

UNION OF TAXATION EMPLOYEES LOCAL 30025 REGULATIONS

REGULATION 1: *Election or Appointment Of Delegates, Alternates and Observers to Conventions, Conferences And Other Functions*

(1) In alignment with UTE Local 30025 By-Law #9:

- i. The local shall be entitled to send delegates and observers to all National Conferences and Conventions in accordance with the Taxation Component Bylaws.
- ii. Relevant sections are:
BY-LAW 8 – CONFERENCES
Section 1 - Presidents' Conference
Section 2 - Equal Opportunities Conference
Section 3 - National Health & Safety Conference
BY-LAW 9 – CONVENTIONS
Section 1 – Convention
Section 2 - Special Convention
- iii. UTE By-Laws reference is (<https://www.ute-sei.org/en/about/bylaws-and-regulations/ute-by-laws>)
- iv. Relevant guidelines to be found in the following sections:

(A.) Conferences

- (1) Delegates, Alternates and Observers shall be selected by a vote of the executive at an executive meeting, or by a committee to which they have delegated the authority.
- (2) First preference for selection will be given to a relevant committee chair to the subject matter of the conference if applicable.
- (3) All other selections, including of observers, shall be determined by a call out to the membership.
- (4) Such submissions will be blind; however, in the event of a tie the executive may consider additional factors to determine who qualifies. These shall include the following (in any order):
 - i. Role within Local (Info Steward, Steward, etc.)
 - ii. Participation on Local Committees (EO, Call Centre, etc)
 - iii. Having never previously attended the Conference.
 - iv. Alternative to (iii), if having attended the previous conference would be advantageous in some manner.

- v. The selection for an observer will be made as noted above, however if given only limited time then a canvassing of demonstrably active committee members and stewards will be done in order to select observers.

(B.) Conventions

- (1) Delegates, Alternates, and Observers, shall be selected by a vote of the executive at an executive meeting, as well as any additional Alternates and Observers to be sent at the Local's expense, for which there shall be a call out, if applicable.
- (2) The full list of Alternates and Observers will be presented to the membership for ratification at the last Annual General Meeting preceding a National Convention.
- (3) In the event that the membership does not ratify the list of Alternates and Observers, an immediate election for available observer positions is to be held, and the PSAC Constitution and Rules of Order shall govern all elections.
- (4) All members in good standing are eligible to be Alternates and Observers. The election with respect clause 3. shall be by members in attendance at the Annual General Meeting.
- (5) In the event that a Delegate, Alternate, or Observer, is unable to attend a Convention, the Executive will appoint a replacement.

(C.) Other Functions

- (1) The Local may cover the Registration Fee of any member in good standing who wishes to attend any UTE or PSAC function. Registration Fees being paid are subject to accommodation and travel confirmation where the event is happening. Registration fees are to be paid back if attendee fails to attend or a report is not provided from attendees.

REGULATION 2: Committees

(A) Communication	(B) Grievance and Harassment
(C) Occupational Safety and Health	(D) Finance
(E) Equal Opportunities	(F) Political Action

(G) Education	(H) Staffing
(I) Employee Assistance Program	(J) Call Centre Forum
(K) New Employee	(L) Bylaws
Marguerite Stonehouse Memorial	Collective Bargaining
AGM	

ROLES:

(A.) Communication:

1. Update and maintain the UTE Local's Website / Facebook / Social media generally/ "Plant gate"/Distribute fliers/Works with Political Action
2. Info Stewards are members

(B.) Grievance and Harassment:

1. Represent members
2. Investigate complaints
3. Shop Stewards are members

(C.) Occupational Safety and Health:

1. Member of Joint OSH
2. Report to Executive issues
3. Coordinate Epcor and Canada Place EE C0-Chairs

(D.) Finance

1. Local financial Scrutineers
2. keep books and records

(E.) Equal Opportunities

1. Prepare for Conference - Manage Call Out
2. Report to Executive issues and suggestions.

(F.) Political Action

1. Lobbies politicians at the direction of the Executive.
2. Collaborates with the Communications Committee.

(G.) Education:

1. Promote Training Opportunities to membership
2. Coordinates with communications committee

(H.) Staffing

1. Works with members to resolve any difficulties that can be addressed.
2. Canvasses member concerns to bring broader issues forward to management.

