

Topic	MUNACA	AMUSE	Merged
Head Office	The head office of the Association is located at the place designated by the Executive Board. (1)	–	1.1 The head office of the Union is located at the place designated by the Executive Board.
Name	– <i>MUNACA (McGill University Non-Academic Certified Association)</i>	The name of the Local union is the Association of McGill University Support Employees (AMUSE). (1.1)	2.1 The name of the Union is XYZXYZ .
PSAC	–	It is a ‘Local’ union directly chartered to the Public Service Alliance Canada (PSAC). (1.2) The authority of the Bylaws derives from the Constitution of PSAC, and is superseded only by the laws of the land and the Constitution of PSAC. (1.5)	3.1 It is a ‘Local’ union directly chartered to the Public Service Alliance Canada (PSAC). 3.2 The authority of the Bylaws derives from the Constitution of PSAC, and is superseded only by the laws of the land and the Constitution of PSAC. Incorporate MUNACA’s Code of Conduct.
History	– <i>History (MUNACA website): MUNACA was certified in November 1994 as the successor to MUNASA, the McGill University Non-Academic Staff Association, a non-certified association.</i>	The union was certified by the Quebec Labour Board on December 23 2009, following a year-long union drive initiated by undergraduate students of McGill University. (1.3) Floor Fellows, hereafter referred to as “Unit B” was accredited on May 6, 2014; (1.4)	4.1 The Union is the result of the political merger of the Association of McGill University Support Employees (AMUSE) and the McGill University Non-Academic Certified Association (MUNACA), approved by those Associations’ respective General Assemblies on February 2 nd , 2015 and December 5 th , 2014. 4.2 AMUSE was accredited in December 2009, and MUNACA was accredited in November 1994. Floor Fellows were accredited as a unit of AMUSE in XXX 2015.
Jurisdiction	– <i>MUNACA Collective Agreement 5.01: This collective agreement applies to all employees covered by the certification issued under the Labour Code who are: "All employees occupying non - academic positions (full-time, part-time and sessional) except employees occupying positions classified as "M", casuals, student casuals and those already represented by a certified association".</i>	The jurisdiction of the Local consists of all the employees of McGill University that are included in the bargaining units on the basis of which the Local gained accreditation, or that subsequently gained accreditation. This includes, but is not limited to, temporary, replacement, and part-time workers of McGill University. (2.1) The jurisdiction of the Local shall be divided into two (2) units. Unit A shall be comprised of support workers Unit B shall be comprised of Floor Fellows. (2.2)	5.1 The jurisdiction of the Union consists of all the employees of McGill University that are included in the bargaining units on the basis of which AMUSE and MUNACA gained accreditation, or that subsequently gained accreditation. This includes, but is not limited to, permanent, temporary, replacement, and part-time employees of McGill University. (2.1) 5.2 The jurisdiction of the Local shall be divided into three (3) units: MUNACA, AMUSE, and Floor Fellows.
Goals	–	The Local represents the interests of its members on salaries, benefits, and working conditions to the McGill administration and directly supports its members on labour related issues. AMUSE is members helping members. (3.1) To ensure that part-time and temporary employees of McGill University have access to the same benefits, in a manner proportionate to their work hours, as regular full-time employees at McGill. (3.2)	6.1 The Union represents the interests of its members on salaries, benefits, and working conditions to the McGill administration and directly supports its members on labor-related issues. 6.2 The Union seeks to ensure that temporary, replacement, and part-time employees of McGill University have access to the same benefits, in a manner proportionate to their work hours, as permanent and full-time employees at McGill.

			6.3 The Union fights back against McGill University’s practice of replacing permanent employee positions with “casual” labor, which entails greater precariousness, lower paid, and fewer benefits for workers.
Definitions	For the purpose of these By-laws, the term “working day” shall be defined to be any day on which the University Administration Offices are open. (18)	<p>The “Local” shall refer to the Association of McGill University Support Employees (AMUSE), directly chartered local of the Public Service Alliance Canada (PSAC). (4.1...)</p> <p>“PSAC” shall refer to the larger entity of the Public Service Alliance Canada. 4.3. The “University” shall refer to McGill University, Montreal, Canada.</p> <p>“Employee” shall refer to those workers at McGill included in as the bargaining units in respect of which the Local gained certification or subsequently gained certification.</p> <p>“Members” shall refer to those employees who have satisfied the requirements stipulated at Article 2.2. and Section 4 of the PSAC Constitution, through which they are conferred rights and privileges accorded by the Local’s Bylaws.</p> <p>“General Meeting” shall refer to the annual convening of members in good standing, as stipulated in Article 10.</p> <p>The “Board” shall refer to the Board of Representatives (Article 11).</p> <p>The “Executive” shall refer to the Executive Committee (Article 12).</p> <p>The “NBoD” shall refer to the National Board of Directors of the PSAC.</p> <p>The “bargaining committees” shall refer to the Bargaining Research Committee and the Negotiating Team. (...4.9)</p>	<p>7.1 For the purpose of these Bylaws:</p> <ul style="list-style-type: none"> a) the term “working day” shall be defined to be any day on which the University Administration offices are open. b) The “Union” shall refer to the XYZXYZ, directly chartered local of the Public Service Alliance Canada (PSAC). c) The “University” shall refer to McGill University, Montreal, Canada. d) “Employee” shall refer to those workers at McGill included in the bargaining units in respect of which MUNACA and AMUSE gained certification or subsequently gained certification. e) “Members” shall refer to those employees who have satisfied the requirements stipulated at Article XXX and Section 4 of the PSAC Constitution. f) The “NBoD” shall refer to the National Board of Directors of the PSAC. g) The “Executive” shall refer to the Executive Board. h) The “bargaining committees” shall refer to the Bargaining Research Committee and the Negotiating Team.
Membership	<p>A) In order to become and remain a regular member of the Association a person must:</p> <ul style="list-style-type: none"> i) Be a member of the bargaining unit in respect of which the Association was certified; <input type="checkbox"/> ii) Sign an application for membership; <input type="checkbox"/> iii) Pay dues and any other fees approved by the Association; <input type="checkbox"/> iv) Be accepted by the Board of Representatives or the General Assembly; <input type="checkbox"/> v) Comply with the PSAC Constitution, Regulations and By-laws of the Association. <input type="checkbox"/> 	<p>To be a member in good standing of the Local, an employee must: a) Fall within the jurisdiction of the Local (2.1). <input type="checkbox"/> b) Sign a PSAC membership card. <input type="checkbox"/> c) Pay dues and other fees approved by the Local and the PSAC.</p> <p>d) Comply with the Bylaws of the Local and the Constitution of the PSAC. (5.1)</p> <p>An employee whose contract or working period has ended can keep their rights and responsibilities as member of the Local for a period of 12 months. (5.2)</p>	<p>8.1 In order to become and remain a member in good standing of the Union, a person must:</p> <ul style="list-style-type: none"> (a) Be a member of one of the bargaining units in respect of which the Union is certified; (b) Sign an application for membership; (c) Pay dues and any other fees approved by the Union and PSAC; and (d) Comply with the Bylaws of the Union and the Constitution of the PSAC. <p>8.2 Every member in good standing shall receive a membership card signed by the PSAC National</p>

	<p>B) Every member in good standing shall receive a membership card signed by the PSAC National President. □</p> <p>C) In recognition of special service to the Association, a person who is retired or who is no longer an employee of McGill University may be declared by the Executive Board to be a Member Emeritus of the Association. A Member Emeritus will have the right to attend all meetings of the Association, with no voting or other privileges. Member Emeritus status may also be revoked by the Executive Board. □(2)</p>		<p>President.</p> <p>8.3 In recognition of special service to the Union, a person who is retired or who is no longer an employee of McGill University may be declared by the Executive Board to be a Member Emeritus of the Union. A Member Emeritus will have the right to attend all meetings of the Union, with no voting or other privileges. Member Emeritus status may also be revoked by the Executive Board.</p> <p>8.4 A member casual or sessional employee whose contract or working period has ended keeps their rights and responsibilities as member of the Union for a period of 12 months, beginning the date on which their employment ended.</p>
Suspension	–	<p>6.1. The authority to suspend members rests solely with the PSAC NBoD (National Board of Directors) (6.1) Membership of an employee may be suspended in the event that said member is found guilty of conduct prejudicial to the good name of the Local or PSAC; or infringes the bylaws and constitution of the Local or PSAC; or actively disregards the decisions of the Local or PSAC’s governing bodies. Suspension and dismissal of membership are matters to be decided by the NBoD of the PSAC in accordance with article 25 of PSAC Constitution and the appropriate Policies and Regulations. (6.2)</p>	<p>9.1 The authority to suspend members rests solely with the PSAC NBoD.</p> <p>9.2 Membership of an employee may be suspended in the event that said member is found guilty of conduct prejudicial to the good name of the Union or PSAC; or infringes the Bylaws and Constitution of the Union or PSAC; or actively disregards the decisions of the Union or PSAC’s governing bodies. Suspension and dismissal of membership are matters to be decided by the NBoD of the PSAC in accordance with Article 25 of PSAC Constitution and the appropriate Policies and Regulations.</p>
Dues	<p>The Association may, by decision of the General Assembly, establish dues for its members. Each member of the bargaining unit for which the Association is certified shall pay dues in the amount of one point six percent (1.6 %) of her/his salary-scale minimum, excluding bonuses and overtime. These dues shall be deducted each pay period. Furthermore, the membership dues, by majority vote of the Board of Representatives, may be increased during each calendar year by a percentage within the range of zero percent (0%) to a maximum of ten percent (10%), as deemed necessary by the Board of Representatives to ensure MUNACA’s sound financial condition. (3)</p>	<p>The General Meeting of each unit shall fix the rate of membership dues, and future increase thereof, with a majority vote. (7.1)</p> <p>The board of Representatives advises the members regarding possible changes to the rates of union dues. (7.2)</p> <p>The dues rate for Unit A is 0.6732% of employee salary superadded to the predetermined rate stipulated in PSAC’s constitution (Section 24. 1)1. This amount shall be collected each pay period (7.3)</p> <p>The dues rate for Unit B will be specified in the Unit B Collective Agreement, and may be modified as per the needs of the Unit at a General Meeting. (7.4)</p> <p>The portion of dues payable to the PSAC is set in advance, as defined in Section 24, Sub-Section (3) of the Constitution. The portion of dues payable to the PSAC</p>	<p>10.1 The General Assembly shall fix the rate of dues for the Union’s members, by majority vote.</p> <p>10.2 The Union Council advises the members regarding possible changes to the rates of Union dues.</p> <p>10.3 Each member shall pay monthly dues calculated based on the rate of 1.612% of their annual salary (MUNACA) or hourly rate (AMUSE and Floor Fellows), excluding bonuses and overtime, plus one dollar. This rate comprises Local dues of 0.612% superadded to the PSAC’s portion of dues.</p> <p>10.4 Dues shall be collected each pay period.</p> <p>10.5 The portion of dues payable to the PSAC is set in advance, as defined in Section 24(3) of the Constitution. The portion of dues payable to the PSAC corresponds to the average amount of dues paid by PSAC members that are assigned to a Component.</p>

