



# **UNION OF TAXATION EMPLOYEES LOCAL 30025 (EDMONTON)**

## **BYLAWS**





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## BYLAW 1: Name

1. This organization shall be known as Local 30025 of the Union of Taxation Employees of the Public Service Alliance of Canada, hereinafter referred to as "the Local"

## BYLAW 2: Aims and Objectives

1. To unite all members in good standing with UTE in a single democratic organization.
2. To support the PSAC in the furtherance of its purpose, objectives and constitutional responsibility.
3. To represent any member or group of members in grievances, complaints or other enquiries.
4. To promote solidarity, develop and maintain good communications, and build union pride amongst members in good standing of the UTE.

## BYLAW 3: Membership

1. All members in good standing with the PSAC and employed with the Canada Revenue Agency (CRA) in Edmonton shall be eligible for membership in the local.

## BYLAW 4: Local Membership Dues

1. The Local may change Local membership dues at the AGM by vote of those members in attendance. The membership shall be notified by the Executive of the proposed dues changes at least thirty (30) days in advance of such meeting.



## BYLAW 5: Officers

1. The Officers of the Local, who shall be referred to as the Executive, are a President, a First Vice-President, a Second Vice-President, a Third Vice-President, a Secretary, a Treasurer, a Chief Shop Steward, and a Member At Large, all of whom shall be elected separately by members in attendance at the AGM.
2. Terms of Office
  - i. All terms of office shall be for a period of three (3) calendar years.
3. Vacancies
  - i. Vacancies on the Executive of the Local shall be filled on an interim basis through a simple majority voted by the Executive at a duly called Executive meeting.
  - ii. Such vacancies shall be ratified by a simple majority vote at the next AGM
  - iii. In the event that a vacancy is filled by appointment but not ratified at the next AGM, there will be an immediate election for the vacancy.
4. The Officers shall exercise or fulfill the following rights and duties:
  - i. deal with all matters affecting Policy, Business and Financial Operation of the Local;
  - ii. establish and serve on required Committees;
  - iii. attend all Executive and Membership meetings;
  - iv. appoint and dismiss Stewards and members of Committees;
  - v. specific duties shall be in accordance with Regulation 1 - Duties Of The Local Officers.
  - vi. deal with all matters regarding the representation, recourse and redress of the local members.

## BYLAW 6: Duties of Officers

1. PRESIDENT
  - i. Uphold the Local Bylaws, the Component Bylaws and the Constitution of the Alliance.
  - ii. Serve as Chairperson of the Executive Meetings.
  - iii. Serve as ex-officio member of all committees.
  - iv. Request reports from committees.
  - v. Request reports from the Area Council representative(s).
  - vi. Be responsible for coordinating all activities regarding Union/Management Consultation.
  - vii. Perform all duties that are incidental to the office of President.



## 2. FIRST VICE-PRESIDENT

- i. In the temporary absence of the President and with the concurrence of the President, the 1st Vice-President shall exercise all the functions and shall be vested with all the powers of the President.
- ii. Act as chair of whatever committees the local executive assigns to them at the first Executive meeting following election.
- iii. Perform the duties in accordance with the guidelines established by the Executive by way of a Regulation.
- iv. Perform such services within the local as the President or the Executive may direct.

## 3. SECOND VICE-PRESIDENT

- i. In the temporary absence of the President and the 1st Vice-President and with the concurrence of the President, the 2nd Vice-President shall exercise the functions and shall be vested with all the powers of the President.
- ii. Act as chair of whatever committees the local executive assigns to them at the first Executive meeting following election.
- iii. Perform the duties in accordance with the guidelines established by the Executive by way of a Regulation.
- iv. Perform such services within the local as the President or the Executive may direct.

## 4. THIRD VICE-PRESIDENT

- i. In the temporary absence of the President, the 1st Vice-President and the 2nd Vice-President and with the concurrence of the President, the 3rd Vice-President shall exercise the functions and shall be vested with all the powers of the President.
- ii. Act as chair of whatever committees the local executive assigns to them at the first Executive meeting following election.
- iii. Perform the duties in accordance with the guidelines established by the Executive by way of a Regulation.
- iv. Perform such services within the local as the President or the Executive may direct.

## 5. SECRETARY

- i. Take the place and carry out the duties of the Third Vice-President in his/her absence.
- ii. Act as chair of whatever committees the local executive assigns to them at the first Executive meeting following election.
- iii. Record the proceedings of all meetings.
- iv. Be responsible for the proper maintenance of documents, records and correspondence.



- v. Perform the duties in accordance with the guidelines established by the Executive by way of a Regulation.
- vi. Perform such services within the local as the President or the Executive may direct.

