



**STSE** Syndicat des travailleurs de la  
santé et de l'environnement  
**UHEW** Union of Health and  
Environment Workers

**UNION OF HEALTH AND  
ENVIRONMENT WORKERS  
PUBLIC SERVICE ALLIANCE OF  
CANADA  
LOCAL 70742  
BY-LAWS**

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AND AMENDED JANUARY 29, 2002  
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## BY-LAW 1 - INTERPRETATION

The following interpretation shall apply in these By-laws:

- a) “may” is to be construed as permissive;
- b) “shall” is to be construed as imperative; and
- c) “the Local” shall be construed to refer to Local 70742 of the Union of Health and Environment Workers.

## BY-LAW 2 - NAME

This organization shall be known as **Local 70742**, Union of Health and Environment Workers, and shall be comprised of members of Environment and Climate Change Canada whose workplace is located in the Quebec portion of the National Capital Region (NCR). The organization hereafter shall be referred to as the “Local”.

## BY-LAW 3 - BY-LAWS

The By-laws adopted by Local 70742 shall be consistent with the By-laws of the Union of Health and Environment Workers and the Constitution of the Public Service Alliance of Canada.

## BY-LAW 4 - AIMS AND OBJECTIVES

It shall be the object of this Local to protect, maintain and advance the interests of the employees of the Local and to accept as its governing documents the Constitution of the Public Service Alliance of Canada and the By-laws of the Union of Health and Environment Workers. Further it shall be the objective of this local to provide services and information in the member’s official language of choice.

## BY-LAW 5 - MEMBERSHIP

### Section 1 - Eligibility

Those eligible for membership shall be employees of Environment and Climate Change Canada within the jurisdiction of the Local, who are eligible for membership in the Union of Health and Environment Workers. The Union of Health and Environment Workers shall assign the jurisdiction of the Local.

### Section 2 - Agreement

Upon being granted membership in the Local and for the term of such membership, each member is deemed to have agreed to abide by these By-laws.

### Section 3 - Change of Address

It is the responsibility of each member to change their address through the PSAC website or by filling out a new membership card and sending it to the Local.

### Section 4 - Rights of members

Members in good standing:

- a) have the right to representation by the Local for complaints and grievances;
- b) have the right to vote at Local meetings, the right to nominate Officers of the Executive Committee office; and
- c) have the right to vote on proposed amendments to Local By-laws in accordance with By-Law 12.

## BY-LAW 6 - MEMBERSHIP DUES

### Section 1 - Guidelines

The membership dues of the Local shall not be less than the per capita dues required by the Constitution of the Public Service Alliance of Canada and the By-laws of the Union of Health and Environment Workers as determined by the National Convention.

### Section 2 - Established

The Local dues shall be established at the Annual General Meeting.

### Section 3 - Monthly Dues

The amount of monthly dues payable by each member to the Local shall be determined by two-thirds (2/3) majority vote at the annual membership meeting or at a special meeting, provided that notice of such a meeting is given to the membership one (1) month in advance.

The dues of Local 70742 are to be two dollars (**\$2.50**) per member per month. This amount is to be used for the local operations.

### Section 4 - Contingency Fund

A contingency fund has been established for the purpose of relief in the event of a strike. The objective is to reach a positive balance of three hundred and seventy-five (\$375.00) per member. The Contingency Fund will be used to pay members in good standing who actively participate in legal strike activities at the Public Service Alliance of Canada rate per member per day of picketing, until such time as the Fund has been exhausted.

The following three (3) signatures are required to make any withdrawal from the Contingency Fund:

- the President;
- the Treasurer; and
- a third authorized member of the Executive Committee.

## BY-LAW 7 - THE EXECUTIVE COMMITTEE

### Section 1 - Officers

There shall be an Executive Committee composed of the following officers who shall be the governing and Administrative body of Local 70742:

- President;
- Vice-President;
- Secretary/treasurer
- Communications Officer and
- Director

### Section 2 - Quorum

A majority of the Executive Committee shall constitute a quorum.

### Section 3 - Committees

The Executive Committee shall establish any committee necessary to conduct the affairs of the Local. The President shall be an ex-officio member of any committee so formed.

