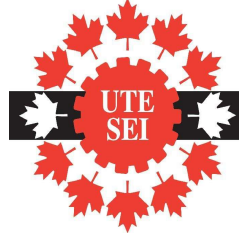


# UNION OF TAXATION EMPLOYEES LOCAL 30025 REGULATIONS



## **Regulation 1 – Duties of Executive Officers**

## **Regulation 2 – Duties of Stewards**

## **Regulation 3 - Committees**

## **Regulation 4 – Committee Appointments**

## **Regulation 5 – Margeurite Stonehouse Memorial Scholarship**

## **Regulation 6 – Conferences and Conventions**

### **Regulation 1: Duties of Executive Officers**

- 1) President
  - a) Uphold the bylaws and regulations of PSAC and UTE.
  - b) Serve as chairperson of the executive meetings.
  - c) Serve as ex-officio member of all committees.
  - d) Request reports from committees.
  - e) Request reports from the Area Council representative(s).
  - f) Be responsible for coordinating all activities regarding Union-Management Consultation.
  - g) Perform the duties in accordance with the guidelines established by the bylaws and regulations.
  - h) Perform all duties that are incidental to the office of President.
  
- 2) First Vice-President
  - a) 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.
  - b) Act as chair of whatever committees the local executive assigns to them.
  - c) Perform the duties in accordance with the guidelines established by the bylaws and regulations.
  - d) Perform such services within the local as the President or the executive may direct.
  
- 3) Second Vice-President
  - a) 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.
  - b) Act as chair of whatever committees the local executive assigns to them.
  - c) Perform the duties in accordance with the guidelines established by the bylaws and regulations.
  - d) Perform such services within the local as the President or the executive may direct.

- 4) Third Vice-President
  - a) 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.
  - b) Act as chair of whatever committees the local executive assigns to them.
  - c) Perform the duties in accordance with the guidelines established by the bylaws and regulations.
  - d) Perform such services within the local as the President or the executive may direct.
  
- 5) Secretary
  - a) Record the proceedings of all meetings.
  - b) Be responsible for the proper maintenance of documents, records and correspondence.
  - c) Act as chair of whatever committees the local executive assigns to them.
  - d) Perform the duties in accordance with the guidelines established by the bylaws and regulations.
  - e) Perform such services within the local as the President or the executive may direct.
  
- 6) Treasurer
  - a) Maintain the books and records of the Local in good order.
  - b) Receive and disburse funds in accordance with national and local bylaws and regulations.
  - c) Act as Chairperson of the Finance Committee.
  - d) Act as chair of whatever committees the local executive assigns to them.
  - e) Perform the duties in accordance with the guidelines established by the bylaws and regulations.
  - f) Perform such services within the local as the President or the executive may direct.
  
- 7) Chief Shop Steward
  - a) Coordinate the activities of the stewards.
  - b) Provide advice and guidance to all stewards, executive officers and chairpersons of committees on matters relating to collective agreements, arbitral awards, acts and regulations.
  - c) Ensure the proper application by management of existing collective agreements, arbitral awards, acts and regulations, and refers to them when necessary.
  - d) Act as the representative of the stewards to the executive.
  - e) Maintain the grievance records of the local in good order.
  - f) Provide the executive, on request, any details concerning any outstanding grievances or appeals.
  - g) Act as chair of whatever committees the local executive assigns to them.
  - h) Perform the duties in accordance with the guidelines established by the bylaws and regulations.
  - i) Perform such services within the local as the President or the Executive may direct.
  
- 8) Member at Large
  - a) Act as chair of whatever committees the local executive assigns to them.
  - b) Perform the duties in accordance with the guidelines established by the bylaws and regulations.
  - c) Perform such services within the local as the President or the Executive may direct.

## **REGULATION 2: Duties of Stewards**

- 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.

### Information Steward

The responsibilities of an information steward shall be as follows:

- a) Keeping up on information regarding the local, UTE as a whole or the PSAC.
- b) Listening to members' concerns.
- c) Referring members to the appropriate person or body to address their concerns.
- d) Attendance at Communications Committee meetings.
- e) Assisting the Communications Committee.
- f) An information steward shall not represent a member on behalf of the local in a grievance, harassment complaint or the union-management consultation process.

### Shop Steward

The responsibilities of a shop steward shall be as follows:

- a) Keeping up on information regarding the local, UTE as a whole or the PSAC.
- b) Listening to members' concerns, handling grievances, complaints, etc. of the membership, as assigned by the Chief Shop Steward.
- c) Attendance at Grievance & Harassment Committee meetings.
- d) Following established procedures for grievance handling as set out by the national office or the local executive.

## **REGULATION 3: Committees**

The establishment of committees may be governed by federal legislation, national UTE or local bylaws. The local executive may also create or abolish other committees as necessary. Below is a current list of standing committees:

- Communications
- Grievance and Harassment
- Occupational Safety and Health
- Finance
- Equal Opportunities
- Political Action
- Education
- Staffing
- Employee Assistance Program
- Call Centre Forum
- New Employee
- Bylaws
- Marguerite Stonehouse
- Bargaining
- Annual General Meeting (AGM)

- 1) Communications:
  - a) Information Stewards are members of this committee.
  - b) Update and maintain the local website and social media pages.
  - c) Coordinate plantgate actions.
- 2) Grievance and Harassment:
  - a) Shop Stewards are members of this committee.
  - b) Represent members.
  - c) Investigate complaints.
- 3) Occupational Safety and Health:
  - a) Members participate in the joint Union-Management OSH Committees.
  - b) Coordinate employee co-chairs at worksites.
- 4) Finance
  - a) Reviews the local's books and records at minimum once per year prior to an AGM.
  - b) May be requested to review on a more frequent or special case basis.
- 5) Equal Opportunities
  - a) Catalogues members' EO concerns within the workplace.
  - b) Reports issues to the executive and makes suggestions.
  - c) Participates in PSAC and UTE Equal Opportunities initiatives and events.
- 6) Political Action
  - a) Coordinates political actions at worksites or other locations.
  - b) Collaborates with the Communications Committee.
- 7) Education
  - a) Promotes training opportunities to membership.
- 8) Staffing
  - a) Works with members to resolve any difficulties that can be addressed.
  - b) Canvasses member concerns to bring broader issues forward to management.
- 9) Employee Assistance Program
  - a) Reviews use of EAP benefits.
  - b) Hears concerns about accessibility to benefits and works to fix issues.
  - c) Schedules Lunch & Learn and wellness training.
- 10) Call Centre Forum:
  - a) Coordinates with National Call Centre Committee.
  - b) Reports to the executive on Call Centre issues.
- 11) New Employee:
  - a) Assists with the New Hire Employee Orientation.
  - b) Ensures membership cards are signed and new employees are added to the membership list.
- 12) Bylaws:
  - a) Reviews bylaws and regulations and proposes amendments as necessary.
  - b) Reviews submitted bylaw amendments prior to each AGM.

- 13) Marguerite Stonehouse Memorial:
  - a) Manages the call out for applicants.
  - b) Reviews submissions and decides on award recipients.
  - c) Reports to the executive as needed.
  
- 14) Collective Bargaining:
  - a) Canvasses members for bargaining demands at the start of each bargaining cycle.
  - b) Reviews and selects local demands to be submitted to the national bargaining committee.
  
- 15) AGM:
  - a) Plans and organizes AGM based on member feedback, practical concerns, and UTE/PSAC priorities.

#### **REGULATION 4: 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 will issue periodic call-outs for members to join committees.
- 5) The executive must ratify all appointments to committees and stewardships by simple majority vote.
- 6) Members will be informed by their committee chairs immediately after being appointed.
- 7) Shop Stewards will be sworn in using the PSAC Oath of Office upon appointment or renewal.
- 8) The executive may remove any member from a local committee or stewardship at any time.
- 9) A 2/3 majority will be required to remove the member from the committee or stewardship.
- 10) A committee member or steward may resign their position at any time during the year, by informing their committee chair in writing.

## **REGULATION 5: 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 4.
  - a) 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.
  - b) 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.
  - c) 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.
  - d) 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.
  - e) 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.
  - f) The committee will notify the Executive of its decision following the final selection process.
  - g) The committee shall notify all applicants of the committee's decision.
  - h) The committee will request the necessary documentation from the successful applicants.
  - i) Upon receipt of the documentation, the committee will initiate the payment from the fund.

## **REGULATION 6: Election or Appointment Of Delegates, Alternates and Observers to Conventions, Conferences And Other Functions**

In alignment with local bylaws, the local shall be entitled to send delegates and observers to UTE and PSAC conferences and conventions.

### 1) Conferences

- a) 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.
- b) First preference for selection will be given to a relevant committee chair to the subject matter of the conference if applicable.
- c) All other selections, including of observers, shall be determined by a call out to the membership.
- d) 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 the local (steward, committee member, etc.)
  - ii. Participation on local committees or activities.
  - 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.

### 2) Conventions

- a) 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.
- b) 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.
- c) 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.
- d) 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.
- e) In the event that a delegate, alternate, or observer, is unable to attend a Convention, the Executive will appoint a replacement.

### 3) Other Functions

- a) 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.

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