

Bylaws for Directly Chartered Local 40004 of the Public Service Alliance of Canada

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1 Authority

- 1.1 The University of Saskatchewan Graduate Student Workers/[Postdoctoral Associates] Union (USask GSW/PD Union) is an autonomous body within the Public Service Alliance of Canada.
- 1.2 The authority of these Bylaws derives from the Constitution of the Public Service Alliance of Canada.
- 1.3 These Bylaws, and any future amendments, are superseded only by the laws of the land and the Constitution of the Public Service Alliance of Canada.

2 Definitions of Key Terms

- 2.1 The "Local" shall refer to PSAC Local 40004: Directly Chartered Local 40004 of the Public Service Alliance of Canada.
- 2.2 The "University" shall refer to the University of Saskatchewan, Saskatoon, Saskatchewan, Canada.
- 2.3 A "Graduate Student Worker" (GSW) shall be any person who is currently employed or is employed for any term within the current academic year (September-August) by the University to fulfil duties as a Teaching Assistant, Research Assistant, Student Assistant and/or Teaching Fellow, and is currently registered as a student in the College of Graduate Studies and Research at the University and shall be part of the bargaining unit that the Local represents, and have the right to attend and speak at (Annual) General Meetings, and the right to vote as required by relevant legislation.
- 2.4 "Bargaining Unit 1" shall consist of all Graduate Student Workers.]
- 2.5 A "Postdoctoral Associate" (PDA) shall be any person who is currently employed to fulfil the duties as a Postdoctoral Associate, and who is appointed through the College of Graduate Studies and Research.
- 2.6 "Bargaining Unit 2" shall consist of all Postdoctoral Associates.
- 2.7 The "PSAC" shall refer to the larger entity of the Public Service Alliance of Canada, of which the Local is a Directly Chartered Local.
- 2.8 A "Member" is any GSW or PDA who has joined the Local (as defined in the conditions of their respective Collective Agreement).
- 2.9 A Member shall:
 - 2.9.1 be any person currently serving as an Officer of the Local or sitting on any committee of the Local;
 - 2.9.2 be considered in "good standing" so long as s/he has paid the required dues and has not been declared "not in good standing" as a disciplinary measure;
 - 2.9.3 have the right to attend, speak, move and second motions, and vote at (Annual) General Meetings;

- 2.9.4 have equal rights to the benefits of union membership as provided for by the Collective Agreement (CA) and/or union policy.
- 2.10 A "Former Member" shall be any person who is no longer a Member and who has been employed within the past academic year (Sept-Aug) as a GSW or PDA, and who is eligible for Local benefits as defined by the PSAC Constitution.
- 2.11 A "Department" shall:
 - 2.11.1 be an administrative unit as defined by the University;
 - 2.11.2 refer to the Department within which the GSW completes his/her work duties.

Governance

3 Executive Officers

The Executive Officers of the Local shall be:

- The President;
- The Vice President;
- The Secretary;
- The Treasurer.

3.1 General

All Executive Officers shall:

- 3.1.1 be members in good standing;
- 3.1.2 be elected at a General Meeting, normally following the elections guidelines in section 10 of the bylaws;
- 3.1.3 shall only occupy one position;
- 3.1.4 chair committees in accordance with section 7 of the bylaws;
- 3.1.5 be voting members at the Executive Committee Meetings;
- 3.1.6 produce year-end reports for their portfolios, to be presented at the Annual General Meeting;
- 3.1.7 have a working knowledge of the Collective Agreement, PSAC's Constitution and Rules of Order, and these bylaws;
- 3.1.8 have the authority to receive and sign grievances for the Local.

