

## FOR GENERAL INFORMATION

By-Laws are laws or rules regulating the internal affairs of our Union, supplementary to its Constitution. It is the fundamental rules by which a Local is governed.

### BY-LAWS OF LOCAL \_\_\_\_\_

#### Newfoundland and Labrador Association of Public and Private Employees

#### 1. NAME

The body shall be known as Local Number \_\_\_\_\_ of Component \_\_\_\_\_ of the Newfoundland and Labrador Association of Public and Private Employees.

#### II. LOCATION

The Local shall be located at \_\_\_\_\_. The territorial limits of the Local shall be \_\_\_\_\_.

#### III. OBJECTS

The purpose of the Local shall be:

1. to provide for effective liaison between the members of the Local and the Provincial Board of Directors and to educate members in the affairs of the Union as a whole;
2. to promote quality and accessible public services;
3. to co-operate at all times in the maintaining of efficient public service;
4. to unite the members of the Union for their mutual protection and improvement, socially, mentally, physically, and economically;
5. to encourage and sponsor the establishment of educational, social, recreation and cultural programs;
6. to participate in the process of collective bargaining to the extent that Local delegates to Component Conventions are eligible to be elected to the bargaining teams. In cases of Local Government Component, Locals will elect their Negotiating Teams at a Local Meeting;

7. to provide an avenue for members to submit resolutions for Local, Component, Biennial and Special Conventions.

#### IV. MEMBERSHIP

1. Membership in the Local shall be confined to persons employed within the territorial limits of the Local; to persons employed by a common board or agency who are eligible for membership in the Newfoundland and Labrador Association of Public and Private Employees and eligible also for membership in the respective Component and to those persons who have been awarded honorary membership.
2. Membership in the Local shall be classified as follows:
  - (a) Active members.
  - (b) Associate members.
  - (c) Honorary members.
3. Active members shall consist of persons eligible for active membership in the Newfoundland and Labrador Association of Public and Private Employees.
4. Associate membership shall consist of persons eligible for associate membership in the Newfoundland and Labrador Association of Public and Private Employees.
5. Honorary membership shall consist of individuals who have performed outstanding service to the Local.
6. Associate and honorary members shall be entitled to all benefits of the Local except the right to vote, to hold office and to become a delegate to a Convention of the Union.
7. Members of the Local shall be subject to all regulations with respect to admission, conduct, payment of dues, expulsion, re-instatement and other such regulations as may be made by the Provincial Board of Directors or by the Union meeting in Convention.

#### V. ADMINISTRATION

1. The affairs of the Local shall be administered by the Executive of the Local which shall be composed as follows:
  - (a) President;
  - (b) Vice President;

- (c) Secretary;
- (d) Treasurer (or combined Secretary/Treasurer).

N.B. If desired, additional Executive members may be elected.

2. The Executive shall be elected by the membership at the biennial general meeting and shall serve until the next biennial general meeting or until their successors are chosen. Members of the Executive shall be eligible for re-election.
3. If, between biennial meetings, the Office of President becomes vacant, the Vice President shall automatically become President.
4. Other vacancies on the Executive shall be filled by election at the next meeting of the Local and the members so elected shall serve until the next biennial meeting of the Local.
5. If any member of the Executive and Local is absent from two consecutive meetings of the Executive and Local for reasons which the majority of the Executive and Local considers unsatisfactory, he/she shall cease to be a member and the position shall be filled as provided for in Number (4) above.
6. The President shall be the Chief Executive Officer of the Local and shall exercise supervision over the affairs of the Local.
7. The President shall be one of the signing Officers for cheques issued on behalf of the Local.
8. The President shall call meetings of the Executive and Local.
9. The President shall report on the administration of his/her office on the affairs of the Local at the annual general meeting.
10. (a) The President shall be the ex-officio member of all Committees of the Local.  
  
(b) The President shall be the Chief Shop Steward in the Local. (This must be voted on at the Annual General Meeting.)
11. The President shall carry out any other duties that are directed by the Executive or Local members.
12. The Vice President shall aid the President in his/her duties as Chief Executive Officer and act on his/her behalf when requested to do so by the President or in the absence of the President.

13. The Vice President shall perform duties and discharge responsibilities assigned to him/her by the President or the Executive.
14. The Secretary shall see to it that a list of Officers, copies of Officers' annual reports, the Local Treasurer's report, and a copy of the Auditor's report for the Local shall be in the hands of the President within thirty (30) days after the annual general meeting, and in the years when there is a Biennial Convention, at least sixty (60) days prior to said Convention.
15. The Secretary shall see to it that a list of delegates and alternates and proposed resolutions for respective Component Conventions are in the hands of the President at least sixty (60) days prior to said Convention.
16. The Secretary shall ensure that the Minutes of the Annual General Meeting be read at the next General Meeting of the Local.
17. The Secretary shall see to it that a copy of the Minutes of all meetings immediately upon their adoption shall be forwarded to the President within thirty (30) days of such meetings.
18. The Secretary shall be responsible for the keeping of an up-to-date list of members in the Local and should notify the Office of any change in that membership list.
19. The Secretary shall be responsible for keeping the Minutes of the Local and the Executive meetings, the writing of correspondence and the keeping of records of the Local.
20. The Treasurer shall perform the duties as outlined in Article VII.
21. In a Local where the positions of Secretary and Treasurer are filled by one individual, then that person is responsible for carrying out the duties of the Secretary/ Treasurer.