### Section 4 - Relieving of Duties

Any member of the Executive Committee may be relieved of their duties as per the conditions set out in By-law 12.

### Section 5 - Filling of a Vacancy

The Executive Committee shall have the authority to fill any vacancy left by an officer during the term of office, for the balance of that term.

### Section 6 - Authorization of expenses

The Executive Committee by a majority approval shall authorize the incurring of all just debts of the Local.

## BY-LAW 8 - ELECTION OF OFFICERS

### Section 1 - Term of Office

The offices of President, Communications officer and Director shall be filled by election on even years, and their term of office shall be for two (2) years.

The offices of Vice-President and Secretary/Treasurer shall be filled by election on odd years and their term of office shall be for two (2) years.

### Section 2 - Oath of Office

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

### Section 3 - Eligible Members

Only members in good standing are eligible to hold office or to vote for candidates seeking office in Local 70742.

### Section 4 - Balloting

All elections conducted by the Local shall be done either by secret ballot or by a show of hands. The choice of selection shall be decided by the membership, by a simple majority, during the Annual General Meeting

### Section 5 - Voting Majority

In the event of more than two candidates standing for office, the candidate receiving the fewest votes shall be dropped from the ballot whenever a clear majority of votes is not accorded to any candidate. This procedure shall continue on each succeeding ballot for that office until a candidate receives the required majority.

### Section 6 - Nominating Committee

The Executive Committee may appoint a Nominating Committee from the Local of not less than two (2) members.

### Section 7 - Election of Officers

The election of officers shall proceed in the following order:

- President
- Vice-President
- Secretary/treasurer
- Communications Officer
- Director

### Section 8 - Addressing the Meeting

The nominator of a candidate for office or in his/her stead the seconder of the nomination shall have the right to address the meeting for a period not to exceed three (3) minutes.

### Section 9 - Scrutineers

Candidates nominated for office shall have the right to appoint a scrutineer.

### Section 10 - Counting of Ballots

The Elections Chairperson shall call for two (2) volunteers to count the ballots.

## BY-LAW 9 - DUTIES OF OFFICERS

### Section 1 - The President shall:

- preside at all meetings;

- be responsible for the efficient and proper conduct of the Local;
- convene all meetings of the Local or of the Executive Committee;
- report to the Executive Committee and keep its members fully informed;
- prepare an annual report of the activities of the Local to be presented at the Annual General Meeting;
- assign duties to members of the executive as needed;
- vote only in case of a tie.

#### Section 2 - The Vice-President shall:

- in the absence of the President, perform all of the duties pertaining to the Office of the President;
- perform duties that may be assigned to him/her by the President.

#### Section 3 - The Secretary/treasurer shall:

- be responsible for maintaining an accurate account of proceedings for all meetings;
- forward promptly to the President and/or Executive Committee, all applicable correspondence and documents received;
- forward AGM documents to the Union of Health and Environment Workers;
- be responsible for the proper maintenance of documents, records and correspondence related thereto;
- perform other such duties that may be assigned to him/her by the President.
- be responsible for the funds of the Local;
- deposit funds in a chartered financial institution;
- disburse payment of all just debts of the Local;
- prepare a statement for the General Annual Meeting;
- prepare and present an audited financial statement signed by the auditors for the Annual General Meeting;

#### Section 4 - Communications Officer shall:

- attend meetings of the Executive Committee;
- maintain the Local's online presence (website, Facebook) as well as to prepare and distribute information materials to members.
- Perform such duties as assigned by the President.

#### Section 5 – Director shall:

- attend meetings of the Executive Committee;
- perform other such duties that may be assigned to him/her by the President
- actively work to grow the number of stewards for the Local
- Provide training and assistance to stewards
- Track and evaluate performance of each stewards



## Section 6 - Vacating Officers

When a local officer will be vacant from their position for 4 months or greater, he/she must resign their position.

On vacating the respective positions held, officers of the Local shall deliver to the Secretary all funds, documents or other properties of the Local within five (5) days.

## Section 7 - General Duties

All Executive members will be expected to handle grievances and complaints as required: it will therefore be imperative that they take the training on Grievance Handling provided by the PSAC.