3.2 President

- 3.2.1 be the chief administrator and spokesperson for the Local;
- 3.2.2 subject to the authority of the Executive and the provisions of these Bylaws and the PSAC Constitution, have general supervision of the affairs and business of the Local;
- 3.2.3 preside at all meetings of the Local called pursuant to these Bylaws and shall preserve order;
- 3.2.4 supervise all officers of the Local, including meeting with all elected officers to discuss the performance of their duties within one month of their election;

- 3.2.4.1 additionally, the President shall have the authority to initiate a portfolio review meeting with any other Officer of the Local, with the intent of assisting with strategic planning and clarifying roles and responsibilities.
- 3.2.5 be, *ex officio*, a member of all Local committees;
- 3.2.6 be the Local's chief delegate for the PSAC's national and regional convention, or appoint a designate;
- 3.2.7 be the Local's chief delegate at conventions of organizations with which the Local has a partnership or has otherwise joined, or appoint a designate;
- 3.2.8 call and chair the following meetings, or else may appoint a designate for any or all duties:
 - 3.2.8.1 Executive Committee
 - 3.2.8.2 General Meeting(s)
- 3.2.9 prepare any procedural Rulings as requested by the Executive, to be presented to and voted on at the next General Meeting, and subsequently to be presented as a Report to all members;
- 3.2.10 receive nominations for and supervise the elections of the Local Executive as Chief Returning Officer, unless they are seeking re-election, in which case they must appoint a non-partial Chief Returning Officer;
- 3.2.11 normally be elected at the Annual General Meeting (see exceptions in 10.3 and 10.4);
- 3.2.12 normally have served as President Elect from March 1-31th;
- 3.2.13 normally serve a one-year term from their immediate occupancy of the chair;
- 3.2.14 perform such other duties as may be from time to time determined by the Executive.

3.3 Vice President

The Vice President shall:

- 3.3.1 in the absence or incapacitation of the President, perform all the duties of the President;
- 3.3.2 if the office of the President falls vacant, be Acting President until a new President is elected;
- 3.3.3 promote the service of the Local to members;
- 3.3.4 organize and help conduct orientation activities at the beginning of each academic term (September, January, and if interest in May);
- 3.3.5 organize and coordinate the Local's training workshops with the assistance of Regional PSAC office;
- 3.3.6 conduct at least one membership poll per year, via appropriate media (e.g. Survey Monkey), to determine members' needs;
- 3.3.7 normally be elected at the Annual General Meeting;
- 3.3.8 normally have served as Vice President Elect from March 1-31th;

- 3.3.9 normally serve a one-year term from their immediate occupancy of the chair;
- 3.3.10 perform such other duties as may be from time to time determined by the Executive.

3.4 Secretary

The Secretary shall:

- 3.4.1 be responsible for the administration of the Local;
- 3.4.2 be responsible for the following general membership related matters:
 - 3.4.2.1 maintenance of membership information in a database;
 - 3.4.2.2 administration of new members;
- 3.4.3 have the following duties related to General, and/or Executive meetings:
 - 3.4.3.1 keep minutes of all General and Executive Committee meetings;
 - 3.4.3.2 sign approved meeting minutes, maintain the minutes' history, and ensure accessibility of the Local's meeting minutes to the general membership;
 - 3.4.3.3 maintain a record of policies and motions passed at General meetings;
 - 3.4.3.4 prepare a written report for distribution one week prior to any General meeting, to be presented at that meeting;
 - 3.4.3.5 collect and distribute reports and other relevant information and/or documents before meetings;
- 3.4.4 normally attend and take minutes at meetings of the Labour/Management Committee for the Local's records, or appoint a designate;
- 3.4.5 be responsible for the dissemination of information to the members of the Local in a timely fashion;
- 3.4.6 normally be elected at the Annual General Meeting;
- 3.4.7 normally have served as Secretary Elect from March 1-31st;
- 3.4.8 perform such other duties as may be from time to time determined by the Executive.

3.5 Treasurer

The Treasurer shall:

- 3.5.1 be responsible for the finances of the Local. This includes the following:
 - 3.5.1.1 conduct the financial affairs of the Local in accordance with the Generally Accepted Accounting Practices (GAAP) of the Canadian Institute of Chartered Accountants;
 - 3.5.1.2 maintain the financial records of the Local, including proper receipt and disbursement tracking;
 - 3.5.1.3 keep a continuous record of all dues payments and other assessments;
 - 3.5.1.4 ensure the Local's portion of dues and other assessments are paid to the Local;

- 3.5.1.5 ensure that all monies received are deposited in the Local bank account;
- 3.5.1.6 ensure all bills authorized for payment by the membership or Executive are paid;
- 3.5.1.7 prepare a financial statement within ten (10) days if requested by the Executive;
- 3.5.1.8 ensure the Local's financial statements are audited by a third party in advance of the Annual General Meetings, prior to the distribution of materials at that meeting;
- 3.5.1.9 sign all cheques issued by the Local (see also 12.5);
- 3.5.2 have the following duties related to General and/or Executive meetings:
 - 3.5.2.1 prepare a written report for distribution one week prior to any General meeting, to be presented at that meeting;
- 3.5.3 prepare the Local's draft budget for approval at the Annual General Meeting;
- 3.5.4 transfer signing authority over the Local's bank account to the new Executive officers when his/her term is complete;
- 3.5.5 normally be elected at the Annual General Meeting;
- 3.5.6 normally have served as Treasurer Elect from March 1-31st;
- 3.5.7 perform such other duties as may be from time to time determined by the Executive.

4 Elected, Non-Executive Officers

The Elected, No-Executive Officers of the Local shall be:

The Executive Officers Elect (President, Vice President, Secretary, and Treasurer);

The Chief Returning Officer;

The Occupational Health and Safety Officer.

4.1 General

All Elected, Non-Executive Officers shall:

4.1.1 be members in good standing;

4.1.2 normally be elected at a General meeting, excepting the Chief Returning Officer (see 4.3.11).

4.2 Executive Officers Elect (President, Vice President, Secretary, and Treasurer)

The Officers Elect shall:

4.2.1 assume the duties of their corresponding Executive position in the event of a vacancy in that office;

4.2.2 be mentored and supervised by their corresponding Executive member;

4.2.3 be a non-voting member of the Executive, and all other committees or groups corresponding to their Executive duties.

4.3 Chief Returning Officer

The Chief Returning Officer shall:

- 4.3.1 ensure all elections procedures are properly conducted, including providing ballot boxes and ballots, supervising ballot counting and being arbiter of "spoiled ballots," excepting the election of the Chief Returning Officer (see 4.3.11);
- 4.3.2 authorize all official notices, announcements and publicity related to Local elections;
- 4.3.3 issue calls for nominations, including those of all Executive Officers, which shall be publicized during the month of the election, and each month thereafter until all Executive positions are filled;
- 4.3.4 receive and announce all nominations, after ensuring the eligibility of nominees for all positions, excepting the Chief Returning Officer (see 4.3.11);
 - 4.3.4.1 candidates deemed ineligible must be informed of the reasons for disqualification, and this must be publicly announced at the election;
- 4.3.5 stipulate restrictions on and disseminate the candidates' mailout (see 10.5.5)
- 4.3.6 announce any late nominees for any office normally elected at the Annual General Meeting (see 6.1.5);
- 4.3.7 announce all official election results, both at the relevant meetings and to the broader membership;
 - 4.3.7.1 in the event of an invalid election process, this shall be reported at the next General meeting;
- 4.3.8 schedule and chair an "All Candidates" meeting, as requested;
- 4.3.9 appoint, supervise, and issue ballots and ballot boxes to Returning Officers;
- 4.3.10 report to PSAC as required by the PSAC Constitution;
- 4.3.11 be nominated by the Executive and elected at a General meeting;

4.4 Occupational Health and Safety Officer

The Occupational Health and Safety Officer shall:

- 4.4.1 report directly to the President;
- 4.4.2 attend the Occupational Health and Safety Committee meetings and perform necessary duties associated with that committee;
- 4.4.3 provide an annual report to the Executive Committee;
- 4.4.4 shall serve a two-year term of office.