		corresponds to the average amount of dues paid by PSAC members that are assigned to a Component. (7.5)	10.6 In response to urgent circumstances, the Local dues rate, by majority vote of the Union Council, may be increased during each calendar year by a maximum of ten percent (10%), as deemed necessary by the Union Council to ensure the Union's sound financial condition.
Fiscal Year	The fiscal year shall begin on May 1st and shall end on April 30th. (4)	The fiscal year shall begin on the 1st of January until the 31st of December of the same year. (8.1)	11.1 The fiscal year shall begin on the 1st of January and end on the 31st of December of the same year.
Structure	The Association is composed of a General Assembly, the Executive Board, the Board of Representatives, the Classification Councils, and the Stewards. (5)	The Local shall be administered and governed by the following bodies: a) General Meeting; b) Board of Representatives; c) Executive Board; (9.1)	12.1 The Union comprises three (3) Units: MUNACA, AMUSE, and Floor Fellows. 12.2 The Union shall be administered and governed by the following bodies: a) General Assembly; b) Union Council; c) Executive Board.
General Assembly	<p>The General Assembly is the supreme body of the Association with all powers. The General Assembly must hold an Annual Meeting in the manner determined by the By-laws.</p> <p>The By-laws of the Association may provide for special meetings and determine the manner in which such meetings may be convoked.</p> <p>A) STRUCTURE: The General Assembly shall comprise members in good standing of the Association.</p> <p>B) ANNUAL MEETING: The Association shall hold its Annual Meeting before June 15th each year. Notice of twenty-five (25) working days shall be given to all members.</p> <p>C) SPECIAL MEETINGS: A Special Meeting may be convened by the Board of Representatives upon giving written notice of at least two (2) working days but no more than ten (10) working days to all members. A Special Meeting must also be convened by the President upon written motion of ten percent (10%) of the membership, by giving written notice of at least two (2) working days but no more than ten (10) working days to all members. The agenda of the Special Meeting shall consist solely of the items mentioned in the written notice.</p> <p>D) QUORUM AT ANNUAL AND SPECIAL MEETINGS</p> <p>A quorum of at least five percent (5%) of the Association's members is required in order to conduct the Association's business at any Annual or Special</p>	<p><i>Structure</i> The General Meeting shall comprise of all members in good standing of the Local. All members have the right to speak, propose motion, and vote. (10.1...)</p> <p><i>Function, powers, and obligations</i></p> <p>The authority of the General Meeting shall pertain to the following issues in particular: a) Regulations concerning the internal organization of the Local; b) Election of the members of the Executive Board, and Chief Stewards; c) Forming committees that support the work of the Local, in particular bargaining committees; d) Selection of members for committees; e) Taking necessary acts and arrangements deemed necessary to ensure the smooth operation of the Local; f) Modification and amendments of Bylaws and Constitution, including increases of union dues; g) Vote on the budget presented by the Executive Board;</p> <p><i>Frequency of meeting</i> The General Meeting shall convene once a year. It shall be held at the beginning of the new year, between the second and fifth week thereof.</p> <p>10.4 Unit B will hold a General Meeting in August or September of each year, where two Delegates, as per ss.11.1, two Bargaining Representatives, and the Vice President Floor Fellows will be elected for a term of one (1) calendar year The Unit B General Meeting shall have the functions, powers, and obligations outlined in ss.10.2, excepting 10.2 f) and g).</p> <p><i>Notice of General Meeting</i> A notice of twenty-five (25) days shall be given to all members.</p> <p>Motions passed at a General Meeting shall be binding on</p>	<p>13.1 The General Assembly is the supreme body of the Association with all powers consistent with the Bylaws and the PSAC Constitution. Motions passed by the General Assembly shall be binding on all other bodies of the Union.</p> <p>13.2 The General Assembly shall comprise all members in good standing of the Union. All members have the right to speak, propose motions, and vote.</p> <p>13.3 The General Assembly must hold an Annual Meeting between October 1st and October 15th of each year. Notice of at least twenty-five (25) working days shall be given to all members.</p> <p>13.4 A Special Meeting of the Union may be convened by the Union Council upon giving written notice of at least three (3) working days. A Special Meeting must also be convened by the President upon written motion of five percent (5%) of the membership, by giving written notice of at least three (3) working days. This Special Meeting must take place within ten (10) working days of the submission of the motion. The agenda of the Special Meeting shall consist solely of the items mentioned in the written notice.</p> <p>13.5 A Special Meeting of one Unit to address matters pertaining to bargaining may be convened by the Executive Board upon giving written notice of at least three (3) working days.</p> <p>13.6 The General Assembly's authority shall pertain to the following matters in particular: a) Regulations concerning the internal organization of the Union; b) Election of the members of the Executive Board and</p>