(I.) Employee Assistance Program

1. Reviews use of EAP benefit
2. Hears concerns about accessibility to benefit
3. Schedules Lunch Learn and Wellness training.

(J.) Call Centre Forum:

1. Coordinate with National Call Centre Committee.
2. Prepare report to Executive on state of Call Centre.

(K.) New Employee:

1. Assist with the New Hire Employee Orientation
2. Ensure membership cards are signed and new employees are added to mail out list.

(L.) Bylaws:

1. Review bylaws, propose amendments as necessary.
2. Review submitted bylaw amendments prior to AGM.
3. Review Regulations, propose amendments as necessary.

(M.) Marguerite Stonehouse Memorial:

1. Manage Call out for applicants.
2. Review submissions and award scholarship.

(N.) Collective Bargaining:

1. Canvas members for bargaining demands
2. Review and select demands to be submitted to National.

(O.) AGM:

1. Canvas members re: Day / Time / location / Meal / Door Prizes

2. Plan and organize AGM based on member feedback, practical concerns, National priorities.

REGULATION 3: The Marguerite Stonehouse Memorial Scholarship

- (1) Children of members in good standing of Edmonton Local 30025 will be eligible for the scholarships. Children are defined as age 23 or under as of September 15, of the year of the application.
- (2) The applicants must be registered in a minimum two-year program at a recognized Canadian post-secondary institution. Such institutions may include, but are not limited to, the University of Alberta, the University of Calgary, Grant MacEwen Community College, N.A.I.T., S.A.I.T., and Athabasca University.
- (3) The number of recipients is not to exceed three in any one annual period. In the event that there is more than one successful applicant qualified for a scholarship award, the two thousand one hundred dollars (\$2,100.00) will be shared equally.
- (4) For purpose of the administration of Bylaw 16 (Marguerite Stonehouse Memorial Scholarship), the Executive will appoint a Committee not exceeding five (5) members of the Local, in accordance with Regulation 5.
- (5) The committee shall set a deadline for receipt of applications each year and will not consider applications received without a copy of the High School Transcript and the Letter of Admission from the applicable post-secondary institution, a 200-300 word essay, as per call out and a copy of approved government ID.
- (6) Selection of the three scholarship recipients will be based on: Sections 2, 3 and 4 of the application form a 200-300 word essay (as per the application) and high school transcripts. A marking scale will be set out by the committee to be used during evaluations of the applicants.

- (7) Payment of the scholarship is contingent upon the completion of the first semester of the current academic year at the post -secondary institution. An official transcript of the first semester results must be provided to the Local by the applicant.
- (8) In the event that a successful applicant fails to complete the first semester, the Committee will award the scholarship to the next ranked eligible applicant.
- (9) An applicant may receive the scholarship only once. If the applicant is not successful at any time, the applicant may re-apply in a future year.
- (10) The Committee appointed in accordance with paragraph 4(d), above, will notify the Executive of its decision following the final selection process.
- (11) The Committee shall notify all applicants of the Committee's decision.
- (12) The Committee will request the necessary documentation from the successful applicants.
- (13) Upon receipt of the documentation, the Committee will initiate the payment from the fund.

REGULATION 4: Extended Absence from Work

- (1) If a committee member or steward plans to be away from the office for more than four weeks, they must give the committee chair or the President at least two weeks' notice. If they must take unplanned leave, they should inform the committee chair or the President as soon as possible.
- (2) If an executive officer (other than the President) plans a period of leave for more than four weeks, the officer can choose to take a leave of absence from their executive position. An executive officer shall be allowed to take a leave of absence for an assignment within the Alliance.
- (3) If the President takes a leave of absence from his/her position, he/she must give at least two weeks written notice to the executive before the leave of absence begins.

