monetary amount, the meeting will have to be one hour or more.

## **Section 9**

The Executive shall be entitled to pay for meals to a member in good standing when he or she is part of a Local Committee or attending a Local meeting.

Local Meeting includes committee and steward meetings.

If prior approval is received from the Executive, the current Public Service Alliance of Canada rates will be used which will be updated and kept current by the Local Treasurer.

## **Section 10**

The Local shall reimburse a member in good standing in the Local traveling on legitimate union business of the Local for the use of:

- his/her car for mileage,
- plus parking,
- or pay for transportation,

if prior approval is received from the Executive, according to the current Public Service Alliance of Canada rates will be used which will be updated and kept current by the Local Treasurer.

## **Section 11**

The Local shall pay a member in good standing when attending an educational training course, an event held by the Public Service Alliance of Canada or the Union of Environment Workers upon approval from the Executive.

- A. A maximum rate of compensation, \$30.00 may be paid for an evening (after work) meeting, workshop, course, or any training
- B. A maximum rate of compensation of \$50.00 may be paid per day (min. 4 hour) for a weekend meeting, workshop, course, or any training

## **Section 12**

An Executive or designated member of the Local attending a meeting on a business day on behalf of the Local shall be reimbursed for salary at the Union of Environment Workers rate of pay if prior approval is received from the Executive and as long as no reimbursement from the employer, PSAC and/or Union of Environment Workers will be received.

## **Section 13**

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

## **Section 14**

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

## Section 15

The Local will match the per diem amount the Public Service Alliance of Canada pays to a member in good standing when the member is in a legal strike position and actively participates in the strike, from the contingency fund until such time as the fund is depleted. The member may be paid for each day that he/she receives strike pay from the Public Service Alliance of Canada (see BY-LAW 3: MEMBERSHIP, Section 6).

## Section 16 - 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

- 2 – common Laptops
- 1 - Camera
- 1 – Hard drive
- 2 – Tablets with pen

These assets are for Executive use and are to remain the property of the Local.

## Section 17 – 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 18 – Per Diems

The amounts claimed are dependent upon the level of representation and / or travel status, all official component business is compensated under UHEW amounts, all local business is compensated under Local amounts. (Receipts maybe required)

Per diems	Local	UHEW
Breakfast	\$16.80	\$20.00
Lunch	\$17.00	\$25.00
Dinner	\$45.00	\$50.00
Incidentals	\$17.30	\$20.00
Mileage (km)	\$0.57	\$0.57

## Section 19 – 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.*

*Reviewers will use the Quarterly Financial Local Checklist and once passed, sign off with the Local Treasurer and President per quarter.*

*Reviewers shall be compensated \$25 per quarter.*

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

### **Section 1**

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

### **Section 2**

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

### **Section 3**

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 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,
- and Human Rights.

## **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, 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" is to be construed as imperative;
- C. "the Local" shall be construed to refer to Local 70712, Union of Health and Environment Workers.