

**SYNDICAT DES  
PROFESSEURS À TEMPS PARTIEL DE  
L'UNIVERSITÉ SAINT-PAUL, IN OTTAWA**

**Local 71202 – SPTPUSP**

**Bylaws and Regulations**

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## **Bylaw 1: Name**

This organization shall be known as Local 71202 of the SYNDICAT DES PROFESSEURS À TEMPS PARTIEL DE L'UNIVERSITÉ SAINT-PAUL (SPTPUSP), Public Service Alliance of Canada.

## **Bylaw 2: Goals and Objectives**

### ***Bylaw 2, Section 1***

This local shall protect, maintain and advance the interests of the members of the SYNDICAT DES PROFESSEURS À TEMPS PARTIEL DE L'UNIVERSITÉ SAINT-PAUL.

### ***Bylaw 2, Section 2***

This local shall unconditionally accept and comply with its governing documents, with the Constitution of the Public Service Alliance of Canada and with the *Labour Relations Act, 1995*, S.O. 1995, Chapter 1, Schedule A.

### ***Bylaw 2, Section 3***

This local shall fully support and assist the Public Service Alliance of Canada in carrying out its constitutional responsibilities to improve and protect the wages, salaries and other terms and conditions of employment of all PSAC members.

## **Bylaw 3: Membership**

Those eligible for membership shall be part-time faculty members at Saint Paul University.

## **Bylaw 4: Membership Dues**

### ***Bylaw 4, Section 1***

The dues payable to PSAC shall be in accordance with the provisions of the PSAC Constitution, as determined by National Convention.

### ***Bylaw 4, Section 2***

In addition, membership dues shall be set at a percentage. The local shall inform PSAC of any change to its dues with supporting minutes as evidence.

### ***Bylaw 4, Section 3***

The local may change the amount of its membership dues by a majority vote of members present at an annual, regular or special meeting, provided the local has posted a notice of motion at least 30 days before the meeting date.

## Bylaw 5: Local Executives

### **Bylaw 5, Section 1**

The term of office for the local executive shall be 24 MONTHS (TWO YEARS). Outgoing executive officers may stand for re-election as often as they wish.

### **Bylaw 5, Section 2**

The executive officers shall consist of, but not be limited to:

PRESIDENT  
VICE-PRESIDENT  
TREASURER  
SECRETARY  
GRIEVANCE OFFICER.

### **Bylaw 5, Section 3**

Vacancies on the local executive of less than six months shall be filled on an interim basis by the local executive's remaining members. Vacancies of more than six months shall be filled by election at a general or special meeting of the local. This meeting shall be held no more than 45 days after the date on which the local executive became aware of the vacancy.

### **Bylaw 5, Section 4**

The president of the local shall:

- A. chair and lead meetings of the executive;
- B. be responsible for internal governance of the local and the application of local policies;
- C. be the spokesperson for and official representative of the local;
- D. be a signatory of the local's official documents, minutes of executive meetings and statutory and special general meetings, and the collective agreement;
- E. co-sign cheques with the treasurer and another member of the executive;
- F. be a de facto member on all committees;
- G. share responsibility for gathering, compiling, disseminating and distributing information to members;
- H. implement PSAC regulations with regard to procedural matters.

### **Bylaw 5, Section 5**

The vice-president of the local shall:

- A. assist the president in the performance of their duties;
- B. oversee the interpretation and application of the collective agreement and chair the grievance committee;
- C. chair the labour relations committee;
- D. assume responsibility for a specific portfolio;
- E. sit on university committees and represent the local on university bodies;
- F. ensure member participation on the various committees;
- G. ensure union participation on interunion bodies;
- H. co-sign cheques with the treasurer;
- I. share responsibility for gathering, compiling, disseminating and distributing information to members;
- J. replace the president during the latter's absence or vacation.