<p>Meeting. The quorum is established once at the opening of the General Meeting based on those members present at that time. The quorum thus obtained will not be affected by the subsequent departure of any members from the assembly.</p> <p>E) MINUTES TO BE READ AT ANNUAL AND SPECIAL MEETINGS: The minutes to be read at Annual and Special Meetings shall be the minutes of the last Annual Meeting and any Special Meetings.</p> <p>F) VOTING PROCEDURE AT ANNUAL AND SPECIAL MEETINGS: Any member in good standing shall have the right to vote at any Annual or Special Meeting of MUNACA. Voting shall be by show of hands or by secret ballot as deemed appropriate by the Chair of the meeting. A secret ballot must be held if requested by a majority of the members present. In the event of a secret ballot, nominations from the Annual or Special Meeting will be put forth proposing a scrutineer and assistants as necessary to distribute, receive and count the ballots. (6)</p>	<p>all other bodies of the Local <i>Special General Meeting</i> □ Notwithstanding article 10.3., General meetings may also convene according to the needs of the Local. A special meeting shall be called by the Board of Representatives or the Executive Board upon giving written notice of at least three (3) days to all members. □ The Special Meeting must also be called upon motion of thirty (30) members of the Local. This Special Meeting must be convened by ten (10) days of the submission of the motion. □ The agenda of the Special Meeting shall consist solely of the items mentioned in the written notice.</p> <p><i>Quorum</i> Quorum for the General Meeting shall be fifteen (15) members in good standing. Quorum for the Unit B General Meeting shall be twelve (12) Unit B members in good standing, who work in at least three (3) distinct Residences.</p> <p><i>Agenda</i> □ Agenda of General Meeting must include: □ a) Taking attendance of members in good standing present; b) Adoption of the agenda; □ c) Report of the Executive Board; □ d) Report of the Board of Representation; □ e) Report of Committees; □ f) Pertinent issues; □ g) Questions and Varia (...10.9)</p>	<p>Chief Stewards; □ c) Formation of committees that support the work of the Union, including bargaining committees; d) Selection of members for committees; □ e) Actions and arrangements deemed necessary to ensure the smooth operation of the Union; □ f) Modification and amendments of Bylaws and Constitution, including increases of Union dues; □ g) Amendments to the budget approved by the Union Council;</p> <p>13.7 The Floor Fellows Unit shall hold an Electoral Meeting in August of each year, on a date that the Unit decides, where two Delegates, as per [???], two Bargaining Representatives, and the Vice President, Labor Relations (Floor Fellows) shall be elected for a term of one (1) calendar year. The Meeting may discuss matters of specific concern to Floor Fellows and approve resolutions to be ratified by the Annual Meeting of the General Assembly. Financial decisions that do not entail any expenditures in excess of the balance of the Unit Contingency Fund do not require ratification by the Annual Meeting.</p> <p>13.8 A quorum of at least three percent (3%) of the Association's members is required in order to conduct the Union's business at any Annual or Special Meeting of the General Assembly. Quorum for the Floor Fellows' Electoral Meeting shall be twelve (12) unit members in good standing, who work in at least three (3) distinct residences. The quorum is established once at the opening of the Meeting based on those members present at that time. The quorum thus obtained shall not be affected by the subsequent departure of any members from the Meeting.</p> <p>13.9 The agenda of any meeting of the General Assembly must include: □ a) Taking attendance of members in good standing present; b) Adoption of the agenda; □ c) Report of the Executive Board; □ d) Report of the Board of Representatives; □ e) Report of Committees; □ f) Pertinent issues; □ g) Questions and Varia</p> <p>13.10 Voting shall be by show of hands or by secret ballot as deemed appropriate by the Chair of the meeting. A secret ballot must be held if requested by a</p>
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			<p>majority of the members present. In the event of a secret ballot, nominations from the Annual or Special Meeting shall be put forth proposing a scrutineer and assistants as necessary to distribute, receive and count the ballots.</p>
<p>Executive Board</p>	<p>A) DUTIES OF THE EXECUTIVE BOARD: The principal duties of the Executive Board shall be the following:</p> <ul style="list-style-type: none"> . i) To manage the Association’s business; <input type="checkbox"/> . ii) To implement the members’ decisions taken at Annual and Special Meetings as well as the decisions taken by the Board of Representatives; <input type="checkbox"/> . iii) To keep all contracts, books, records and all other property of the Association, furnishing these items when required to do so by the General Assembly; <input type="checkbox"/> . iv) To admit new members; <input type="checkbox"/> . v) To authorize all proceedings, legal or otherwise, in the Association’s interest, excepting those proceedings for which the law requires an authorizing motion from the General Assembly; <input type="checkbox"/> . vi) To present an Annual Report to the General Assembly; <input type="checkbox"/> . vii) To designate persons amongst Executive Board members authorized to sign monetary documents in the name of the Association; <input type="checkbox"/> . viii) To name the official delegates (Steward or elected representative) of the Association to represent the Association and to receive the delegates’ reports; <input type="checkbox"/> . ix) To meet with Stewards, along with Council Representatives, and to respond to their concerns; <input type="checkbox"/> . x) To name the auditor and receive the auditor’s report at the end of the fiscal year; <input type="checkbox"/> . xi) To meet at the request of the President or any two (2) Executive Board members. <input type="checkbox"/> <p>B) STRUCTURE OF THE EXECUTIVE BOARD: The Executive Board shall be comprised of the</p>	<p>The Executive shall comprise of six (6) officers: President, Internal Affairs Officer, Communications and Outreach Officer, Treasurer, Labour Relations Officer, and Vice President Floor Fellows. (12.1) ... <i>Quorum</i> <input type="checkbox"/> The quorum of the Executive is more than half of the officers. (12.3) <i>Meetings</i> <input type="checkbox"/> The meetings of the Executive shall take place once (1) a month. Additional meetings may be called to ensure the smooth operation of the Local. (12.4) <i>Honorarium</i> <input type="checkbox"/> Members of the executive who do not otherwise receive monetary compensation for union activities shall receive an honorarium of \$150 per month. (12.5) <i>Duties</i> <input type="checkbox"/> a) To manage the work of the Local, by ensuring the proper functioning of all support and ancillary bodies of the Local (committees, secretariat, etc.); <input type="checkbox"/> b) To ensure the implementation of the decisions taken at the General Meeting and Special Meeting, as well as decisions taken by the Board; <input type="checkbox"/> c) To prepare and organize the General Meeting and set up Special Meetings of the Board; <input type="checkbox"/> d) To admit new members; <input type="checkbox"/> e) To authorize all proceedings, legal or otherwise, in the Local’s interest, except those that require an authorizing motion from the General Meeting or the Board; <input type="checkbox"/> f) To present an Annual Report to the General Meeting; <input type="checkbox"/> g) To develop relationships with other Unions; <input type="checkbox"/> h) To receive and distribute relevant information to the members; <input type="checkbox"/> i) To meet representatives of the members, through mediation of the Chief Stewards, Committees, or otherwise, and respond to their concerns; <input type="checkbox"/> j) To authorize persons amongst the Executive officers to sign monetary documents in the name of the Local; <input type="checkbox"/> k) To name an Elections Officer that shall organize the election of the Executive when the</p>	<p>14.1 The Executive Board shall comprise eight (8) Officers: President, Vice-President (AMUSE), Vice-President (MUNACA), Vice-President, Labor Relations (AMUSE), Vice-President, Labor Relations (MUNACA), Vice-President, Labor Relations (Floor Fellows), Vice-President, Finance, and Vice-President, Communication and Mobilization. 14.2 The quorum for any meeting of the Executive is more than half of the Officers. 14.3 Meetings of the Executive shall take place at minimum once (1) a month. Additional meetings may be called to ensure the smooth operation of the Union. The Executive shall meet at the request of any two (2) Officers. 14.4 Notice of a meeting must be given to all members of the Executive at least three (3) days before the meeting, though the President may call a meeting of the Executive Board with less notice if an urgent meeting is required. 14.5 All voting at Executive meetings shall be by show of hands with each Officer having one vote, except the Chair of the meeting. All votes shall be decided by simple majority, with the Chair of the meeting casting the deciding vote in case of a tie. Officers shall have the right to have their vote on a particular matter recorded in the minutes if they so request. 14.6 The duties of the Executive Board are the following:</p> <ul style="list-style-type: none"> a) To manage the business of the Union, including by ensuring the proper functioning of all support and ancillary bodies of the Local (committees, secretariat, etc.); b) To ensure the implementation of the decisions made by the General Assembly and the Union Council;

	<p>following five (5) officers: - President □ - Vice-President □ - Vice-President (Communications) - Vice-President (Finance) □ - Vice-President (Labour Relations) ... D) NOTICE OF THE EXECUTIVE BOARD MEETINGS: Notice of a meeting must be given to all members of the Executive Board at least twenty- four (24) hours before each Executive Board Meeting, though the President may call a meeting of the Executive Board with less notice if an urgent meeting is required. E) QUORUM: The quorum of the Executive Board shall be formed by the majority of its members. F) VOTING PROCEDURE AT EXECUTIVE BOARD MEETINGS: All voting at Executive Board Meetings shall be by show of hands with each member of the Executive having one vote, except the Chair of the meeting. All votes shall be decided by simple majority, with the Chair of the meeting casting the deciding vote in case of a tie. Members of the Executive shall have the right to have their vote on a particular matter recorded in the minutes if they so request. (7)</p>	<p>elections period is due; □l) To name the auditor and receive the auditor’s report at the end of the fiscal year; □m) The Executive shall meet at the request of the President or any two (2) Executive members; □n) To have a working knowledge of the Collective Agreement, PSAC’s Constitution, the Rules o Order, and these By-Laws; □o) To participate in at least one internal committee and at least one external committee as a delegate of the Union; □p) To prepare the Annual Report for the Annual General Meeting; □q) To receive correspondence on behalf of the local and forward to the appropriate Executive officer; □r) To decide how best to redistribute responsibilities in the event that a member of the Executive Committee is not able to fulfill their responsibilities for a period of time (12.6)</p>	<ul style="list-style-type: none"> c) To prepare and organize the meetings of the General Assembly; d) To keep all contracts, books, records and all other property of the Union, furnishing these items when required to do so by the General Assembly; e) To admit new members; f) To authorize all proceedings, legal or otherwise, in the Union’s interest, excepting those proceedings for which the law requires an authorizing motion from the General Assembly; g) To present an Annual Report to the General Assembly; h) To designate persons amongst Executive Board members authorized to sign monetary documents in the name of the Union; i) To develop relationships with other Unions; j) To receive and distribute relevant information to the members; k) To name the official delegates (Steward or elected representative) of the Union to represent the Union and to receive the delegates’ reports; l) To meet representatives of the members, through mediation of the Chief Stewards, Committees, or otherwise, and respond to their concerns; m) To name a Chief Returning Officer (CRO) that shall organize the election of the Executive when the elections period is due; n) To name the auditor and receive the auditor’s report at the end of the fiscal year; o) To have a working knowledge of the Collective Agreement, PSAC’s Constitution, the Rules of Order, and these Bylaws; p) Members of the Executive must participate in at least one internal committee and OR at least one external committee as a delegate of the Union; q) To receive correspondence on behalf of the Union and forward to the appropriate Officer; r) To redistribute responsibilities in an effective manner in the event that an Officer is unable to fulfill their responsibilities for a period of time.
Executive	<i>i) President</i>	<i>President</i> □ The President shall □	15.1 The President shall:

<p>Officers</p>	<p>a) The President shall preside over the Annual and Special Meetings and meetings of the Executive Board and the Board of Representatives, preserving order, directing debate and enforcing the Constitution and By-laws. If the President wishes, then she/he may name a replacement in this role; □</p> <p>b) The President shall be responsible for carrying out the decisions and policies of the Association; □</p> <p>c) The President shall not normally vote, but in the case of a tie, shall cast the deciding vote; □</p> <p>d) The President shall be an ex-officio member of all committees of the Association that are appointed by the Board of Representatives or the General Assembly; □</p> <p>e) The President shall be the official spokesperson for the Association; □</p> <p>f) The President shall present the Annual Report of the Executive Board to the General Assembly; □</p> <p>g) The President shall see that all persons holding elected office in the Association fulfil their mandates. □</p> <p>ii) Vice-President</p> <p>a) The Vice-President shall be responsible for giving general assistance to the President; b) During any period when the President is absent or is for any other reason unable to perform the functions of the Office, those functions shall be assumed and performed by the Vice-President, until such time as a President of the Association is elected in accordance with Article 8; □</p> <p>c) The Vice-President shall be an ex-officio member on all committees of the Association that are appointed by the Board of Representatives or the General Assembly. □</p> <p>iii) Vice-President (Communications)</p> <p>a) The Vice-President (Communications) shall record or cause to be recorded the minutes of the meetings of the Executive Board and the General Meeting and shall, jointly with the President, sign these minutes; □</p> <p>b) The Vice-President (Communications) shall convene meetings when requested to do so by the President or the Executive Board; □</p> <p>c) The Vice-President (Communications) shall be an ex-officio member of any communications committee. □</p> <p>iv) Vice-President (Finance)</p>	<p>a) be the chief spokesperson and media contact for the Local;□</p> <p>b) be the chief administrator of the Local, ensuring the smooth operation thereof;□</p> <p>c) supervise all officers of the Executive;□</p> <p>d) meet with and supervise all officers of the Local's governing and support bodies, such as Chief Stewards and Head of Committees, making sure each are engaged in their assigned tasks and plans;□</p> <p>e) liaise with representatives of the University administration when required and address University policy and procedures that negatively impact the membership;□</p> <p>f) be ex-officio, voting member of all committees of the Local and of the Negotiating committee;□</p> <p>g) prepare an agenda for and chair all Executive meetings; Constitution and Strike committee meetings; and Stewards' meetings; or appoint a designate to chair these meetings;□</p> <p>h) ensures proper implementation of bylaws, and decisions of the Local's governing and support bodies;□</p> <p>i) prepare a written report at least one week prior to each General Meeting of the Local;</p> <p>j) sign all contracts, cheques, and official documents of the Local, or ensure that they are signed, including the minutes of the General Meeting, and Executive meetings;□</p> <p>k) examine and either approve or reject any contacts between the Local and the media;□</p> <p>l) attend PSAC's national convention as the Local's chief delegate, or appoint a designate to attend in this capacity;□</p> <p>m) attend conventions of organizations that the Local affiliates with or has membership in, as part of the Local's chief delegate, or appoint a designate to attend in this capacity;</p> <p>n) Have a working knowledge of the Collective Agreement, PSAC's Constitution, the Rules of Order, and these Bylaws;</p> <p><i>Internal Affairs Officer</i>□The Internal Affairs Officer shall□</p> <p>a) record or cause to be recorded the minutes of the</p>	<p>a) be the chief media contact and official spokesperson for the Union;</p> <p>b) be the chief administrator of the Union, ensuring the smooth operation thereof;</p> <p>c) supervise other Officers and see verify that all persons holding elected office in the Union, including Chief Stewards and committee chairs, fulfill their mandates;</p> <p>d) liaise with University administration representatives when required and address University policy and procedures that negatively impact the membership;</p> <p>e) be an ex-officio member of all committees of the Union that are appointed by the Union Council or General Assembly;</p> <p>f) prepare an agenda for and chair all Executive meetings, meetings of the Union Council and General Assembly, Strike Committee meetings, and Stewards' meetings, unless the meeting has selected another person as Chair;</p> <p>g) enforce and ensure proper implementation of the Bylaws and decisions of the Union's governing and support bodies;</p> <p>h) present the Annual Report of the Executive to the General Assembly;</p> <p>i) sign all contracts, cheques, and official documents of the Union, or ensure that they are signed, including the minutes of the General Assembly and Executive meetings;</p> <p>j) attend PSAC's national convention and conventions of other organizations that the Union affiliates with or has membership in as the Union's chief delegate, or appoint a designate to attend in this capacity;</p> <p>k) have a working knowledge of the Collective Agreement, PSAC's Constitution, the Rules of Order, and these Bylaws.</p> <p>15.2 The Vice-President (AMUSE) shall:</p> <p>a) give general assistance to the President, in particular with respect to matters concerning the AMUSE Unit;</p> <p>b) together with the Vice-President (MUNACA),</p>
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<p>The Vice-President (Finance) shall be responsible for carrying out the financial transactions of the Association, and in particular shall have the following duties:</p> <ul style="list-style-type: none"> a) keeping records of monies and securities belonging to the Association; <input type="checkbox"/> b) receiving the members' dues from PSAC Central and any other revenues; <input type="checkbox"/> c) keeping the accounts in a manner approved by the Executive Board; <input type="checkbox"/> d) depositing Association receipts in one or more of several chartered banks chosen by the Executive Board; <input type="checkbox"/> e) signing cheques and other negotiable instruments jointly with the President or any other officer duly authorized to do so by resolution of the Executive Board; <input type="checkbox"/> f) submitting a preliminary budget of projected income and expenditures to the Executive Board for its approval within thirty (30) days of his or her election; <input type="checkbox"/> g) submitting an annual financial statement to the General Assembly at the end of every fiscal year; <input type="checkbox"/> h) ensuring that the members of the Executive Board be bonded in an amount to be determined by the Executive Board for the faithful performance of the trust reposed in her/him, the cost to be borne by the Association. <p>v) Vice-President (Labour Relations)</p> <ul style="list-style-type: none"> a) The duties of the Vice-President (Labour Relations) shall include receiving grievances and transferring such information to the PSAC Legal Representation Section for analysis. When necessary, she/he shall initiate the Grievance Procedure for purposes of negotiating with the University Administration a solution to the grievance, or proceeding to arbitration; <input type="checkbox"/> b) The Vice-President (Labour Relations) must communicate all progress, actions and decisions concerning such grievances during each stage of the Grievance Procedure to the Grievance Committee, and those members immediately concerned; <input type="checkbox"/> c) The Vice-President (Labour Relations) shall be an ex-officio member on all grievance-related committees of the Association. (7(C)) 	<p>meetings of the Executive and the General Meeting, and, jointly with the President, sign these minutes; <input type="checkbox"/></p> <ul style="list-style-type: none"> b) maintain organized minutes, records, contracts, reports in electronic and paper format; c) ensure that all relevant information is distributed to the membership in collaboration with the Communications and Outreach Officer; <input type="checkbox"/> d) be responsible of the administration of new members, such as to ensure that new members have signed membership forms, and are met with their stewards; <input type="checkbox"/> e) work with Stewards to distribute information and materials; <input type="checkbox"/> f) ensure that standing committees (listed in article 14.7) are chaired, holding regular meetings, and submit minutes and reports to the Executive and Board; <i>Communications and Outreach Officer</i> <input type="checkbox"/> <p>The Communications and Outreach Officer shall <input type="checkbox"/></p> <ul style="list-style-type: none"> a) be responsible for creating and soliciting content for the Local's newsletter to be distributed regularly to the membership; <input type="checkbox"/> b) maintain an up to date and functional website that reflects the current activities of the Local; <input type="checkbox"/> c) ensure that written communication is available in both English and French, to the greatest extent possible; <input type="checkbox"/> d) be responsible for the visibility of the Local, on campus and in social media, and the communicating of relevant information to the membership and public; <input type="checkbox"/> e) be the first contact for general inquiries; <input type="checkbox"/> f) develop and coordinate political and outreach campaigns; <input type="checkbox"/> g) direct outreach and mobilization of the Local; <input type="checkbox"/> h) work with Stewards to distribute information and materials <p><i>Treasurer</i> <input type="checkbox"/></p> <p>The Treasurer shall <input type="checkbox"/></p> <ul style="list-style-type: none"> a) keep all financial records belonging to the Local, including transaction and budgets; <input type="checkbox"/> b) collect or cause to be collected the member's dues and other sources of revenues; <input type="checkbox"/> c) keep accounts in a manner approved by the Executive; <input type="checkbox"/> d) deposit Local receipts in one or more financial institutions chose by the Executive; <input type="checkbox"/> 	<p>assume and perform the functions of the President during any period when the President is absent or is for any other reason unable to perform the functions of the Office, until such time as a President of the Association is elected in accordance with Article XX in the case that the position is deemed vacant;</p> <ul style="list-style-type: none"> c) be an ex-officio member on all committees of the Union that are appointed by the Union Council or the General Assembly, except any committee that pertain exclusively to MUNACA or to Floor Fellows. <p>15.3 The Vice-President (MUNACA) shall:</p> <ul style="list-style-type: none"> a) give general assistance to the President, in particular with respect to matters concerning the MUNACA Unit; b) together with the Vice-President (AMUSE), assume and perform the functions of the President during any period when the President is absent or is for any other reason unable to perform the functions of the Office, until such time as a President of the Association is elected in accordance with Article XX in the case that the position is deemed vacant; c) be an ex-officio member on all committees of the Union that are appointed by the Union Council or the General Assembly, except any committee that pertain exclusively to AMUSE or to Floor Fellows. <p>15.4 The Vice-Presidents, Labor Relations shall for their respective Units:</p> <ul style="list-style-type: none"> a) maintain a grievance procedure and inform members of the proper channels for submitting grievances; b) receive grievances and transfer such information to the PSAC Legal Representation Section for analysis, initiate the grievance procedure when necessary for the purposes of negotiating with the University Administration a solution to the grievance, or proceeding to arbitration; c) communicate all progress, actions and decisions concerning grievances during each stage of the
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		<p>e) be a signing officer along with the President and one other member of the Executive Committee, and sign cheques issued by the Local; □</p> <p>f) prepare a preliminary budget and submit it to the Executive Committee and Board of Representatives for revision and/or approval at least sixty (60) days prior to the end of the fiscal year; □ approval of the Board within thirty (30) days of his or her election; □</p> <p>g) prepare an annual financial statement that, after being approved by the Executive and Board, is submitted for the approval of the General Assembly at the end of every fiscal year;</p> <p>h) coordinate the Finance Committee, and work with the Committee to prepare the budget and audit, and review any other financial matters; □</p> <p>i) work with an auditor to complete an audited financial statement by March 31st of the following fiscal year;</p> <p>13.5. <i>Labour Relations Officer</i> □ The Labour Relations Officer shall □</p> <p>a) set up grievance procedure, and inform members of the proper channels for submitting grievances; □</p> <p>b) receive grievances and, if necessary, initiate a grievance procedure; □</p> <p>c) communicate all progress and decisions concerning grievances to the concerned parties; □</p> <p>d) be ex-officio member on the Negotiating committee, and all grievance-related committees of the Local; □</p> <p>e) act as liaison between Stewards and members with the Executive and Board; □</p> <p>f) ensure that relevant information regarding labour standards and the Collective Agreement is accessible by the membership; □</p> <p>g) keep the Mobilization Committee informed of pertinent labour issues; □</p> <p>h) ensure that Steward training courses are available to all Stewards at least three (3) times per year or as required.</p> <p><i>Vice President Floor Fellows</i> □ The Vice President Floor Fellows shall</p> <p>a) be the official representative of Unit B; □</p> <p>b) work cooperatively with the rest of the AMUSE Executive and Unit B Stewards to □ ensure the smooth</p>	<p>Grievance Procedure to the Grievance Committee and to those members immediately concerned;</p> <p>d) be ex-officio members on all grievance-related committees of the Union and on the Negotiating Committee;</p> <p>e) act as liaisons between Stewards and members and the Executive and Union Council;</p> <p>f) ensure that relevant information regarding labor standards and the Collective Agreement is accessible to the membership; □</p> <p>g) keep the Mobilization Committee informed of pertinent labor issues; □</p> <p>h) ensure that Steward training courses are available to all Stewards at least three (3) times per year or as required.</p> <p>15.5 The Vice-President, Labor Relations (Floor Fellows) shall also be known as the Vice-President (Floor Fellows) and be the official representative of the Floor Fellows Unit, in addition to having all the duties specified in Article XX.4.</p> <p>15.6 The Vice-President, Finance shall:</p> <p>a) keep records of monies and securities belonging to the Association;</p> <p>b) receive the members' dues from PSAC Centre and any other revenues; □</p> <p>c) keep the accounts in a manner approved by the Executive Board; □</p> <p>d) deposit Association receipts in one or more of several chartered banks chosen by the Executive Board; □</p> <p>e) sign cheques and other negotiable instruments jointly with the President or any other officer duly authorized to do so by resolution of the Executive Board; □</p> <p>f) submit a preliminary budget of projected income and expenditures to the Executive Board for its approval within thirty (30) days of his or her election; □</p> <p>g) prepare an annual financial statement that is approved by the Executive and Union Council and submitted for approval to the General</p>
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		<p>functioning of the Unit; <input type="checkbox"/></p> <p>c) support Unit B members and ensure Unit B members have access to pertinent and <input type="checkbox"/>relevant information regarding labour issues and the Local; <input type="checkbox"/></p> <p>d) have a comprehensive knowledge of the Unit B Collective Agreement; <input type="checkbox"/></p> <p>e) meet with and supervise all officers involved in the functioning of Unit B, such as <input type="checkbox"/>Chief Stewards and members of Committees, making sure each are engaged in their <input type="checkbox"/>assigned tasks and plans; <input type="checkbox"/></p> <p>f) prepare a written report at least one week prior to the Unit B General Meeting <input type="checkbox"/> (13)</p>	<p>Assembly at the end of every fiscal year; <input type="checkbox"/></p> <p>h) ensure that the members of the Executive Board be bonded in an amount to be determined by the Executive Board for the faithful performance of the trust reposed in her/him, the cost to be borne by the Union;</p> <p>i) coordinate the Finance Committee and work with the Committee to prepare the budget and audit and review any other financial matters;</p> <p>j) work with an auditor to complete an audited financial statement by March 31st of the following year.</p> <p>15.7 The Vice-President, Communications and Mobilization shall:</p> <p>a) record or cause to be recorded the minutes of the meetings of the Executive Board and the General Assembly and shall, jointly with the President, sign these minutes; <input type="checkbox"/></p> <p>b) convene meetings when requested to do so by the President or the Executive Board; <input type="checkbox"/></p> <p>c) be an ex-officio member of any communications committee;</p> <p>d) be responsible for creating and soliciting content for the Union's newsletter to be distributed regularly to the membership; <input type="checkbox"/></p> <p>e) maintain an up-to-date and functional website that reflects the current activities of the Union; <input type="checkbox"/></p> <p>f) ensure that written communication is available in both English and French, to the greatest extent possible; <input type="checkbox"/></p> <p>g) be responsible for the visibility of the Union, on campus and in social media, and the communicating of relevant information to the membership and public;</p> <p>h) be the first contact for general inquiries; <input type="checkbox"/></p> <p>i) develop and coordinate political and outreach campaigns; <input type="checkbox"/></p> <p>j) direct outreach and mobilization of the Union; <input type="checkbox"/></p> <p>k) work with Stewards to distribute information and materials.</p>
(Executive) Election	i) The Executive Board shall be elected and remain in office for a period of three (3) years. Elections must be	The Executive are elected by secret ballot by the General Meeting for a mandate of twelve (12) months. The Vice	16.1 The Executive Board and Delegates Council members shall be elected by the membership of the