## BY-LAW 10 - MEETINGS

### Section 1 - Executive Committee Meetings

- a) Meetings shall be no less than quarterly, or at such frequencies as requested by the President;
- b) Shall meet upon the call of the President;
- c) Shall meet upon the written request of at least two (2) members of the Executive Committee.

### Section 2 - Special Meetings

Special meetings of the Local shall be called, upon receipt of a written request from at least eight (8) members of the Local and where possible, the membership shall receive at least seven (7) days' notice of the meeting in writing.

### Section 3 - Annual General Meeting

An Annual General Meeting shall be held for the purpose of receiving annual reports from the Executive Officers and Committee Chairpersons, for the consideration of business required under the By-laws and the election of Officers. The AGM will be held within the first 3 months of each calendar year.

### Section 4 - Quorum

Special Meetings and the Annual General Meeting shall have a quorum if there are at least eight (8) members present, of which at least three (3) are Executive Committee members.

## BY-LAW 11 - FINANCES

### Section 1 - Contract Agreement

No Officer or Officers of this Local shall enter into any financial contractual understanding or agreement without prior approval by the National Executive of the Union of Health and Environment Workers.

### Section 2 - Auditing

The financial records of the Local shall be audited annually by two (2) members of Local 70742 and an audited statement of the Locals' finances shall be submitted to the Union of Health and Environment Workers after the AGM.

### Section 3 - Fiscal Year

The fiscal year shall be January 1<sup>st</sup> to December 31<sup>st</sup>.

#### Section 4 - Signing Officers

The signing Officers shall be the Secretary/treasurer, the President and/or the Vice-President of the Local.

#### Section 5 - Bonded Officers

All Officers with signing authority may be bonded for an amount of not less than five thousand dollars (\$5,000.00).

#### Section 6 - Financial Records

All financial records shall be maintained in a manner approved by the Union of Health and Environment Workers.

#### Section 7 - Income Tax Act

All financial records shall be retained for the legal period prescribed by the Income Tax Act.

#### Section 8 - Debt Reimbursement

Officers or appointees of the Executive Committee shall be reimbursed for just debts incurred while performing duties on behalf of the Local.

#### Section 9 - Honorariums

Each member of the Executive Committee shall be paid a monthly honorarium. The amount of the honorarium is to be established at the Annual General Meeting. The honorarium of Local 70742 is currently one hundred and fifty dollars (\$150.00) per month.

New elected executive members must complete the Talking Union Basics (TUB) and Grievance Handling training prior to be paid the honorarium. Should the training not be available within the first 3 months following the election, the executive will start receiving their honorarium.

The new executive must register to the first available training session. Should the new executive not complete the first available training session, the honorarium will not be paid out until training is completed.

Stewards will receive a bonus at the end of the calendar year no more than \$1,000.00 which will be evaluated and voted by the executive committee with the Director's recommendations

#### Section 10 - Receipts

No monies shall be paid by the secretary/treasurer without a signed paper receipt or a signed declaration in lieu of receipt.

#### Section 11 - Conference/Convention

The President will be a delegate to all PSAC/UHEW conferences and conventions. Other delegates will be voted on at the AGM or a special meeting. The executive committee shall decide if the Local sends one or more observers to any conferences/conventions.

#### Section 12 - Training

Where the PSAC or the UHEW do not already have provisions for attending training and/or event, the Local shall pay a member in good standing when attending an educational training course, an event held by the Public Service Alliance of Canada or the Union of Health and Environment Workers upon approval from the Executive Committee.

- Upon proof of attendance, a maximum rate of compensation of thirty dollars (\$30.00) may be paid for an evening (after work) meeting, workshop, course or any training;
- Upon proof of attendance, a maximum rate of compensation of fifty dollars (\$50.00) may be paid per day (min. 6 hours) for a weekend meeting, workshop, course, or any training. Also, a compensation for lunch may be covered based on the PSAC rate.

### Section 13 - Donations

The Executive Committee, by majority vote, shall have the authority to donate to charities, or give assistance to unions on strike.

### Section 14 - Assets

All members of the Local shall be responsible for any assets of the local that they may have in their possession. All assets not in the possession of a member shall be kept in the designated Local storage room which must be secure. All assets must be tracked.