5 Appointed, Non-Executive Officers

The Appointed, Non-Executive Officers shall be:

The Returning Officers;
The Acting President.

5.1 Returning Officers

Returning Officers shall:

- 5.1.1 be appointed and supervised by the Chief Returning Officer, only for the duration of any meeting in which elections take place;
- 5.1.2 be responsible for the supervision of ballot boxes and the distribution of ballots, including ensuring the secrecy of ballots.

5.2 Acting President

The Acting President shall:

- 5.2.1 be determined by the presidential hierarchy, outlined in bylaw 10.4.1;
- 5.2.2 pursuant to the above, be appointed by the Executive, from the Executive, in the event that there are vacancies in the senior Executive Officer positions and their respective Elect positions (President, Vice President, Secretary, Treasurer);
 - 5.2.2.1 in the event the above occurs, the Acting President shall serve only until a General Meeting can be called and a new President is elected;
- 5.2.3 have all the duties and responsibilities of the President until s/he is confirmed as the President, or a new President is elected at a General Meeting.

Assemblies and Committees

6 Meetings

6.1 Annual General Meetings

The Annual General Meeting shall:

- 6.1.1 be a General Meeting, as defined in 6.2;
- 6.1.2 be held in September of each year;
- 6.1.3 notwithstanding 6.2.3, quorum for the meeting shall be the number of members in good standing in attendance;
- 6.1.4 be the highest governing body in the Local, with all decisions made being binding on all other bodies of the Local;
- 6.1.5 normally serve to elect the President, Vice President, Secretary, Treasurer, and Occupational Health and Safety Officer;
- 6.1.6 present a draft budget by the Finance Chair for approval by the members;
- 6.1.7 present for approval, by the Secretary, the minutes of the previous Annual General Meeting.

6.2 General Meetings

The General Meeting shall:

- 6.2.1 normally be chaired by the President, or a designate;
- 6.2.2 be open to all members of the Local in good standing, and during which these members shall have full speaking and voting rights;
- 6.2.3 have quorum set at five percent (5%) of the total number of members in good standing, which shall be calculated each term by the President and

publicized at each General Meeting, except the Annual General Meeting (see 6.1.3);

- 6.2.4 be called by the President, a General Meeting, or a petition signed by a quorum (see 6.2.3) of members in good standing;
- 6.2.5 be open to non-members, who shall have speaking rights but not voting rights;
 - 6.2.5.1 non-members may be excluded from the proceedings, in part or in whole, by a motion from voting members;
- 6.2.6 have the agenda distributed to all members of the Local and invited guests at least two weeks prior to the meeting, including all motions and reports;
- 6.2.7 make binding decisions on all other bodies of the Local, excepting the Annual General Meeting;
- 6.2.8 be promoted to all members via accepted media (i.e. email, social media, telephone, et al.), informing them of the time and location of the meeting at least one week prior to the meeting;
- 6.2.9 ratify any tentative Collective Agreement;
- 6.2.10 not permit any changes to the proposed agenda from the floor;
- 6.2.11 follow the PSAC's Rules of Order, except where the Rules contradict these bylaws in which case the bylaws take precedence;
- 6.2.12 allow, under unusual circumstances, for a meeting to be called with less than two weeks notice, excepting the Annual General Meeting;
- 6.2.13 not address disciplinary matters beyond bylaw 8.3.

6.3 Executive Committee Meeting

The Executive Committee shall:

- 6.3.1 be chaired by the President, or a designate;
- 6.3.2 be attended by all Executive Officers of the Local (see 6.3.3);
- 6.3.3 have a quorum of three (3);
- 6.3.4 execute policy resolutions
- 6.3.5 not have the authority to approve any expenditure greater than \$1,000;
 - 6.3.5.1 any expenditure exceeding \$1,000 proposed by the Executive Committee shall be subject to a vote at a subsequent Stewards' or General Meeting;
- 6.3.6 normally meet monthly, and shall meet no less frequently than once every six weeks;
- 6.3.7 report to the General Meetings through the Secretary.