<p>held between January 1st and June 15th of the year in which the term ends. □</p> <p>ii) Nominations shall be invited from the members of the Association commencing at least twenty-five (25) working days prior to the Annual Meeting. □</p> <p>iii) The Executive Board of the association shall appoint a Chief Returning Officer (CRO) for the elections who shall be responsible for setting up a volunteer committee to handle the scrutineering process and the counting of votes. The CRO may not be a candidate in the elections. The CRO will have sole jurisdiction and final authority in all Executive Board electoral matters. □</p> <p>iv) The Association shall make available prescribed nomination forms, prepared by the CRO, at least twenty-five (25) working days prior to the Annual Meeting. □</p> <p>v) The closing date for receiving nominations shall be announced as part of the notice inviting nominations and shall be at least fifteen (15) working days prior to the Annual Meeting. □</p> <p>vi) Nominations received after 17:00 hours on the closing date shall not be entertained. □</p> <p>vii) The CRO shall validate the nominations and publicize them at least ten (10) working days prior to the election, together with notice of the election procedures. □</p> <p>viii) The information to be circulated by the CRO on each nominee shall contain only the following: <input type="checkbox"/> NAME: CLASSIFICATION: DEPARTMENT: TELEPHONE NUMBER: <input type="checkbox"/> A pensketch of two hundred (200) words or less shall be provided by the nominee prior to the deadline for receiving nominations. □</p> <p>ix) Only members of the Association in good standing may place names in nomination. □</p> <p>x) No members of the Association may propose, second or sign the nomination form for more than one nominee for the same office. □</p> <p>xi) The persons nominated must be members of the Association in good standing and must be identified by name and department and must have agreed beforehand, in writing, to serve on the Executive Board if elected. □</p> <p>xii) Nominations for Officers of the Executive Board</p>	<p>President Floor Fellows is elected by the Unit B General Meeting. In case of a vacant post during the term, the Executive may open nomination. Election for the vacant position shall take place at the General Meeting. Alternatively, an interim position may be filled at the discretion of the Board of Representatives. (12.2)</p>	<p>Union. Nominations and voting for the positions reserved for a particular Unit or classification shall be restricted to the members of that Unit or classification.</p> <p>16.2 Each elected position's term shall not exceed three (3) years.</p> <p>16.3 Elections must be held for all positions in the last year of their terms every year between September 1 and September 15.</p> <p>16.4 The Executive Board of the Union shall appoint a Chief Returning Officer (CRO) for the elections who shall be responsible for setting up a volunteer committee to handle the scrutineering process and the counting of votes. The CRO may not be a candidate in the elections. The CRO will have sole jurisdiction and final authority in all electoral matters.</p> <p>16.5 Nominations shall be invited from the members of the Union via prescribed nomination forms prepared by the CRO and made available by the Union, commencing at least twenty-five (25) working days prior to the opening of the voting period.</p> <p>16.6 The closing date for receiving nominations shall be announced as part of the notice inviting nominations and shall be at least fifteen (15) working days prior to the opening of the voting period. Nominations received after 17:00 hours on the closing date shall not be entertained.</p> <p>16.7 The CRO shall validate the nominations and publicize them at least ten (10) working days prior to the opening of the voting period, together with notice of the election procedures. □</p> <p>16.8 The information to be circulated by the CRO on each nominee shall contain only the following: NAME: JOB TITLE: DEPARTMENT: EMAIL: PENSKETCH: A pensketch of two hundred (200) words or less shall be provided by the nominee prior to the deadline for receiving nominations.</p> <p>16.9 Only members of the Association in good standing may place names in nomination. □</p> <p>16.10 No members of the Association may propose, second or sign the nomination form for more than one</p>
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must be proposed and seconded and agreed to by at least ten (10) members of the Association who will all have signed the nomination form and shall have identified themselves by name and membership number. □

xiii) After the closing date for nominations, the names of all candidates duly nominated shall be printed on ballot papers. □

xiv) Members shall be asked to return mail-in ballots according to instructions published by the CRO. □

xv) All members in good standing shall be eligible to vote in the elections. □

xvi) Ballots shall be counted publicly under the supervision of the Chief Returning Officer at the end of the election, and the results will be officially announced at the Annual Meeting. □

xvii) Ballots shall be considered spoiled if returned in a manner inconsistent with the instructions published by the CRO. □

xviii) Of the persons nominated, the one gaining the most votes shall be declared the winner. In case of a tie a recount will be conducted, and if the recount upholds the tie a new vote shall be taken immediately on those persons only and all other nominees dropped. □

xix) Any person nominated who is not satisfied with the results of the vote may request a recount. Upon the request being granted by a majority vote of the General Assembly, the recount shall take place in the presence of the General Assembly and the members shall be permitted to inspect the ballots. The results shall be announced to the meeting and shall be the final result. Pursuant to paragraph (iii), any dispute concerning the validity of the ballots shall be resolved by the CRO whose decision shall be final and binding. □

xx) All ballots shall be kept for a period of at least one (1) year. □

xxi) If for any reason a vacancy occurs on the Executive Board, the remaining Executive Officers must assume the duties of the vacant position if the vacancy occurs six (6) months or less prior to the next regularly scheduled election.

xxii) If a vacancy occurs on the Executive Board more than six (6) months before the next regularly scheduled

nominee for the same office. □

16.11 The persons nominated must be members of the Union in good standing and must be identified by name and department and must have agreed beforehand, in writing, to serve on the Executive Board or as a Delegate if elected.