#### 6. TREASURER

- i. Take the place and carry out the duties of the Secretary in his/her absence.
- ii. Act as chair of whatever committees the local executive assigns to them at the first Executive meeting following election.
- iii. Receive and disburse funds in accordance with the Bylaws.
- iv. Act as Chairperson of the Finance Committee.
- v. Perform the duties in accordance with the guidelines established by the Executive by way of a Regulation.
- vi. Perform such services within the local as the President or the Executive may direct.

#### 7. CHIEF SHOP STEWARD

- i. Take the place and carry out the duties of the Treasurer in his/her absence.
- ii. Act as chair of whatever committees the local executive assigns to them at the first Executive meeting following election.
- iii. Coordinate the activities of the Stewards.
- iv. Provide advice and guidance to all Stewards, Executive Officers and Chairpersons of committees on matters relating to Collective Agreements, arbitral awards, Acts and Regulations.
- v. Ensure the proper application by management of existing Collective Agreements, arbitral awards, Acts and Regulations, and refers to them when necessary.
- vi. Act as the representative of Stewards to the Executive.
- vii. Provide the Executive, on request, any details concerning any outstanding grievances or appeals.

#### 8. MEMBER AT LARGE

- i. Take the place and carry out the duties of the Chief Shop Steward in his/her absence.
- ii. Act as chair of whatever committees the local executive assigns to them at the first Executive meeting following election.
- iii. Perform the duties in accordance with the guidelines established by the Executive by way of a Regulation.
- iv. Perform such services within the local as the President or the Executive may direct.



## BYLAW 7: Meetings

1. Annual General Meetings
    - i. The AGM of the Local shall be held on or before the last day of March of each year.
    - ii. The meeting shall be attended by the Executive and members in good standing of the Local. National officers of the UTE or PSAC and invited guests may also attend.
    - iii. Forty-five (45) days' advance notice must be given for all Special Meetings or AGMs. Members shall be advised of any pending elections at this time.
  2. A Special Meeting shall be called by the President, or upon the written request of the majority of the Executive or upon the petition of ten percent (10%) of members in good standing of the Local and only the matter or matters for which the meeting was called shall be discussed. The petition, request or notice shall include the business to be discussed.
  3. The AGM shall be held for the purpose of receiving Annual Reports, presentation of the Budget, elections of Officers if required and the consideration of other business.
  4. Executive meetings shall be held at least once each calendar quarter. Meetings shall be attended by current executive members. Meetings may be called by the President, or Acting President.
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1. Only members in good standing shall have the right to vote at any election.

## BYLAW 8: Conventions and Conferences

1. The local shall be entitled to send delegates and observers to all National Conventions and Conferences in accordance with UTE Bylaws.
2. Conventions
  - i. The President shall be entitled to delegate or observer status.
  - ii. Executive members of the Local shall have priority when determining attendees.
  - iii. Delegates and Alternates shall be selected from among active members in good standing of this Local by the Executive.
  - iv. The Executive will present a list of observers at the AGM for ratification by the membership.
3. Conferences
  - i. Delegates and observers to UTE or PSAC conferences, or other events outside of these organizations shall be determined by the Executive.



Selection of delegates and observers to these conferences and events shall be governed by local regulations.

## BYLAW 9: Finances

1. The expenditure of funds of the Local shall be vested in the authority of the Executive by approval of the AGM.
2. The Budget shall be prepared by the executive and approved by the membership at the AGM. The budget as prepared by the executive shall be completed and available for all members to review upon request no less than 7 days before the AGM.
3. Funds of the Local, except for petty cash funds not to exceed one hundred dollars (\$100.00), shall be held in a Credit Union, Chartered Bank, or Trust Company by the Executive, in the name of the Local.
4. The Executive shall be authorized to spend up to one-twelfth (1/12) of the previous year's Budget per month until such time as the Budget has been approved.
5. The Officers authorized to sign cheques drawn on the account of the Local will be any two executive officers of the Local. A maximum of four (4) executive officers will be granted signing authority, which must include the Treasurer, the President and at least one Vice-President.
6. The fiscal period for this Local shall be a calendar year. Completed and reviewed financial statements for said fiscal period shall be available for members no less than 7 days before the AGM.
7. Notwithstanding any authorization stated or implied hereto, any claim by a member for reimbursement of expenditures shall be filed within ninety (90) days of the occurrence of such expenditures. A claim filed after the stated period will not be considered as authorized union business unless the Executive reviews the situation and approves the claim.
8. Unforeseen expenditures in excess of one thousand dollars (\$1,000.00), which were not approved in the Budget, must be voted on at a Special General Meeting called for the purpose of authorizing the expenditure.
9. Reviewers
  - i. The Executive shall appoint Reviewer(s) prior to each AGM.
  - ii. No member shall be appointed as Reviewer who is an Officer of the Local.
  - iii. The Reviewer shall, at all times, have access to all records, documents, books, accounts and vouchers of the Local and explanation as in their opinion may be necessary to enable them to report as required.
10. The Local shall submit annually, a copy of their Annual Financial Statement/Reports to the National Vice-President responsible for Finance. They





shall be submitted no later than 90 days from when they were presented at the Annual General Meeting.

## BYLAW 10: Honoraria

1. Any provision for annual honorariums must be included in the Budget and need not be paid upon instructions from the intended recipient.

## BYLAW 11: Amendments to Local Bylaws

1. A Notice of Motion of any amendment proposed must be posted for at least thirty (30) days prior to the date of the AGM; and that said proposed amendment(s) be dated on the day of posting, and witnessed by another party.
2. The text of the proposed amendment(s) must be included in the Notice of Motion posted.
3. A two-thirds (2/3) majority vote of the members present at the meeting shall be required to pass the amendment and, if passed, it shall be effective immediately.

## BYLAW 12: Discipline

1. Discipline shall be taken in accordance with the PSAC Constitution, UTE Bylaws and UTE Regulations.

## BYLAW 13: Dissolution

1. The Local may be dissolved by a two-thirds (2/3) majority of the membership by way of a secret ballot supervised by a National Officer of UTE.

## BYLAW 14: Amendment of Regulations

1. The Regulations may be amended by the Executive, by a majority vote.



## BYLAW 15: Marguerite Stonehouse Memorial Scholarship

1. The Marguerite Stonehouse Memorial Scholarship will be awarded annually to worthy recipients. The scholarship fund will be limited to three thousand dollars (\$3,000.00) in any one year. The terms of selection and granting of the scholarships will be as per Regulation 3 - The Marguerite Stonehouse Memorial Scholarship.

## BYLAW 16: Affiliation of Retired and Soon to Retire Members to the Association of Public Service Alliance Retirees (APSAR)

1. The Local will endeavor to inform their retired and soon to retire members of the existence of the Association of Public Service Retirees (APSAR). Upon request, the Local will affiliate each retiring member, and those who have retired since January 1, 1999, and will defray the cost of the first year's membership.

## BYLAW 17: General Provisions

1. Nothing in these By-Laws shall be construed to conflict with the Constitution of the PSAC.
2. A quorum of an Executive meeting shall be a simple majority of current executive officers.
3. A quorum at any Membership meeting shall be not less than one (1) member more than the Executive present.
4. No business may be legally transacted a meeting unless the required quorum is present.
5. The rules of procedure at all meetings of the Local, except as specifically provided by the Constitution and the present By-Laws, shall be according to the UTE Rules of Order adopted by the Executive Council on June 2002 with subsequent amendments. Items that are not specifically covered by the UTE Rules of Order shall be according to Rules of Order for PSAC meetings adopted by the National Board of Directors of the PSAC on January 24, 1974, with subsequent amendments.



## BYLAW 18: Severability

1. If any portion of these bylaws are declared invalid by a court of competent jurisdiction, or the Union of Taxation Employees bylaws and/or regulations, or the Public Service Alliance of Canada bylaws and or regulations, then the invalid portion must be severed and the remainder of the bylaw/s are deemed valid.

## BYLAW 19: Return of Union Materials

1. Return of Union Materials, On vacating their respective positions, all officers and stewards of the local shall deliver to their successors all documents, monies or other property of this Union.
2. Return of Union electronic materials / electronic access, On vacating their respective positions, all officers and stewards of the local shall deliver forthwith all control and/or administrative right/s, including but not limited to password/s, login rights, access to all electronic and/or social media account/s, website/s, data storage device/s, computer/s, computer system/s to their successors of this local Union.

## BYLAW 20: Oath of Office

1. The Oath of Office shall be administered to all officers before taking office.

## BYLAW 21: Non-Discrimination

1. The local and any person or other organization under the jurisdiction of the Local shall not discriminate based against any person or group on any of the prohibited grounds as outlined in the Canadian Human Rights Act.
2. This Section does not preclude any bylaw, policy, program, activity or group that has as its object the amelioration of conditions of traditionally underrepresented individuals or groups including the participation of Indigenous people, radicalized people, people living with disabilities, women, and people who identify within the LGBTQ2S+ spectrum, and will include any future changes to the groups respective naming or name changes.
3. Wherever in these Bylaws a pronoun is used it refers equally, where the reference is applicable, to both men and women in the singular and the plural.