7 Standing Committees

The Local recognizes that committee work is central to the operation and transparency of the Local. Standing committees are intended to be ongoing and deal with the regular business of the Local, including meeting the imminent needs of the Local and its programs, and in its ongoing political outreach and social justice work, central to any labour organization. Standing Committees are formed in accordance with bylaw 16.2

7.1 General

All Standing Committees shall:

- 7.1.1 consist of and be open to all Local members in good standing;
- 7.1.2 have the President as a member of the committee, except where explicitly stated in these bylaws;
- 7.1.3 determine membership based on applications to the committee chair, to be ratified at a [Stewards'] Meeting, following a call-out by the committee chair;
 - 7.1.3.1 applicants approved by the committee chair immediately begin serving as acting committee members with full voting and speaking rights, pending formal ratification of membership at the next [Stewards' or] General Meeting, as per 7.1.3;
 - 7.1.3.2 applicants approved by the committee chair will be listed as members in the official committee report presented at the next [Stewards' or] General Meeting; a vote to accept the report shall also formally ratify all committee members;
- 7.1.4 strive to represent each of the divisions of the Local;
- 7.1.5 have a Chair who shall:
 - 7.1.5.1 be elected by the committee members, for a fixed duration (as determined at the time of election, and subject to the limitations of 7.1.7) or on a rotating basis;
 - 7.1.5.2 be the Executive member under whose portfolio the committee resides in the event of a vacancy in the chairperson position or a non-functioning committee;
 - 7.1.5.3 be responsible for recruiting members to the committee in order to ensure its proper functioning;
 - 7.1.5.4 advertise vacancies as soon as they are known through appropriate official media;
 - 7.1.5.5 set the agenda for committee meetings.
- 7.1.6 have a minimum of three (3) members, with member increases determined by committee vote;
- 7.1.7 have members who serve for one calendar year at a time;
- 7.1.8 have budgets that are approved by the Executive Committee, following a written request by the chairperson of the committee;
- 7.1.9 permit minority reports only in instances of determinations made by secret ballot;
- 7.1.10 the vote tally for decisions shall be reported in the minutes of the committee
- 7.1.11 maintain a binder [in the Local's office] of meeting minutes and any year-end or other reports generated by the committee;
- 7.1.12 shall employ, modify or establish a committee policy or terms of reference in order to affirm a clear mandate;

- 7.1.12.1 policies and terms of reference are subject to approval and annual review in accordance with section 12 of these bylaws.

8 Ad Hoc Committees

Ad Hoc Committees are distinct from Standing Committees in that they are not ongoing. Such committees are created by the Executive to deal with a particular issue that is neither permanent nor regular, including but not limited to dealing with a disciplinary matter, or any other subject falling outside the scope of a Standing Committee and its Subcommittees. The Local recognizes two permanently defined Ad Hoc Committees: the Bargaining Committee and the Discipline Committee.

8.1 General

All Ad Hoc Committees shall:

- 8.1.1 be chaired by the President, unless otherwise stated at inception;
- 8.1.2 establish a mandate in writing prior to being convened in the case of Ad Hoc Committees not already defined in these bylaws;
 - 8.1.2.1 this mandate shall include budgetary considerations;
- 8.1.3 be approved by an Executive Meeting, and subsequently promoted through the [Stewards' Network], or at an imminent General Meeting;
- 8.1.4 consist of a minimum of three (3) members and no maximum, excepting the Bargaining Committee (see 8.2);
- 8.1.5 be dissolved automatically once the matter for which the committee was convened has been resolved;

8.2 Bargaining Committee

The Bargaining Committee shall:

- 8.2.1 be formed when the Local anticipates entering into negotiations with the Employer;
- 8.2.2 be constituted by the President, and representation from each of the divisions of the Local to be determined by the Collective Agreement;
 - 8.2.2.1 the committee should strive in its members to represent the diversity of the Local as much as possible, including but not limited to consideration of gender, sexual orientation, ethnicity, familial status or religion;
- 8.2.3 solicit and prioritize bargaining demands from the membership;
- 8.2.4 review the Collective Agreement in its entirety to determine if it meets member demands or needs;
- 8.2.5 report on progress at the General Meetings through its chair or designate;
- 8.2.6 act as a consultative committee for the duly elected bargaining team in accordance with PSAC Constitution Regulation 15
- 8.2.7 Act as liaison etc. report to executive and membership as necessary.
- 8.2.8 dissolve automatically when a Collective Agreement has been ratified.

8.3 Discipline Committee

The Discipline Committee shall:

- 8.3.1 be convened to investigate charges of misconduct and recommend appropriate disciplinary measures where it is deemed appropriate;
- 8.3.2 be governed by the PSAC Regulation 19: Regulation Governing Membership Discipline, which is defined in Appendix A.

9 Proxy Voting

No proxy voting shall be allowed.

10 Elections Procedures

10.1 Nominations

This section does not apply to nominations of the Chief Returning Officer (see 4.3.11). All other nominations shall:

- 10.1.1 be open for a period of at least two weeks, ending one week prior to the election in question, at which point the campaign period shall begin;
- 10.1.2 be submitted in writing to the Chief Returning Officer
- 10.1.3 be proposed from the floor only if no nomination is received during the nomination period.

10.2 Procedures

- 10.2.1 be conducted by a secret and secure method in a manner to be determined by the Chief Returning Officer, consistent with the procedures in this section of the bylaws, such that each Member eligible to vote may only vote for one candidate;
- 10.2.2 be held at a General Meeting (normally the Annual General Meeting), or through use of polling stations, or through electronic voting methods;
- 10.2.3 permit a 'Question Period' of not more than twenty (20) minutes preceding the vote for Executive Officers, during which members may ask questions of any candidate for the office of the President;
- 10.2.4 permit candidates running for offices other than the President to address the assembly for up to three minutes, preceding voting;
- 10.2.5 only open balloting following the end of all the candidates' speeches;
- 10.2.6 be resolved, normally, in a single round such that the candidate receiving the greatest proportion of unspoiled ballots cast shall be declared the winner by the Chief Returning Officer (plurality vote);
- 10.2.7 be resolved, in the event of a tie, by a second secret ballot of the Members present, in which each eligible Member shall vote for only one of the tied candidates, and the candidate receiving the greatest proportion of unspoiled ballots cast shall be declared the winner by the Chief Returning Officer (plurality vote);
- 10.2.8 be resolved, in the event of a second tie, by a secret ballot of the Executive, in

which each Executive Officer shall vote for only one of the tied candidates, and the candidate receiving the greatest proportion of unspoiled ballots cast shall be declared the winner by the Chief Returning Officer (plurality vote).

10.3 Vacant Positions

A position shall be declared vacant by the Chief Returning Officer, or the President in the case of a vacancy for the Chief Returning Officer, when:

- 10.3.1 the term of office has expired and no replacement has been found
- 10.3.2 in the case of the President-Elect, the position is unfilled at the end of the General Meeting if there is no President-Elect;
- 10.3.3 an officer resigns or is removed from office.

10.4 Filling Vacant Positions

In the event of a vacancy, the positions shall be filled according to the following regulations:

- 10.4.1 the office of the President shall be filled by the Vice-President immediately until an election can be held;
- 10.4.2 in the event of a vacancy in any other Executive Officer position, the duties of the vacant position shall fall to the remainder of the Executive and be divided as they see fit;
- 10.4.3 in the event of a vacancy in any other position normally elected at the Annual General Meeting, the Chief Returning Officer shall receive nominations for that position at any time;
 - 10.4.3.1 if a nomination is received, the Chief Returning Officer shall issue a call-out for additional nominations and, if none are received, the position shall be declared acclaimed;
 - 10.4.3.2 in the event multiple nominations are received, the Chief Returning Officer shall declare a General Election;
- 10.4.4 in the event of a vacancy in a position not normally elected at the Annual General Meeting, if the Chief Returning Officer receives a nomination they shall wait three days before declaring the position acclaimed;
 - 10.4.4.1 in the event of multiple nominations for a single vacancy, the Chief Returning Officer shall forward the names of the candidates to the Executive, who will then vote to create an acting position pending ratification at a Stewards' Meeting.