16.12 Nominations for Officers of the Executive Board must be proposed and seconded and agreed to by at least ten (10) members of the Union who will all have signed the nomination form and shall have identified themselves by name, department and phone number.

16.13 After the closing date for nominations, the names of all candidates duly nominated shall be entered on ballots. A printable ballot shall be sent by email to each member.

16.14 Throughout the voting period, polling stations shall be established at locations on campus. The placement and operating hours of the stations shall be determined so as to promote their accessibility to all members. Printed ballots shall be available at each station. **Ballots can also be returned via mail using the special envelopes that shall sent to members whose addresses are available or upon request.**

16.15 The voting period shall be seven (7) working days.

16.16 All members in good standing shall be eligible to vote in the elections.

16.17 Ballots shall be counted publicly under the supervision of the CRO at the end of the voting period, and the results shall be officially announced to all members via email. □

16.18 Ballots shall be considered spoiled if returned in a manner inconsistent with the instructions published by the CRO.

16.19 Of the persons nominated, the one gaining the most votes shall be declared the winner. In case of a tie a recount will be conducted, and if the recount upholds the tie a new vote shall be taken immediately on those persons only, with all other nominees dropped. For Delegates, each member may vote for a number of candidates that does not exceed the number of Delegate positions for their Unit, if AMUSE or Floor Fellows, or classification, if MUNACA, and may only vote for

	<p>election, a by-election must be held. □ xxiii) A position will be declared vacant when the incumbent resigns or has been declared delinquent in fulfilling the duties of that office. □(8)</p>		<p>Delegates for their Unit or classification. The candidates shall be ranked by number of votes received, and the positions filled accordingly. 16.20 Any person nominated who is not satisfied with the results of the vote may request a recount by submitting a petition signed by at least five (5) percent of the eligible voters for the position. The recount shall take place publicly, and the members shall be permitted to inspect the ballots. The results shall be announced to the membership and shall be final. Pursuant to Section XX.4 any dispute concerning the validity of the ballots shall be resolved by the CRO whose decision shall be final and binding. □ 16.21 All ballots shall be kept for a period of at least one (1) year. 16.22 If for any reason a vacancy occurs on the Executive Board, the Union Council shall appoint an interim Officer to fill the position if the vacancy occurs more than three (3) months before the next regularly scheduled election. If the vacancy occurs less than three (3) months before the next regularly scheduled election, the remaining Executive Officers must assume the duties of the vacant position. Should any Delegate position be vacant following elections or in the course of a term, the Union Council may appoint a Delegate to fill the vacancy by a majority vote.</p>
<p>Board of Representatives/ Union Council</p>	<p>A) Mandate The duties of the Board of Representatives are set out in the By-laws. Fundamentally, the Board of Representatives is the legislative body of the Association and has all powers to that effect, including the powers to adopt and modify the By-laws of the Association, pending ratification by the General Assembly at the next Annual Meeting or Special Meeting, which shall be held within thirty (30) working days of the adoption of the amendment(s). B) STRUCTURE: The Board of Representatives shall comprise of the following twelve (12) members: . President □</p>	<p>The Board of Representatives shall consist of the following members: the six (6) members of the Executive Committee, and twelve (12) Delegates of the membership who also act as Chief Stewards. Two Delegates will be members of Unit B. (11.1) All members of the Board must attend a minimum of six (6) out of the ten (10) Board meetings. <i>Election of Delegates</i> □ Twelve (12) delegates are elected by secret ballot during the AGM. Candidates must be nominated and their nomination must be seconded. Candidates may nominate themselves, and may accept or refuse the nomination. Each candidate will be asked to speak to their nomination and members present will be given the opportunity to ask questions, speak in favour</p>	<p>17.1 The Union Council shall consist of the following members: the eight (8) members of the Executive Board, seven (7) clerical classification Delegates, five (5) technical classification Delegates, two (2) library classification Delegates, ten (10) casual Delegates, and two (2) floor fellow Delegates. 17.2 The Union Council is the legislative body of the Union and has all powers to that effect, subject to the direction and superior authority of the General Assembly. 17.3 The duties of the Union Council are to formulate and set out the policies of the Union; recommend a course of action with regards to bargaining; recommend a budget to the General Assembly; □oversee the</p>

- . Vice-President
- . Vice-President (Communications)
- . Vice-President (Finance)
- . Vice-President (Labour Relations)
- . The seven (7) Council Representatives referred to in Article 10(A).

C) DUTIES: The Board of Representatives exercises duties as set out in these By-laws. The principal duty of the Board of Representatives shall be to formulate and set out the policies of the Association, notably by adopting or modifying the By-laws of the Association, pending ratification by a majority of the members in good standing who exercise their right to vote at the next meeting. The Board of Representatives shall meet at the request of the President or five (5) members of the Board of Representatives. All Council Representatives elected to the Board of Representatives shall act as District Heads to specified districts.

D) NOTICE OF BOARD OF REPRESENTATIVES MEETINGS: Notice of a meeting must be given to all members of the Board of Representatives at least twenty-four (24) hours before each Board of Representatives meeting.

E) QUORUM: The quorum of the Board of Representatives shall be formed by the majority of its members consisting of at least two (2) Executive Officers.

F) VOTING PROCEDURE AT BOARD OF REPRESENTATIVES MEETINGS: All voting at Board of Representatives meetings shall be by show of hands with each member of the Board of Representatives having one (1) vote, except the Chair of the meeting. All votes shall be decided by simple majority, with the Chair of the meeting casting the deciding vote in case of a tie.

Members of the Board of Representatives shall have the right to have their vote on a particular matter recorded in the minutes if they so request. (9)

of, or challenge their nomination.
Following nomination procedures, the name, workplace, and unit of each candidate will be announced and displayed.

Blank ballots will be distributed to all voting members present at the AGM, and members will vote by writing the name(s) of no more than 12 candidates on their ballot. The twelve candidates with the most votes will be elected as Delegates to the Board for the term of one (1) year, ending at the next Annual General Meeting. Should fewer than twelve members stand for election at the AGM or should any Delegate resign over the course of their term, the Board may appoint additional Delegates by a majority vote.

Delegates as Chief Stewards In addition to performing the duties common to all members of the board (Article 11.5), delegates also act as Chief Stewards (see Article 14). While representation by one or more delegate(s) of each workplace is impractical due to the nature of the bargaining unit, effort should be made to reflect the diversity of the membership, the jobs performed, and the workplaces.

Duties of the Chief Stewards are: a) all regular duties of Stewards (see Article 14.5); b) to sit on at minimum one (1) committee of the Local; c) to read meeting minutes and reports that are prepared in advance of BoR meetings; d) to bring any relevant issues to the attention of the BoR; and, e) to participate in Steward training courses within six (6) months of their election.

Delegate Honoraria Each Delegate shall receive an honorarium of thirty (30) dollars for each Board of Representatives meeting.

Any delegate performing BoR work outside of BoR meetings will be liberated by the Local.

The tasks of the Board are: recommend a course of action with regards to bargaining; set out general policies of the Local; recommend a budget to the General Meeting; oversee the activities of and give recommendations to the Executives; arbitrate on disputes relating to the internal affairs of the Local; form the necessary committees that serve to promote the goals of the Local; propose amendments of the By-Laws

activities of and give recommendations to the Executive Board; arbitrate on disputes relating to the internal affairs of the Union; form the necessary committees that serve to promote the goals of the Union; and propose amendments of the Bylaws and changes of Union dues for the consideration of the General Meeting.

17.4 The Delegates shall be elected for terms of one (1) year through the annual elections procedure set out in Article XXX.

17.5 The Delegates shall also act as chief stewards. Their duties as Chief Stewards are: a) all regular duties of Stewards (see Article XXX); b) to sit on at minimum one (1) committee of the Union; c) to read meeting minutes and reports that are prepared in advance of Union Council meetings; d) to bring any relevant issues to the attention of the Union Council; and, e) to participate in Steward training courses within six (6) months of their election.

17.6 The Union Council shall meet at least twice per semester and at least six (6) times per calendar year. Upon the request of any member(s), the Chair (see Article XXX) shall organize an additional meeting at the earliest possible opportunity, balanced with the goal of maximal participation. All Union Council members must attend at least two thirds (2/3) of the meetings in each calendar year.

17.7 Notice of a meeting must be given to all members of the Union Council at least five (5) days before each Council meeting.

17.8 The quorum of the Union Council shall be formed by the majority of its members, including at least four (4) Executive Officers.

17.9 The Chair shall be a member of the Union Council duly elected by two thirds majority at the first meeting. Where necessary, the President shall act as interim Chair. An Executive can be the elected Chair if and only if no Delegate stands and is elected.