### ***Bylaw 5, Section 6***

The treasurer of the local shall:

- A. prepare the local's financial reports including the annual financial statements;
- B. work with the other members of the executive to prepare the annual budget;
- C. ensure budget follow-up and recommend budgetary adjustments as needed;
- D. collect union dues and any other amounts owing to the local;
- E. prepare and sign all cheques and banking documents with one of the authorized signatories;
- F. be responsible for routine financial transactions such as submitting payments owing to the local's affiliate organizations and the governments;
- G. become familiar with PSAC's financial policies and assume responsibility for their implementation;
- H. identify Rand deductees (employees who pay dues, but are not PSAC members) to encourage them to join the union.

### ***Bylaw 5, Section 7***

The secretary of the local shall:

- A. plan and oversee the use and maintenance of the facilities and the IT infrastructure;
- B. act as secretary for meetings of the local and the executive;
- C. write and sign the minutes;
- D. be a signatory of the local's official documents;
- E. oversee overall office organization, including archives and filing, documents and minutes;
- F. with the president, jointly manage staff in the local's office;
- G. follow up on files with the employer;
- H. convene meetings of all union bodies.

### ***Bylaw 5, Section 8***

The grievance officer shall:

- A. manage and process all grievances and other actions pertaining to the enforcement of the collective agreement and members' rights (against discrimination, harassment, disrespect and so on);
- B. respond confidentially and promptly to members seeking advice on their rights and responsibilities under the local's collective agreement;
- C. make presentations on the collective agreement at orientation sessions, workshops and other union activities;
- D. organize and take part in workplace action;
- E. follow instructions from and cooperate with the local executive officers and PSAC staff;
- F. mobilize members for union campaigns.

## **Bylaw 6: Finance**

### ***Bylaw 6, Section 1***

No officer of a local shall enter into any financial understanding or agreement without prior approval of the executive. No officer shall incur any expenses on behalf of the local in excess of \$1,000 without the prior approval of a majority of members present at a regular or special meeting.

**Bylaw 6, Section 2**

The treasurer shall submit independently audited annual financial statements by October 1 of each year. The financial statements shall cover the previous year ending June 30.

**Bylaw 6, Section 3**

The local shall designate at least three and no more than five signing officers, one of whom is normally the treasurer, to hold signing authority for bank withdrawals. Each cheque issued by the local shall be co-signed by two of the signing officers to be valid. These administrative arrangements shall be amended with the bank or credit union after a new executive is elected.

## **Bylaw 7: Meetings**

**Bylaw 7, Section 1**

The local officers shall hold at least four scheduled meetings of the executive a year. The meetings shall be held to ensure appropriate handling by the local of such matters as collective bargaining, labour-management relations, human rights and health and safety advocacy and the review and updating of membership lists.

**Bylaw 7, Section 2**

The local shall hold ONE membership meeting a year.

**Bylaw 7, Section 3**

Following a 30-day notice of meeting, the quorum for a general membership meeting shall be at least FIVE (5%) of members in good standing.

**Bylaw 7, Section 4**

A special meeting of the local may be convened by its president, a majority of its executive officers or a petition of at least SEVEN (7) members in good standing. Reasonable notice of this meeting shall be provided.

**Bylaw 7, Section 5**

An annual general meeting shall be held in accordance with the PSAC-NCR By-laws for the purpose of receiving the annual report, electing officers and considering other business.

**Bylaw 7, Section 6**

Executive officers shall be elected by secret ballot in the following order: PRESIDENT, VICE-PRESIDENT, TREASURER, SECRETARY and GRIEVANCE OFFICER.

## **Bylaw 8: Amendments to Local Bylaws**

**Bylaw 8, Section 1**

Local bylaws may be amended by a two-thirds majority vote of the members present at an annual meeting, provided thirty (30) days' notice has been given and posted.

***Bylaw 8, Section 2***

All amendments and related minutes of the annual general meeting shall be forwarded to PSAC.