### Section 15 - Hospitality

The local is entitled to a hospitality budget equivalent to the Treasury Board rate at time of event, per executives and stewards, for a social event, once per calendar year.

Any social events cost exceeding five hundred dollars (\$500.00) requires approval from the membership.

### Section 16 - Hardship fund

The local will set aside \$3,000.00 from the operations budget to use as a hardship fund.

#### What is the hardship fund?

- \$3000 in total funds available to any Local 70742 members in good standing that are experiencing hardship, up to no more than \$1,000.00.
- A hardship fund request is a loan administered by the Local for future repayment in the full amount. There will be no accumulated interest charges or finance charges.
- No additional loans can be provided to members that exceed the allotted \$3000.

#### What qualifies as hardship?

- Any hardship that the employer cannot accommodate in a short period of time that may leave any member in good standing without the necessities of life for both he/she and their immediate family.
- Claims for expenses and financial losses due to Phoenix including out of pocket expenses. Requests for an advance for government benefits must be made prior to obtaining a loan.
  - Should the employer not be able to provide immediate assistance, the hardship fund will then be considered.
- Overpayments and options to repay them as a direct result of the pay system may constitute hardship. Requests for an advance for government benefits must be made prior to obtaining a loan

- Should the employer not be able to provide immediate assistance, the hardship fund will then be considered.

#### How do members request access to hardship funds?

- Members are to make a formal request through the Local executive.
- The executive must evaluate each case with decisions being rendered on the hardship request itself; the member being in good standing and both parties formally in agreement on the reimbursement plan.
- Members must define in their formal request what the funds are required for i.e. pay issues; medical; unplanned short-term leave without pay.
- The Local may contact the employer and/or labour relations to validate the information on the request for funds.

#### How do members reimburse the hardship funds?

- Reimbursement plans are managed by the Local and approved formally by the Local
- Terms and conditions of the reimbursement plan are unique to the individual and their situation.
- All loans are to be fully reimbursed in accordance with the terms and conditions of the reimbursement plan.

There are NO personal deductions of any kind to be covered under the reimbursement plan (i.e. travel to and from a location to obtain the loan).

## BY-LAW 12 - DISCIPLINE

### Section 1 - Suspension of Officers

Any member of the Executive Committee may be suspended or relieved of their duties on sufficient evidence that he/she is contravening a provision of these By-laws or that he/she is not performing said duties in the best interests of the Local. This action can only be taken by the Executive Committee at a special meeting, provided that notice of such a meeting is given to the officer one (1) month in advance.

### Section 2 - Removal of Officers

In the event that an officer is deemed not performing their duties, and following other remedies available, the president could propose a vote to remove the person from the Executive Committee. A majority from all officers (including any that may not be present at the time of the vote but excluding the officer in question) is needed to remove an officer from his or her position.

### Section 3 - Appeal of Suspension or removal

The person so dealt with as provided in section 1 of this By-law shall have the right to appeal such decision to the Union of Health and Environment Workers. Such an appeal must be submitted within 5 days of notice of suspension or removal.

## BY-LAW 13 - AMENDMENT OF BY-LAWS

### Section 1 - Amendments

These By-laws may be amended at the Annual General Meeting or at a Special Meeting of the Local provided that:

- a) One (1) month notice has been given;
- b) There is approval by a two-thirds (2/3) majority vote of the members in attendance;
- c) There is a quorum as described in By-law 9, Section 4 of these By-laws, when such amendments are voted on. If no quorum is present, the presiding officer of the meeting shall adjourn the meeting to a date not less than one (1) month thereafter and decisions made at the subsequent meeting shall be binding regardless of the number of members that are present. Notice of the subsequent meeting shall be posted.

## BY-LAW 14 - GENERAL

### Section 1 - Voting

Unless expressly provided otherwise by these By-Laws, all decisions requiring a vote shall be decided by a simple majority.

### Section 2 - Conflict of By-laws

Nothing in these By-laws shall be construed to conflict with the By-laws of the Union of Health and Environment Workers or the Constitution of the Public Service Alliance of Canada.

**[www.70742.ca](http://www.70742.ca)**