The Chair is responsible for running meetings, facilitating the setting of meeting times and locations, and informing and reminding Council members of meetings. The Chair shall also be responsible for giving a report on the activities of the Union Council to the

		<p>and changes of Local dues for the consideration of the General Meeting.</p> <p>The Board shall meet once every month, excepting December and April. Upon the request of any member(s), the Chair (see Article 11.7) shall organize an additional meeting at the earliest possible opportunity, balanced with the goal of maximal participation.</p> <p><i>Quorum</i> □ The minimum attendance at a Board of Representatives meeting for it to operate as such shall be 6 Delegates and 2 Executives. All members are expected to make the utmost effort to attend every meeting.</p> <p><i>Chair of the Board of Representatives</i> □ The Chair of the Board of Representatives shall be a member of the BoR duly elected by 2/3 of the Board at the first meeting. Where necessary, the President shall act as interim Chair. An Executive can be the elected Chair if and only if no Delegate stands and is elected.</p> <p>The Chair is responsible for running meetings, facilitating the setting of meeting times and locations, informing and reminding Board Members of meetings, and drawing up an agenda for each meeting. The Chair shall also be responsible for giving a report on the activities of the Board of Representatives at General Meetings.</p> <p><i>The Agenda of Board of Representatives Meetings</i> • The Chair shall be responsible for drafting an Agenda prior to each meeting, which shall include, but not be limited to, the following: • i) a call for additions to the agenda; • ii) a call for approval of the agenda; • iii) reports from Officers and Committees; and • iv) a Varia point (immediately prior to adjournment). (...11.9)</p>	<p>General Assembly.</p> <p>17.10 The Chair shall be responsible for drafting an Agenda prior to each meeting, which shall include, but not be limited to, the following: □ i) a call for additions to the agenda; □ ii) a call for approval of the agenda; □ iii) reports from Officers and Committees; and □ iv) a Varia point (immediately prior to adjournment).</p> <p>17.11 All voting at Union Council meetings shall be by show of hands with each member of the Council having one (1) vote, except the Chair of the meeting. All votes shall be decided by simple majority, with the Chair of the meeting casting the deciding vote in case of a tie. Members of the Union Council shall have the right to have their vote on a particular matter recorded in the minutes if they so request.</p> <p>17.12 Each Delegate shall receive an honorarium for each Union Council meeting that they attend and for which they are not liberated. The honorarium shall be equivalent to their hourly wage for the duration of the meeting.</p> <p>A transportation stipend shall be provided to each Delegate required to travel traveling from MacDonald Campus. Any delegate performing Council work outside of Council meetings shall be liberated by the Union.</p>
Classification Councils	[Councils, duties, election, meetings (10), council representatives (11), termination (14)]	–	
Stewards	<p>A) DUTIES</p> <p>The duties of each Steward are to address any concerns of members in their area regarding the members' working conditions and to ensure these concerns are addressed by their respective Councils and the members of the Executive Board. These concerns include recommendations of issues to bring forward during negotiations with the University. Stewards would be charged with the investigation of any complaints, the</p>	<p>The Stewards shall □</p> <p>a) collaborate with the Labour Relations Officer and the committee for mobilization in the effort in addressing any concerns of members in their area regarding their working conditions; □</p> <p>b) ensure that these concerns are addressed by the Executive Committee; □</p> <p>c) together with the Labour Relations Officer, shall be charged with the investigation of any complaints,</p>	<p>18.1 The duties of each Steward are to collaborate with their respective Vice-President, Labor Relations, to address any concerns of members in their district regarding the members' working conditions and to ensure these concerns are addressed by their respective Delegates and the members of the Executive Board. These concerns include recommendations of issues to bring forward during negotiations with the University. Stewards would be charged with the investigation of any</p>

<p>gathering of information, and the passing of recommendations to file grievances to both Council Representatives, District Heads and the Vice-President (Labour Relations) if necessary.</p> <p>B) MEETINGS Six (6) meetings per year with all Stewards will take place with the Executive and Council Representatives, following which a report will be issued by the Vice-President (Labour Relations) or delegate and Council Representatives within the following two (2) weeks, dealing with all matters raised at the meeting.</p> <p>C) RESPONSIBILITY FOR DISTRICTS i) The elected members to the Board of Representatives will each agree to serve as District Heads, and be directly responsible, along with the members of the Executive, for communicating with each Steward in their district. District Heads will serve as contacts and ask for monthly reports from each Steward in their area. They may be assisted in these tasks by the Executive Board. □ ii) Each Council Representative, upon election, will also agree to serve as a Steward in their area, and to serve as a District Head should they be elected to the Board of Representatives, in an area to be determined by the Board of Representatives. Council Representatives will, in conjunction with the Executive, be responsible for recruiting Stewards and for coordinating their functions. □ iii) Should Stewards be required to be absent from work due to addressing members' concerns, they shall inform the Executive, in addition to their supervisors, so that a report is kept of these activities and any questions from management responded to.</p> <p>D) REMOVAL OF STEWARDS i) Any questions regarding Steward behaviour would be brought to the Board of Representatives for discussion and resolution. The Board of Representatives would have the mandate to remove Stewards, following an investigation of a complaint by members in the Steward's area or from the District Head. (12)</p>	<p>gathering of information, and the passing of recommendations to file grievances; □ d) act as a liaison between the employees and the Labour Relations Officer and the Executive Committee; □ e) oversee the implementation of the policies set out by the governing bodies and items of the collective agreement that are relevant to the members of their Unit (see Article 2.2.) and department; □ f) meet members and inform them of the activities of the Local; □ g) ensure that each person signing a new contract with the University receive information regarding the Local and are offered membership; □ h) be represented in the Board of Representatives by twelve (12) Chief Stewards; and, (sic) (14.8)</p>	<p>complaints, the gathering of information, and the passing of recommendations to file grievances to Delegates, Chief Stewards, and the Vice-President, Labor Relations, if necessary.</p> <p>The Stewards shall act as liaisons between members and the Vice-Presidents, Labor Relations and the Executive Board, oversee the implementation of the policies set out by the governing bodies and items of the collective agreement that are relevant to the members of their Unit (see Article XXX) and department, meet members and inform them of the activities of the Union, and ensure that each person signing a new contract with the University receive information regarding the Union and be offered membership.</p> <p>18.2 The Stewards shall be represented in the Union Council by twenty-six (26) Chief Stewards.</p> <p>18.3 At the request of a Chief Steward, a meeting shall take place with all Stewards, including Chief Stewards, and the Executive Board. With the two (2) weeks following the meeting, the Vice-Presidents, Labor Relations, in collaboration with the Chief Stewards, shall issue a report dealing with all matters raised at the meeting.</p> <p>18.4 Each Delegate elected to the Union Council shall serve as a Chief Steward and be directly responsible for communicating with each Steward in their district. Chief Stewards shall ask for monthly reports from each Steward in their district. They shall also be responsible for recruiting Stewards. They may be assisted in these tasks by the Executive Board.</p> <p>18.5 Should a Steward be required to be absent from work in order to address members' concerns, they shall inform the Executive Board, in addition to their supervisors, such that a log is kept of these activities and any questions from management responded to.</p> <p>18.6 Any questions regarding Steward behavior shall be brought to the Union Council for discussion and resolution. The Union Council may remove a Steward from their position following an investigation of a complaint by members in the Steward's district or by the</p>
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Committees	<p>A) APPOINTMENT AND DUTIES The Board of Representatives can appoint standing and ad-hoc committees and the committee chair. Committees shall make investigations, conduct studies and hearings, and make recommendations to the Board of Representatives.</p> <p>B) AUTHORITY OF COMMITTEES No action by any committee shall be binding upon or constitute an expression of the policy of the Association until it is approved by the Board of Representatives.</p> <p>C) DISSOLUTION OF COMMITTEES Committees appointed by the Board of Representatives may be discharged by the Board of Representatives when their work is completed or the mandate of the committee(s) is no longer deemed necessary. (13)</p>	<p>Only the Board of Representatives and General Assembly can appoint standing and ad hoc committees and committee Chair to respond to specific needs and tasks; (14.1)</p> <p>Committees shall conduct investigations, conduct studies and hearings, and make recommendations to the relevant governing bodies. (14.2)</p> <p>No action by any committee shall be binding upon or constitute an expression of the policy of the Local until it is approved by the respective governing bodies that appointed the committee in question. (14.3)</p> <p>Committees may only be discharged by the governing body that appointed them when their work is completed or the mandate of a committee is no longer deemed necessary. (14.4)</p> <p>Once a committee has completed a project (for standing committees) or mandate (for ad hoc committees) they will complete an exit report, which will be presented to the BoR and made available to the membership. (14.5)</p> <p>The Standing Bargaining Research Committee shall operate under Regulation 15 of the PSAC Constitution. (14.6)</p> <p>The standing committees of the Local are: <input type="checkbox"/> a) Bargaining Research Committee (Unit A; Unit B) b) By-Law and Policy Committee <input type="checkbox"/> c) Equity Committee <input type="checkbox"/> d) Finance Committee <input type="checkbox"/> e) Health and Safety Committee <input type="checkbox"/> f) Mobilization Committee <input type="checkbox"/> g) Floor Fellows Committee <input type="checkbox"/> h) Replacement Workers Committee</p> <p>Membership of standing and ad hoc committees will be determined at the first Board meeting after the Annual General Meeting and committee chairs will be elected by the committee members at the first meeting of the committee after the Annual General Meeting. Any member of the Local can join an internal committee at any time (14.7)</p>	<p>Chief Steward.</p> <p>19.1 The Union Council and General Assembly can appoint standing and ad-hoc committees and the committee chair to respond to specific needs of the Union.</p> <p>19.2 Committees shall make investigations, conduct studies and hearings, and make recommendations report to the Union Council.</p> <p>19.3 No action by any committee shall be binding upon or constitute an expression of the policy of the Union until it is approved by the governing body or bodies that appointed the committee in question.</p> <p>19.4 Committees may be discharged by the governing body that appointed them when their work is completed or the mandate of a committee is no longer deemed necessary.</p> <p>19.5 Once a committee has completed a project (for standing committees) or mandate (for ad hoc committees) they will complete an exit report, which will be presented to the Union Council and made available to the membership.</p> <p>19.6 The standing committees of the Union are: <input type="checkbox"/> a) Grievance Committee; <input type="checkbox"/> b) Communications Committee; <input type="checkbox"/> c) Health and Safety Committee; <input type="checkbox"/> d) Finance Committee; <input type="checkbox"/> e) Social Justice and Equity Committee; <input type="checkbox"/> f) Social Committee; <input type="checkbox"/> g) Bylaws Committee; <input type="checkbox"/> h) Mobilization Committee.</p> <p>19.7 Membership of standing and ad hoc committees shall be determined at the first Executive Board meeting after the Annual General Meeting. Committee chairs shall be elected by the committee members at the first meeting of the committee after the Annual General Meeting. Any member of the Union can join an internal committee at any time.</p> <p>19.8 Each committee shall have a budget line in the annual budget, with discretion as to expenditures.</p>
Grievances	<p>A) It shall be the responsibility of the Association to investigate as fully as possible all aspects of each potential grievance and to judge the validity of each grievance according to the following procedures: i) Grievances shall be investigated by the Vice-</p>		<p>20.1 It shall be the responsibility of the Union to investigate as fully as possible all aspects of each potential grievance and to judge the validity of each grievance according to the following procedures: a) Grievances shall be investigated by the respective</p>

