



BYLAWS OF LOCAL 70125

FOREIGN AFFAIRS AND INTERNATIONAL TRADE CANADA

PUBLIC SERVICE ALLIANCE OF CANADA

Revised on the ninth day of April 2008.

BYLAW 1 - Name and Affiliation

1. The organization shall be known as Local 70125 (Foreign Affairs and International Trade Canada).
2. The said Local shall form part of the National Component of the Public Service Alliance of Canada (PSAC) 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

1. 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 (Foreign Affairs and International Trade Canada); except when otherwise specified;
 - "the Department" shall mean Foreign Affairs and International Trade Canada.
2. Any reference in the masculine shall include the feminine and a reference in the singular shall include the plural.

BYLAW 3 - Objectives

1. The objectives 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 the accredited Local.
2. The Executive of the Local shall have the authority, pursuant to Section 2 of

the 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.

3. 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 not be 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 (2/3) majority vote of those members present at an Annual General Meeting or a special meeting providing the 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 the following officers:
President,
First Vice-President,
Second Vice-President,
Third Vice President,
Secretary,
Treasurer,
Chief Shop Steward,
Health & Safety, and
Human Rights.

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/her absence, the First Vice President, or in the absence of both, the Second Vice President, or in the absence of all three, the Third Vice

President, shall preside at the annual, special, monthly, and executive meetings. He/She 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 Officer 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 at all such meetings; and the proper maintenance, distribution and recoding 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/She shall maintain the necessary records of account and shall submit a financial report at each monthly meeting of the preceding month and for any previous month for which no financial report has been submitted. He/She shall submit a financial report to the Annual General Meeting for the preceding fiscal year. In cooperation with the Secretary he shall be responsible for conducting the required correspondence pertaining to financial matter affecting the Local.
6. The Chief Shop Steward, under the direction of the President, shall:
 - (a) be responsible for keeping an active representative system in operation at all times;
 - (b) be responsible for the education, organizing and training of Shop Stewards;
 - (c) be responsible for guiding Shop Stewards in carrying out their duties;
 - (d) perform such other duties as may be assigned by the President.
5. Health and Safety
 - (a) The Local Health and Safety Officer shall act as the health and safety representative on local health and safety issues, sit on the National or Corporate OSH Committee as the Local Representative and perform the duties and responsibilities as described in the Guidelines of the National Component, as amended from time to time.
 - (b) The Health and safety officer will coordinate the activities of the buildings health and safety representatives.
6. Human Rights
 - (a) Under the direction and guidance of the Local President the Human

Rights Officer shall be responsible for promoting a greater understanding of equity/human rights issues, and provide support and guidance to members regarding human rights and equity issues;

- (b) As a member of the DFAIT Employment Equity Committee, provide advice and make recommendations on equity/human rights issues and participate in the implementation of Employment Equity plans in the workplace;
- (c) The Human Rights Officer shall identify legislation, policies, provisions or practices that are discriminatory and to recommend union policies, programs or actions that will end and redress the discrimination;
- (d) The Human Rights Officer shall perform such other duties as may be assigned by the President.

BY-LAW 7 – ELECTIONS - Local Executive

1. 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.
2. The members of the Executive shall be elected at the Annual General Meeting. They shall hold office for a two year term or until their successors have been elected or appointed.
3. The election of the Executive shall be divided into two groups:
 - (a) Group A shall consist of the following officers:
President,
2nd Vice President,
Secretary, and
Health & Safety Officer.
 - (b) Group B shall consist of the following officers:
1st Vice President,
3rd Vice President,
Treasurer,
Chief Shop Steward, and
Human Rights Officer.
4. Members of the Group A will be elected in even years.
5. Members of the Group B will be elected in odd years.
6. Commencing with Group A, the officers shall take office at the end of the meeting at which they are elected.