## VI. MEETINGS

1. The Local shall hold at least four (4) general meetings per year. The first meeting held after January 1st shall be the annual general meeting of the Local. In the years when there is a Biennial Convention, this meeting shall be held at least ninety (90) days prior to the Biennial Convention.
2. Other general meetings may be called by the President of the Local at any time. The President shall call a meeting within ten (10) days upon receipt of a request, in writing, of not less than \_\_\_\_\_ members of the said Local.

3. The quorum at Local Meetings shall be \_\_\_\_\_ members.
4. The quorum at Local Executive Meetings shall be \_\_\_\_\_.
5. The Executive of the Local shall meet not less than four (4) times a year in addition to the general meetings outlined in Number 1.
6. The President, by the virtue of his/her office, shall normally preside at all meetings. In the event the President is unable to attend, then the Vice President shall be the presiding Officer.
7. At the annual general meeting, the following business shall be conducted:
  - (a) presentation of annual reports by Officers and Committee Chairpersons;
  - (b) election of Officers, Stewards and Committees shall take place at the Biennial General meeting;
  - (c) election of delegates and alternates to Convention (N.B. odd numbered years);
  - (d) the approval of proposed resolutions to go to Convention (N.B. odd numbered years);
  - (e) any other business.
  - (f) election of Negotiating Committee (contract year).
8. In the year in which there is a Component Convention, a general meeting shall be held at least sixty (60) days prior to said Convention to conduct the following business;
  - (a) election of delegate(s) and alternate(s) to respective Component Convention;
  - (b) the approval of proposed resolutions relevant to respective negotiating Component;
  - (c) any other business.
9. An agenda for all general meetings shall be posted at least seven (7) days prior to the meeting in an area in which the members work, whenever possible.

## VII. FINANCIAL

1. The Treasurer shall be the Chief Financial Officer of the Local.
2. The Treasurer shall be in charge of books, documents, files, effects and monies of the Local which shall, at all convenient times, be subject to inspection of the Executive.
3. The Treasurer shall be responsible for the receipt and depositing of all monies of the Local and such monies shall be deposited in a registered financial institution.
4. The Treasurer shall report on the administration of his/her office at the Executive meetings and all general meetings and shall be responsible for the preparation of a financial statement of the Local for presentation at the annual general meeting.
5. The Treasurer shall arrange for the annual audit of the books of the Local at least thirty (30) days before the annual general meeting of the Local by a qualified Auditor appointed by the Local at a Local meeting. The audited accounts are to be in the hands of the Executive five (5) days before the annual general meeting.
6. All money paid out by the Treasurer shall be first passed by the Executive or the Local in meeting.
7. All cheques issued on behalf of the Local shall be signed by the Treasurer and President, or in the event of the absence or the disability of the President, the Vice President and the Treasurer.
8. The fiscal year of the Local should end on the last day of December in each year.
9. When an Executive member ends his/her term of office, he/she will turn over all Union materials.

## VIII COMMITTEES

1. The Local shall have at least four (4) Committees; namely:
  - (a) Shop Stewards;
  - (b) Sick Visiting and Social;
  - (c) Occupational Health and Safety;
  - (d) Labour Management.

2. The general duties of the Shop Steward Committee will be:
  - (a) to maintain and seek to increase membership in the Local;
  - (b) to investigate all complaints and try, where possible, to settle justly and amicably all complaints;
  - (c) to report to the Provincial Board of Directors any complaints or matters which the Committee is unable to solve.
3. The general duties of the Sick Visiting and Social Committee will be to visit, where possible, members who may be ill at home or in hospital, or pay a courtesy visit to any member of another Local in the general area who might be ill and the duties of the Sick Visiting and Social Committee will be to promote throughout the Local, social activities for the welfare of the members.
4. The general duties of the Occupational Health and Safety Committee will be to monitor health and safety problems in the workplace and to prepare a resolve to those problems.
5. The general duties of the Labour Management Committee are to meet and confer on matters of mutual interest which are not properly the subject matter of a grievance or negotiation.
6. All resolutions will be handled by the Executive.
7. Other special or standing Committees may be struck as deemed necessary.

#### IX. ELECTIONS

1. Nominations for each member of the Executive shall be received from the floor at the time of the election, provided that the person nominated indicates orally or in writing that he/she is prepared to accept nominations.
2. Voting in all elections shall be by secret ballot.

#### X. CONDUCT OF MEETING

Bourinot's Rules of Order shall be followed at all meetings of the Local.

XI. AMENDMENTS

1. Any proposed amendment to the By-Laws must be submitted to the Executive of the Local in time to be posted in an area in which they work for at least seven (7) days prior to being presented to a general meeting.
2. A motion of amendment must be passed by two-thirds (2/3) of the membership present. Amendments will come into effect when approved by the Board of Directors of the Union.

(N.B. This figure will automatically change to correspond with any change made in the Constitution of the Union.)

3. A motion established in the minutes cannot be rescinded except where a notice of motion to rescind same is presented at the general meeting in advance of the motion, or with the consent of the mover and seconder of the motion to be rescinded.

NOTE OF IMPORTANCE

It is generally understood that Locals have the right to add or delete any section or sections of By-Laws providing they do not conflict with the Constitution of the Newfoundland and Labrador Association of Public and Private Employees NOR policy of the Provincial Board of Directors of the Newfoundland and Labrador Association of Public and Private Employees.

It is further understood that the Executive Committee will be responsible for presenting By-Laws to the Provincial Board of Directors for a final decision.

DATE APPROVED: