

BY-LAWS
Public Service Alliance of Canada
Union of Environment Workers- LOCAL 70712
January 26, 2009

BY-LAW 1 - NAME

*This organization shall be known as Local 70712, **Union of 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 the Department of Environment, 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 the by-laws of the **Union of Environment Workers.***

BY-LAW 3 - MEMBERSHIP

*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 Environment Workers.***

BY-LAW 4 - MEMBERSHIP DUES

Section 1

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

Section 2

Local dues shall be set at the Annual/General meeting, by 2/3 majority approval by attending members.

Section 3

A: *A contingency fund has been established for the purpose of relief in the event of a strike. The monthly dues will be allocated to the fund based upon a 60:40 split with the larger sum going to the fund and the lesser amount to be used for the operations of the local.*

B: *The amount of \$2.00 (two dollars) per member will be added to the monthly dues to be collected by the Local and will be allocated to the Local Contingency Fund until such time as the Contingency Fund has reached a positive balance of \$250.00 (two hundred and fifty dollars) per member. 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.*

BY-LAW 5 - MEMBERSHIP RIGHTS

Section 1

Members in good standing have the right to representation by the Local for complaints and grievances.

Section 2

Members in good standing have the right to vote at Local meetings.

Section 3

Members in good standing have the right to nominate executives and to run for an executive position.

BY-LAW 5 - MEMBERSHIP RIGHTS (CONTINUED)

Section 4

Members in good standing have the right to vote on proposed amendments to by-laws as per BY-LAW 10.

BY-LAW 6 - LOCAL EXECUTIVE

Section 1

The executive officers of this Local shall consist of the President; a Vice-President; Area Vice-President(s) (who must be from different buildings); a Treasurer; a Secretary; and a Chief Steward. The Treasurer and Secretary may be combined into one position (a Secretary/Treasurer).

The executive officers shall be chosen by election at an Annual General Meeting by a simple majority vote. The Local must fill, as a minimum, the positions of President, Vice-President, and Secretary/Treasurer by election at an Annual General Meeting.

Elections for executive officers shall occur every second Annual General Meeting. If a position is/becomes vacant, the executive officers may fill the position by appointment. Once elected, executive officers shall serve a 2-year term or until the next election. Once appointed, executive officers shall serve until the next election. Elections shall be held by secret ballot and shall proceed in the order of President, Vice-President, Treasurer, Secretary (or Secretary/Treasurer), Area Vice-President(s), and Chief Steward. If a position is/becomes vacant, the executive officers may fill the position by appointment.

Section 2

The President shall preside at meetings and shall be responsible for the efficient and proper conduct of the Local.

Section 3

In the absence of the President, the Vice-President shall carry out the duties of the President and shall perform such other duties as may be assigned to him/her by the President. The Area Vice-President(s) shall perform duties assigned to him/her by the President, and in the absence of both the President and Vice-President, may carry out the duties of the President, as determined by simple majority of the remaining, attending members of the executive.

BY-LAW 6 - LOCAL EXECUTIVE (CONTINUED)**Section 4**

The Secretary shall record the proceedings of all meetings and shall be responsible for the proper maintenance and distribution of documents, records and correspondence of the Local.

Section 5

The Treasurer shall be responsible for the finance of the Local and associated records or documents. The treasurer shall draw up the yearly budget for review by the executive and approval of the members at the annual meeting. The treasurer will abide by the rates of compensation as set out in Appendix A.

Section 6

The Chief Steward shall be responsible for the representation of members and the recruitment of stewards as per Section 7.

Section 7

Stewards, committee members and delegates shall be selected by majority vote by the Executive of the Local.

Section 8

Subject to Section 3 of this By-Law, vacancies occurring on the Executive of the Local shall be filled by an interim appointment by majority vote of the remaining members of the Local Executive. The interim appointee shall serve until the next election.

Section 9

Suspension of a member of the Local (including Executive officers) may be initiated by a two-thirds majority vote on a motion to suspend either at an Executive Meeting or a Special Meeting. The circumstances that warrant a suspension include (but are not limited to) fraud, misrepresenting the Union, and neglect of duties. 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, dismissal from Executive, etc.), 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.

BY-LAW 6 - LOCAL EXECUTIVE (CONTINUED)**Section 10**

The Translator shall be responsible for the translation of the Local documents and website.