<p>President (Labour Relations) and the Stewards, and be approved or rejected by the Vice-President (Labour Relations) and the Grievance Committee. □</p> <p>ii) In the event that a grievance is rejected by the Vice-President (Labour Relations) and the Grievance Committee, the employee(s) concerned may appeal the decision to their Classification Council. □</p> <p>iii) In the event that a grievance is rejected by the Classification Council, the employee(s) concerned may appeal the decision of the Council to the Board of Representatives. □</p> <p>iv) In the event that a grievance is not dealt with within a reasonable time frame by the Vice-President (Labour Relations) and/or the Council Grievance Representative, the employee(s) concerned may refer the grievance to the Board of Representatives. □</p> <p>B) Any Council or Board of Representatives' members or Stewards personally involved with a grievance shall be required to be absent from the meeting for all discussions or voting on that grievance, except when presenting testimony to the meeting concerning said grievance. □</p> <p>C) Once a grievance has been found valid by the Association, the Vice-President (Labour Relations) shall be responsible for following the Grievance Procedure up to arbitration. During this process, the Vice-President (Labour Relations) may, for legitimate reasons, refer the grievance back to the body which approved it for a decision on whether the grievance should continue to be supported by the Association. □</p> <p>D) The Vice-President (Labour Relations) shall keep the Grievance Committee and the responsible Stewards advised of all developments and progress concerning each grievance. □</p> <p>E) The Vice-President (Labour Relations) may delegate her/his role in the Grievance Procedure for a particular grievance, in whole or in part, to another Executive Officer by agreement among the Executive Officers. □</p> <p>F) If the Vice-President (Labour Relations) is personally involved in a particular grievance, her/his role in the procedure must be assumed by another Executive Officer. □ (15)</p>		<p>Vice-President, Labor Relations, and the Stewards, and be approved or rejected by the Grievance Committee and the Vice-President, Labor Relations.</p> <p>b) In the event that a grievance is rejected, the member(s) concerned may appeal the decision to the Union Council. □</p> <p>c) In the event that a grievance is not approved or rejected within a reasonable time frame by the Vice-President, Labor Relations, the member(s) concerned may refer the grievance to the Union Council.</p> <p>20.2 Any Union Council member or Steward personally involved in a grievance shall be absent from the meeting for all discussions or voting on that grievance, except when presenting testimony to the meeting concerning the grievance. □</p> <p>19.3 Once a grievance has been approved by the Union, the Vice-President, Labor Relations, shall be responsible for following the Grievance Procedure up to arbitration. During this process, the Vice-President, Labor Relations, may, for legitimate reasons, refer the grievance back to the body that approved it for a decision on whether the Union should revoke its approval of the grievance. □</p> <p>20.4 The Vice-President, Labor Relations, shall keep the Grievance Committee and the responsible Stewards advised of all developments and progress concerning each grievance.</p> <p>19.5 The Vice-President, Labor Relations, may delegate their role in the Grievance Procedure for a particular grievance, in whole or in part, to another Executive Officer who agrees to the delegation.</p> <p>20.6 If the Vice-President, Labor Relations, is personally involved in a particular grievance, their role in the Procedure must be assumed by another Executive Officer.</p>
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Collective Bargaining	–	<p>The bodies responsible for ensuring the timely preparation for Collective Bargaining for Units A and B will be their respective Bargaining Research Committees and elected Negotiating Teams. (15.1)</p> <p>Preparation for Collective Bargaining shall be conducted in accordance with the PSAC’s procedures as defined in Regulation 15C. As such, the responsible bodies of the Local are to forward bargaining proposals to the PSAC Collective Bargaining Branch on PSAC-approved forms and in accordance with PSAC established timetables. (15.2)</p> <p>The Bargaining Research Committee will be the primary body charged with conducting thorough, appropriate research and member outreach prior to the date at which bargaining proposals are to be forwarded to PSAC. This research and outreach should include the distribution of proposal forms and questionnaires to the membership in both electronic and physical form in order to determine bargaining priorities and grievances with the clauses or implementation of the past Collective Agreement. (15.3)</p> <p>After reviewing the research and outreach findings, the Bargaining Research Committee will prepare a bargaining mandate that specifies the Local’s priorities and outlines the clauses and issues to be brought to the bargaining table by the Negotiating Team. (15.4)</p> <p>The bargaining mandate is to be approved first by the Board of Representatives, in order then to be approved by the membership at a Special General Meeting. Upon approval from these bodies, the mandate and priorities may be sent to PSAC. (15.5)</p> <p>Once the process of Collective Bargaining is under way, all substantial advancements and significant deviations from the Unit-specific member-approved mandate must be regularly communicated by the Negotiating Team to the membership of the Unit and to the Board of Representatives. (15.6)</p>	<p>21.1 The bodies responsible for ensuring the timely preparation for Collective Bargaining for all Units will be their respective Bargaining Research Committees and elected Negotiating Teams.</p> <p>21.2 Preparation for Collective Bargaining shall be conducted in accordance with the PSAC’s procedures as defined in Regulation 15C. As such, the responsible bodies of the Union are to forward bargaining proposals to the PSAC Collective Bargaining Branch on PSAC-approved forms and in accordance with PSAC established timetables.</p> <p>21.3 Each Bargaining Research Committee shall be the primary body charged with conducting thorough, appropriate research and member outreach for its unit prior to the date at which bargaining proposals are to be forwarded to the Council PSAC. This research and outreach must include the distribution of proposal forms and questionnaires to the membership in both electronic and physical form in order to determine bargaining priorities and problems with the clauses or implementation of the past Collective Agreement.</p> <p>21.4 After reviewing the research and outreach findings, each Bargaining Research Committee shall prepare a bargaining mandate that specifies the Unit’s priorities and outlines the clauses and issues to be brought to the bargaining table by the Negotiating Teams.</p> <p>21.5 The bargaining mandates are to be approved first by the Union Council, in order then to be approved by the membership at a Special Meeting of the General Assembly. Upon approval by these bodies, the mandates and priorities may be sent to PSAC.</p> <p>21.6 Once the process of Collective Bargaining is under way, all substantial advancements and significant proposed deviations from the Unit-specific member-approved mandates must be regularly communicated by the Negotiating Teams to the membership and to the Union Council.</p>
Rules of Procedure	In matters not provided for in whole or in part herein, “Robert’s Rules of Order” shall serve as the basis for the rules of procedure of the various bodies of the Association. (16)	The “PSAC Rules of Order” shall be the basis for the rules of procedure of the various bodies of the Local. (16)	22.1 The “PSAC Rules of Order” shall be the basis for the rules of procedure of the various bodies of the Union.
Interpretation	In all questions concerning the official interpretation of	–	23.1 In all questions concerning the official

of By-Laws	these By-laws, the interpretation shall be based on the English version, English being the language in which the By-laws were originally drafted. (17)		interpretation of these Bylaws, the interpretation shall be based on the English version, English being the language in which the By-laws were originally drafted.
Amendment of By-Laws	– [see BoR]	<p>All proposed changes of bylaws shall be submitted in written form to the Board of representatives, who shall then appoint a committee to review the Submission and write a Report with recommendations, which must be distributed to all members of the Board. (17.1)</p> <p>For a Proposal to amend the Bylaws, it must be approved by two-thirds (2/3) vote at the General Assembly, and no amendments to the Proposal are permitted at this meeting. (17.2)</p> <p>Amendments to the Bylaws shall become effective upon the adjournment of the meeting, in which a Proposal was approved, unless otherwise specified in the Proposal. (17.3)</p>	<p>24.1 All proposed changes to these Bylaws shall be submitted in written form to the Union Council, and shall be reviewed by the Bylaws committee appoint a committee to review the submission. On the basis of this review, the Union Council shall write a report with recommendations and distribute it to all members.</p> <p>24.2 A Proposal to amend the Bylaws must be approved by two-thirds (2/3) vote of the General Assembly. No amendments to the Proposal are permitted at the meeting of the General Assembly that votes on it.</p> <p>24.3 Amendments to the Bylaws shall become effective upon the adjournment of the meeting in which a Proposal was approved, unless otherwise specified in the Proposal.</p> <p>24.4 The Union Council may amend the Bylaws following review by a committee as specified in XX.1, pending ratification by the General Assembly, but may not implement any provision or operate in any way that is inconsistent with the version of the Bylaws most recently approved by the General Assembly.</p>
Declaration	The preceding is the entire text of the general By-laws duly adopted by the Association. (19)	– (18)	25.1 The preceding is the entire text of the general Bylaws duly adopted by the Union.