7. The Executive shall have power to fill casual vacancies on the Executive.
8. 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/her absence a Vice-president shall direct, or at any time and place if requested by two (2) or more members of the Executive.
10. At least three (3) of the Executive holding office shall constitute a quorum.
11. The actions of the Executive shall be reported on at each regular monthly meeting.
12. Any member of the Executive who misses three (3) consecutive monthly meetings for reasons other than medical or professional reasons shall be deemed to have resigned.

BYLAW 8 - Finances

1. Three (3) officers of the Executive, one of whom shall be the Treasurer, shall be named as signing officers, any two (2) of whom shall sign all cheques by the Local.
2. Neither the Executive nor any member thereof shall incur any expenses, except for recurring expenses of rent, salaries, and insurance, on behalf of the Local in excess of five hundreds dollars (\$500) without the prior approval of a majority of the voting members of the Local present and voting at a regular monthly or special meeting.
3. Neither the Executive or 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 of the National Executive.
4. The proposed budget for the current years 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 shall be maintained in the event of a strike of any groups which are member of Local 70125 (Foreign Affairs and International Trade Canada) at the rate of one dollar (\$1.00) per month per member.
6. Said funds can be used for no other purpose, with the exception of short-term loans to Local 70125 during periods of fiscal difficulty. These said loans require a simple majority vote at a regular meeting of the Local to approve

such loans, or, in the event that funds are urgently required during a period when no meetings are scheduled in the immediate future, the Local Executive may approve such loans.

7. In the event that Local 70125 needs to hire and pay an employee, any employment offered by the Local shall be in the form of a properly posted competition with a reasonable closing date which is sent to all members of Local 70125, giving all members an equal opportunity to apply for such employment.

BYLAW 9 - Meetings

1. A meeting of the Local shall be held each month, except July, August and December, on the third (3rd) Wednesday of the month except when the third (3rd) Wednesday is a national holiday in Canada. The meeting will then be held on the following Wednesday.
2. The location of the monthly meeting will be announced at least one (1) week in advance of the said monthly meeting.
3. The meetings shall commence at 12:00 p.m. (noon) or as soon thereafter as a quorum is present and shall adjourn at 1:00 p.m. except that a meeting may be extended, by a simple majority vote, beyond the normal time for adjournment.
4. The meetings described in this section are those referred to in these Bylaws as regular monthly meetings.
5. 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 (10) or more members of the Local.
6. Any member of the Local shall be entitled to vote at all regular or special meetings of the Local.
7. 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.
8. Suggested Order of Business:
 1. Call to Order.
 2. Roll Call of the Executive.
 3. Adoption of Agenda.
 4. Correspondence.
 5. Adoption of Minutes of Previous Meeting.

6. Business Arising from the Minutes.
 - 7(a). Executive Members Reports.
 - 7(b). Committee Reports.
 8. New Business.
 9. Adjournment.
9. A quorum must be met at each meeting:
- (a) at all regular monthly and special meetings, six (6) members shall constitute a quorum;
 - (b) at an Annual General Meeting twelve (12) members of the Local shall constitute a quorum.

BYLAW 10- Delegate Status to National Component Convention

The President and First Vice-President of Local 70125 have automatic delegate status to National Component Conventions.

BYLAW 11 - Conflict

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

BYLAW 12 - Amendments

1. 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 regular or special meeting and the proposed change it embodies in the notice of the annual or special meeting.
2. Amendments require a two-thirds (2/3) majority vote by membership in attendance at an annual or special meeting.

BYLAW 13 - Life Membership

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

BYLAW 14- 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 a Special Meeting of Local 70125 held on the eighteenth day of November 1991.

Revised at the Annual General Meeting of Local 70125 held on the twentieth day of February 1992.

Revised at the Annual General Meeting of Local 70125 held on the sixteenth day of February 1998.

Revised at the Annual General Meeting of Local 70125 held on the second day of March 2000.

Revised at the Annual General Meeting of Local 70125 held on the twentieth day of February 2001.

Revised at the Annual General Meeting of Local 70125 held on the fourth day of February 2004.

Revised at the Monthly Membership Meeting of Local 70125 held on the ninth of April 2008.