BY-LAW 7 - FINANCES**Section 1**

No officer or officers of this Local shall incur any expenses on behalf of the Local in excess of \$1000.00 without the prior approval of a majority of members present at an Annual/General meeting .

Section 2

The Local shall submit to the National Office of the Union of Environment Workers an annual audited statement of Local finances before March 1st 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

The Executive shall be entitled to pay for refreshments at Local Executive meetings and meetings with Stewards or members.

Section 4

The Local Executive shall reimburse a member of the Local travelling on legitimate union business of the Local for the use of his/her car plus parking, or pay for transportation if prior approval is received from the Executive, under current Public Service Alliance of Canada rates which will be updated and kept current by the local Treasurer.

Section 5

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

BY-LAW 7 - FINANCES (CONTINUED)**Section 6**

An Executive or designated member of the Local attending a business meeting on behalf of the Local, shall be reimbursed if prior approval is received from the Executive.

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 if prior approval is received from the Executive and as long as no reimbursement from the Component or from Union of Environment Workers will be received.

Section 7

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

Section 8

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

Section 9

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.

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.

BY-LAW 8 - MEETINGS (CONTINUED)**Section 3**

The Annual General Meeting of this Local shall be held once a year. The Annual General Meeting shall be held in accordance with the Union of 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 or 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; by the majority of the executive officers of the Local; upon petition of twenty (20) Local members. A Special meeting must have a quorum (see above) to proceed. Without a quorum, the meeting must be cancelled or rescheduled. A rescheduled meeting can proceed without a quorum as long as a two-thirds majority of the executive is present.

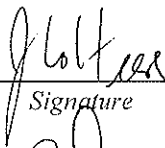
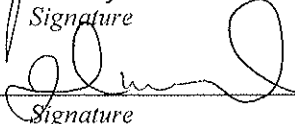
BY-LAW 9 - COMMITTEES

Committees shall be set up as deemed necessary by the Executive. Committees can include (but are not limited to) Safety and Health, Membership, Equal Opportunity and Bargaining.

BY-LAW 10 - AMENDMENTS OF BY-LAWS

These By-Laws may be amended by a two-thirds majority vote of the members at an Annual General Meeting 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

President	<u>John Coltess</u>		<u>January 27, 2009</u>
	Print	Signature	Date
Secretary	<u>Jennifer Cunningham</u>		<u>January 27, 2009</u>
	Print	Signature	Date

Rates of Compensation for local 70712 (Appendix A)

Maximum rate of compensation for attendance at a local meeting****	\$20.00
Maximum rate of compensation for meal at a local meeting ****	\$25.00
Maximum rate of compensation for a gift for a retiring member of executive	\$200.00
Maximum rate of compensation for a Bereavement gift for a member of executive*	\$100.00
Maximum rate of compensation for a Bereavement card for a member of executive**.	\$10.00
Maximum rate of compensation for a meal at an annual general meeting	\$25.00
Maximum rate of compensation for President of the Local	\$400.00
Maximum rate of compensation for Vice President of the Local	\$350.00
Maximum rate of compensation for Treasurer of the Local	\$300.00
Maximum rate of compensation for Secretary of the Local	\$225.00
Maximum rate of compensation for local V.P.s of the Local	\$200.00
Maximum rate of compensation for Translator of the Local	\$225.00
Maximum rate of compensation for representing the local at any PSAC event or training ***	\$50.00
Maximum rate of compensation for building contact for the local	\$50.00

Rules

*Spouse, Parent, or Child

**any other significant relative


*** \$30.00 will be paid for an evening meeting (after work)
\$50.00 will be paid for a weekend meeting, workshop, course, or any training


****Local Meeting include committee, executive, and steward meetings. To receive this monetary amount the meeting will have to be one hour or more.

Meals will be paid based upon current PSAC meal rates; Also meals may only be claimed when there is **NO food served.**

Emergency & Hardship Fund Expenses- Cumulative: to \$5000.00, once reached the extra money will be transferred to the contingency fund.

Convention Attendance: observer status only- Cumulative: to \$5000.00, once reached the extra money will be transferred to the contingency fund.

President John Colless  Date January 27, 2009
Print Signature

Secretary Jennifer Cunningham  Date January 27, 2009
Print Signature

Local 70712 Personal Hardship Fund (Appendix B)

Purpose: To provide assistance to full-members of Local 70712 of the UEW who for whatever reason may be experiencing hardship that prevents them from meeting their financial or employment obligations.

Funding: The amount of \$1500.00 is allotted yearly in the locals annual budget until an amount of \$5000.00 is accumulated in the fund. Once the maximum amount has been reached it will be topped up by the annual budget to reach the maximum with an amount not to exceed \$1500.00.

Eligibility: Any fully signed member of Local 70712 in good standing with the local and the PSAC is eligible to receive monies or services from the fund in the form of either a) an interest-free loan, which will consist of a signed agreement between the two parties; the Local and the recipient, establishing a payment schedule and timeframe for such, penalties for non-payment may include suspension from the Local and/or legal action or b) a grant which will consist of a signed agreement between the two parties; the Local and the recipient for the Local records c) Life coaching sessions/workshops. All cases will be kept confidential within the committee.

Guidelines to access financial assistance:

1. A committee of at least three (3) persons must be established to review requests and make recommendations to the Executive of local 70712, of which two (2) must be duly elected representatives of said Executive.
2. The Executive will by majority vote, and acting in the good faith of the local authorize any payments from the fund.
3. Access to this financial fund will not be available to members who are on paid leave or leave of absence and in the event of a strike designated members or any members who otherwise crossed the picket line without the expressed written authorization of the strike coordinator.
4. Financial assistance will be paid only in cases of undue hardship.
5. Coverage for rent or mortgage payments will only be considered if efforts to defer these are not successful.
6. Criteria that will constitute hardship are as follows:
 - a. Financial hardship due to:
 - a. Strike action
 - b. Undue medical situation where the cost of treating the illness/condition becomes unbearable and no other help is available.
 - c. Return to work after an extended leave due to circumstances beyond an employees control (please see Life coaching).

If none of these conditions are met then a member is not eligible to access this fund.

Life Coaching / Transition Program

Life Coaching

Unlike therapy, the life coach does not focus on examining or diagnosing the past. Instead life coaching focuses on the best way to achieve goals and results in work situations or personal life changes. Additionally, life coaching does not delve into diagnosing mental illness or dysfunction. A life coach is particularly helpful in situations where a roadmap is needed or an interpersonal exchange would benefit from guidance – for instance, how to engage the conversation and how to develop expected results, even when the results are different than hoped for. A life coach can be very helpful when an essential relationship has been damaged and it needs to be restored.

Transition Program

Our Local may utilize transitional mentoring (commonly) in circumstances when a member is:

- leaving the workplace for an extended period of absence due to discipline, personal trauma or illness;
- rejoining a workplace after an extended period of absence.

Some Treasury Board departments have transition programs; however, Environment Canada is not one of those. The member who faces a life-altering situation is referred to HR officers whose duty it is to provide minimal (legal) information on benefits and entitlements and what paperwork is needed for them to apply. Managers deliver the messages that they are told to deliver with as little personal interaction or connection as possible, just the bare facts and not always accurate. The member may be frightened, ill or recovering and may panic and see the future as unmanageable. The Transition Program was the result.

What is a transition program? The program assists members who are transitioning into or out of the workplace.

How does a transition program affect members? Discipline, illness and personal tragedies are situations when people are unexpectedly no longer performing their work duties. On account of the inability to continue in a work situation, they may be without the experience and financial ability to bridge the gap between work and assistance. The program offers them advice and guidance through these experiences.

Return to work after months of illness and isolation may be daunting. The transition officer may remain in contact with the member.

Is a transition program a counselling or referral service (such as EAP)? No, transition programs provide knowledgeable advice on topics that are of concern to someone who is transitioning from a way of life to a different way of life. There is no focus on past history or any sort of diagnosis and it does not delve into situations where mental illness or dysfunction is a factor.

The transition officer (Life coach) will refer the member to other services if the situation involves counselling or a diagnosis of mental illness. The transition officer will work closely with the member to ensure a smooth reintegration when a member is returning to work.

The Local has the ability to assist the process by pressuring HR and/or program offices.

The transition officer will assist the member during a return to work situation. The reintegration is not always into the same job they left and they may require new skills.

How long does the transition officer remain engaged in the situation? The transition officer disengages shortly after the issue is stabilized. This is not a long-term program, not a counselling service and there is no intent to create or maintain long-term relationships.

Completed Draft: September 16th 2009
Approved: September 16th 2009

Secretary Jennifer Cunningham _____ Date Sep 18 2009
Print Signature

Executive John Coltess _____ Date Sep 18, 09
Print Signature