The first Vice-President, or the next available officer in succession will assume the role of acting President.

(4) If they choose not to take a leave of absence, then they must make every effort to fulfill their duties while on leave, including:

- i. Representing members. The officer should arrange to have alternate representatives available. If no alternates can be found, the officer must represent the member at hearings or meetings with the employer when necessary.
- ii. Attending required or executive meetings. Efforts should be made to schedule executive meetings so that the executive on leave can attend. If the officer cannot attend a meeting, then the reason must be communicated to the President. It is understood that being out of town while on leave, lack of iii.
- iii. Childcare, and other customarily valid reasons will not be cause for the application of Bylaw 13.

(5) If any executive officer other than the President chooses to take a leave of absence from their position, then they must give written notice to the President at least two weeks before the leave of absence is to begin. The executive may then make a temporary or acting appointment to fill the vacancy.

(6) The executive may choose any local member in good standing to fill the vacancy.

(7) The selection will be by simple majority vote at an executive meeting.

(8) The acting executive officer will be sworn in immediately.

(9) If the acting executive officer does not fulfill their duties, the executive may retract the appointment at an executive meeting using the following procedure:

- i. Any permanent executive member can raise the issue at an executive meeting.
- ii. If it can be demonstrated that the acting executive member failed to perform their assigned duties, then the temporary appointment may be withdrawn by a 2/3 majority vote.

- iii. The acting executive member will not take part in the debate or the vote to retract their appointment.

REGULATION 5: Committee Appointments

- (1) The executive shall have the authority to appoint members as stewards and local committee members.
- (2) All local members in good standing shall be eligible for appointment as a steward or committee member.
- (3) All appointments shall be for a term of one year, from Annual General Meeting to Annual General Meeting.
- (4) The executive shall post before the AGM, a list of the available local committees and stewardships. The executive shall also have sign up lists available at the AGM.
- (5) The executive must ratify all appointments to committees and stewardships by simple majority vote.
- (6) Committee appointments will be ratified as a group. If a committee is not ratified as a whole, then each member must be ratified individually.
- (7) Members will be informed by their committee chairs immediately after being appointed.
- (8) Shop Stewards will be sworn in using the PSAC Oath of Office upon appointment or renewal.
- (9) The executive may remove any member from a local committee or stewardship at any time.

- (10) Any Executive member may place the removal of a member from a committee on the agenda of an executive meeting.
- (11) The Executive member will provide to the executive the names of the members that they wish removed, and the reasons for doing so.
- (12) A 2/3 majority will be required to remove the member from the committee or stewardship.
- (13) The respective committee chair will inform the member(s) immediately after they have been removed.
- (14) A committee member or steward may resign their position at any time during the year, by informing their committee chair in writing. The committee chair may accept the resignation, and shall provide a copy of this written resignation to the executive at the next executive meeting.

REGULATION 6: Stewards' Duties

- (1) Stewards are representatives of the local and of UTE as a whole. As representatives, their conduct should be above suspicion in their dealings with the employer, members and the local executive.

(A.) Information Steward

- (1) The responsibilities of an information steward shall be as follows:
 - i. Keeping up on information regarding the local, UTE as a whole or the PSAC.
 - ii. Listening to members' concerns.
 - iii. Referring members to the appropriate person or body to address their concerns.
 - iv. Attendance at Communications Committee meetings.
 - v. Assisting the Communications Committee.
- (2) An information steward shall not represent a member on behalf of the local in a grievance, harassment complaint or the UMI process.

(B.) Shop Steward

(1) The responsibilities of a shop steward shall be as follows:

- i. Keeping up on information regarding the local, UTE as a whole or the PSAC.
- ii. Listening to members' concerns. Handling grievances, complaints, etc. of the membership, as assigned by the Chief Shop Steward.
- iii. Attendance at Grievance & Harassment Committee meetings.
- iv. Following established procedures for grievance handling as set out by the national office or the local executive.
- v. Upholding the PSAC's Oath of Office

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