

BYLAWS OF LOCAL 70125 (EXTERNAL AFFAIRS)

Public Service Alliance of Canada

BYLAW 1 - Name and Affiliation

The organization shall be known as Local 70125 (External Affairs). The said Local shall form part of the National Component of the Public Service Alliance of Canada and shall be operated in accordance with the Constitution of the Alliance, the Bylaws of the National Component, and the Bylaws of the Local.

BYLAW 2 - Definitions

Wherever used in these Bylaws,

"the Alliance" shall mean the Public Service Alliance of Canada;

"the Component" shall mean the National Component;

"the Local" shall mean Local 70125 (External Affairs); except when otherwise specified, "the Department" shall mean the Department of External Affairs.

Any reference in the masculine shall include the feminine and a reference in the singular shall include the plural.

BYLAW 3 - Objects

The objects of the Local shall be to protect, maintain, and advance the interests of those employees of the Department coming under the jurisdiction of the said Local.

BYLAW 4 - Membership

1. The membership of the Local shall comprise all members of the Alliance employed by the Department except those who are and may be included in the membership of an accredited Local.
2. The Executive of the Local shall have the authority, pursuant to Section 2 of Bylaw 12 of the Bylaws of the Component, to suspend or expel from membership any officer or member for contravening a provision of the Bylaws of the Local, the Bylaws of the Component, the Constitution of the Alliance, or for cause. An officer or member so dealt with under this Section shall have the right to appeal such decision in accordance with the provisions of Section 3 of the said Bylaw 12.

BYLAW 5 - Dues

1. The membership dues payable by members of the Local shall be not less than the amount of the per capita fee and dues required by the Constitution of the Alliance and the Bylaws of the Component as determined by the National Convention.
2. The Annual General Meeting of the membership of the Local shall determine the amount of the dues payable to the Local by members in the current fiscal year.

3. The dues payable to the Local shall be sufficient to ensure the proper functioning of the Local and the discharge of its obligations but shall not be set or maintained at a rate that will create an unreasonable surplus. To this end it is hereby provided that the dues payable for the operation of the Local may be amended by a two-thirds majority vote of those members present at an Annual General or a special meeting providing that notice of motion to amend the dues has been given in writing at least thirty days before the meeting is held.

BYLAW 6 - Executive

1. The Executive of the Local shall consist of a President, a First Vice-President, a Second Vice-President, a Third Vice-President, a Secretary, a Treasurer and a Chief Steward. The immediate past President may be included in the Executive in an advisory capacity. He/She shall have no vote.
2. The President shall be the chief executive officer of the Local. The President or in his absence the First Vice-President, or in the absence of both, the Second Vice-President shall preside at annual, special, monthly and Executive meetings. He shall be responsible to the membership of the Local for the efficient and proper conduct of its operations and activities.
3. The Vice-Presidents shall carry out the duties delegated to them by the President, and shall, in the absence of the President assume the duties of the chief executive official of the Local.
4. The Secretary shall be responsible for the recording of the proceedings of annual, special, monthly and executive meetings; the provision of Minutes of all such meetings; and the proper maintenance distribution and recording of documents and correspondence pertaining to the affairs of the Local.
5. The Treasurer shall be responsible for the payment of any accounts of, or expenses incurred by, the Local. He shall maintain the necessary records of account and shall submit a financial report at each monthly meeting for the preceding month and for any previous month for which no financial report has been submitted. He shall submit a financial report to the Annual General Meeting for the preceding fiscal year. In co-operation with the Secretary he shall be responsible for conducting the required correspondence pertaining to financial matters affecting the Local.
6. The members of the Executive shall be elected annually at a meeting of the general membership of the Local. They shall hold office until the next Annual Meeting or until their successors have been elected or appointed. Officers shall take office at the end of the meeting at which they are elected

7. Vacancies on the Executive shall be filled by an interim election at a regular monthly meeting.
8. The Executive shall have power to fill casual vacancies on the Executive. Persons so appointed shall hold office only until their appointments are confirmed by an interim election.
9. The Executive shall meet at such time and place as the President, or in his absence a Vice-President shall direct or at any time and place if requested by two or more members of the Executive. At least three of the Executive holding office shall constitute a quorum.
10. The actions of the Executive shall be reported to each regular monthly meeting.

BYLAW 7 - Finances

1. Three officers of the Executive, one of whom shall be the Treasurer, shall be named as signing officers, any two of whom shall sign all cheques issued by the Local.
2. Neither the Executive nor any member thereof shall incur any expense, except for recurring expenses of rent, salaries and insurance, on behalf of the Local in excess of \$100.00 without the prior approval of a majority of the voting members of the Local present and voting at a regular monthly or special meeting. amended to
\$150.00
Feb. 16, 1998
3. Neither the Executive nor any member thereof shall enter into any financial contractual understanding or agreement without prior approval of the Executive of the Component, that is to say of the National Executive.
4. The proposed budget for the current year shall be submitted by the Budget Committee to the Annual General Meeting for approval. The Budget Committee shall be appointed at a meeting of the Local. Its membership shall include the Treasurer and at least one other member of the Executive. The Budget Committee should comprise a representative of each Occupational Group included in the membership of the Local.
5. Funds in the amount of \$3,000.00 be maintained in the event of a strike of any groups which are members of Local 70125 (External Affairs). Said funds can be used for no other purpose with the exception of short-term loans to Local 70125 during periods of fiscal difficulty and that said loans require a simple majority vote at a regular meeting of the Local to approve such loans or in the event funds are urgently required during a period when no meetings are scheduled in the immediate future, the Local Executive may approve such loans.

BYLAW 8 - Meetings

1. A meeting of the Local shall be held in each month except July, August and December on the third Monday of the month except that when the third Monday is a national holiday in Canada the meeting shall be held on the following Monday. The meetings shall commence at 7:30 p.m. or as soon thereafter as a quorum is present and shall adjourn at 10:00 p.m. except that a meeting may be extended by a simple majority vote beyond the normal time for adjournment. The meetings described in this section are those referred to in these Bylaws as regular monthly meetings.
2. A special meeting of the Local may be called by the President or by a majority of the Executive or upon the petition of ten or more members of the Local.
3. Any member of the Local shall be entitled to vote at all regular or special meetings of the Local.
4. An annual meeting of the general membership of the Local shall be held in accordance with the Bylaws of the Component for the purpose of receiving annual reports of officers of the Local, to consider business of the Local and to elect its executive officers.
5. The order of business at meetings of the Local shall be:
 - a) the adoption of the Minutes of any preceding meetings the Minutes of which have not been previously confirmed and consideration of business arising from the Minutes;
 - b) The adoption of communications and consideration of business arising therefrom;
 - c) the adoption of reports of the President, members of the Executive and any other committees, including an accounting for revenues and disbursements where required, and approval of the actions of the Executive;
 - d) consideration of business unfinished at previous meetings;
 - e) the election of members of the Executive to replace those who have resigned from office; and
 - f) the consideration of new business.
6.
 - a) at all regular monthly and special meetings six members shall constitute a quorum;
 - b) at an Annual General meeting twelve members of the Local shall constitute a quorum.

BYLAW 9 - Conflict

Nothing in these Bylaws shall be construed to conflict with the Constitution of the Alliance or the Bylaws of the Component. Should amendments to the Constitution of the Alliance or the Bylaws of the Component cause a conflict with these Bylaws, the Executive shall have authority to amend these Bylaws but only to the extent required to eliminate that conflict.

BYLAW 10 - Amendments

These Bylaws may be amended at any Annual or Special Meeting, provided that a notice of motion and the proposed amendment are given at a previous regular or special meeting and the proposed change is embodied in the notice of the annual or special meeting. Amendments require a two-thirds majority vote by members in attendance at an annual or special meeting.

BYLAW 11 - Life Membership

Any member who, through personal and devoted efforts in the affairs of this Local, has performed exemplary services for the membership may be awarded a life membership. The awarding of life membership shall be controlled and decided by the Local Executive.

BYLAW 12 - Repeal of Prior Bylaws

The bylaws dated February 1975 of Local 70125 are hereby repealed.

Approved at the Annual General Meeting of Local 70125 held on the sixth day of February 1978.

Revised at the Annual General Meeting of Local 70125 held on the twenty-fifth day of February 1980.

Revised at the Annual General Meeting of Local 70125 held on the sixteenth day of February 1983.

Revised at the Annual General Meeting of Local 70125 held on the fifteenth day of February 1988.

Revised at the Annual General Meeting of Local 70125 held on February 24, 1992.