10.5 Campaigning

- 10.5.1 all prospective candidates must attend an all-candidates meeting scheduled by the Chief Returning Officer;
- 10.5.2 no candidate may engage in mass electronic mailing of any kind,

including but not limited to list-serve or recipient lists of more than five (5) persons;

- 10.5.3 social networking (e.g. Facebook, Twitter, et al.) shall be permitted
- 10.5.4 no money is permitted to be spent on any electronic media;
- 10.5.5 each candidate shall be permitted to distribute a one page mail out, subject to the limitations outlined by the Chief Returning Officer, that shall be distributed to the membership by the Secretary one week prior to the commencement of the elections;
- 10.5.6 candidate profiles shall be posted by the Secretary to the Local's website and distributed through an email to all members;
- 10.5.7 the campaign period shall begin one week prior to the election;
- 10.5.8 no campaigning materials shall be circulated once the Annual General Meeting has begun.

10.6 Terms of Office

- 10.6.1 the terms of the President, Acting President or Interim President shall end on March 31;
- 10.6.2 the terms of the Vice President, Secretary, and Treasurer shall end on March 31;
- 10.6.3 the term of the Chief Returning Officer shall end the day after the Annual General Meeting.

11 Policy Documents

Policy documents are intended to provide a set of procedures and best practices for the functioning of the Local. Terms of Reference (TOR) documents will be considered policy documents. They shall not contradict the Constitution of the PSAC or the Bylaws of the PSAC Local 40004.

11.1 Administration of Policy

- 11.1.1 Policy documents shall be subject to yearly review by the body to whom they apply (e.g. committees review their own policies);
 - 11.1.1.1 The reviewed policy document shall be forwarded to the Executive Committee for endorsement;
 - 11.1.1.2 The Executive Committee may create, amend, endorse, or reject policy documents;
 - 11.1.1.3 Policy documents shall carry the enforceable weight of bylaws for the duration of an academic year during which they have been endorsed;
- 11.1.2 Policy changes shall be included in Executive reports for the next General Meeting;
- 11.1.3 Previous policies shall remain in effect pending revision, alteration or suspension.

11.2 Storage and Dissemination of Policy

- 11.2.1 Policy documents shall be added as an appendix to the bylaws after being

- endorsed by the Executive Committee;
- 11.2.2 Policy documents shall be included in the Local's paper and electronic records for posterity and ease of reference, and shall be stored subsequently in order to track changes;
- 11.2.3 Upon adoption, the Executive Officers shall inform relevant parties (e.g. committees) of policy changes.

Finances and Compensation

12 Finances and Banking

- 12.1 The Executive shall be responsible for administrating the Local's funds in the best interests of the Membership;
- 12.2 an independent, external agent selected by the Executive shall prepare a statement of the Local's financial position for the preceding year, and this statement shall be available to the membership at the Annual General Meeting;
- 12.3 the fiscal year for the Local shall begin April 1 and end March 31;
- 12.4 the banking affairs of the Local shall be transacted with such reputable banks, or other reputable corporations carrying on a banking business; as the Executive may determine;
- 12.5 the signatures of two (2) officers with signing authority shall be required to authorize withdrawals of funds form the Local's bank account;
 - 12.5.1 the President and Treasurer shall normally be the signatures for withdrawals;
- 12.6 loan agreements on behalf of the Local shall be authorized by the Executive and the PSAC;
 - 12.6.1 such agreements shall be signed by the President and the Treasurer;
- 12.7 the Executive shall have the authority to disburse funds as allocated by the budget approved by the membership;
- 12.8 the Local may administer financial support programs to its Members, subject to regulatory approval at a General Meeting;
- 12.9 the term of any financial investment made by the Local may not exceed the duration of the collective agreement.

13 Conflict of Interest

13.1 Definition

A 'Conflict of Interest' arises when a member of the Local has or could be seen to have an opportunity to use the authority, knowledge or influence derived from his or her position to benefit improperly the member or another person with whom the member has a close relationship (spouse, business partner, family member, etc.). Such situations may include, but are not limited to the following:

- 13.1.1 participating as an officer or in a managerial capacity with a firm that is a supplier of materials or services to the Local;
- 13.1.2 having personal financial dealings with an individual whose business with the Local involves the member's sphere of responsibility;

- 13.1.3 participating in the hiring or contract review of anyone with whom the member has a close relationship;
- 13.1.4 participating in the decision-making process regarding the member's own employment or financial compensation.

13.2 Obligation to Report

If any member or employee of the Local is faced with an existing or potential Conflict of Interest, then s/he must immediately report this situation to their relevant committee chair, President, or other Executive Officer as appropriate. Failure to declare a potential Conflict of Interest is grounds for discipline under 8.3 of these bylaws.

13.3 Treatment

Upon a report that a Member is faced with an existing or potential Conflict of Interest, the President or committee chair shall determine if such Conflict of Interest actually exists. No action shall be taken if it is deemed there is no Conflict of Interest. The member is not obligated to accept these stipulations, though this may result in disciplinary action according to the section 8.3 of these bylaws. If it is determined that there is a Conflict of Interest, the following actions may be taken, singly or in combination, and in descending order of preference whenever possible, depending upon the severity of the matter:

- 13.3.1 stipulate that the member refrain from voting on the issue, with the abstention noted in the assembly or committee minutes;
- 13.3.2 stipulate that the member refrain from participating in debate on the issue, with the abstention noted in the assembly or committee minutes;
- 13.3.3 stipulate that the member excuse him/herself from any meeting in which the issue arises, with the reason for absence noted in the minutes;
- 13.3.4 stipulate that the member withdraw from the activity or situation in which the Conflict of Interest arises;
- 13.3.5 stipulate the member step down from their position of authority in the Local.

14 Personnel Policies

14.1 Job Descriptions

Job descriptions shall be written by the Executive and approved at a General meeting before any individual shall be hired by the Local. Job descriptions shall include, but are not limited to: job title, duration of employment, duties, and compensation.

Other

15 Strikes

- 15.1 the Local shall strike only if a strike is authorized by a Local strike vote and the PSAC (per PSAC Regulations 15);

- 15.2 strike votes and related publicity shall be conducted as per PSAC regulations and relevant legislation;

16 Amendments to the Constitution or Bylaws

The following procedure in its entirety shall be required to make amendments to these Bylaws:

- 16.1 proposed changes to these Bylaws shall take the form of a written submission to the Local President;
- 16.2 any submission that involves the creation of a new Standing Committee must include the proposed structure of the new committee (including who will chair the committee, the composition of the committee, the duties of the committee, and who reports to the Executive on behalf of the committee), the purpose of the new committee, and any relevant background material supporting the creation of the new committee;
- 16.3 proposed changes shall be reviewed by the Executive before becoming a 'proposal' for vote at the next General Meeting;
- 16.4 notwithstanding 16.3, a petition signed by at least fifty members shall serve as a proposal to the next General Meeting (in the case of amendments to these Bylaws), provided that the petition includes the exact wording of the proposed amendment and the exact wording of the relevant sections of the current Bylaws;
- 16.5 for a proposal to amend these Bylaws to be successful, it must be approved by a two thirds vote at a General Meeting, and no amendments to the proposal are permitted at this meeting;
- 16.6 amendments to these bylaws become effective upon the adjournment of the meeting in which a successful proposal was approved, unless otherwise specified in the proposal.