



COMMISSIONAIRES UNION

**OF BC
VICTORIA, THE ISLANDS AND YUKON
LOCAL 05/20500**

**CONSTITUTION
AND
BY-LAWS**

APPROVED BY THE MEMBERSHIP

AT THE

ANNUAL GENERAL MEMBERSHIP MEETING

MARCH 2008



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ARTICLE 1

NAME AND JURISDICTION

1. The organization shall be known as the Commissionaires Union of BC (Victoria, the Islands and Yukon), PSAC Local 05/20500.
2. The organization is a directly chartered local of the Public Service Alliance of Canada and shall be governed by these By-Laws and the Constitution and By-Laws of the Public Service Alliance of Canada. In the event of discrepancies between these By-Laws and the Constitution and By-Laws of the Public Service Alliance of Canada the latter shall prevail.
3. Hereinafter the organization shall be referred to as the Local and the Public Service Alliance of Canada as PSAC.

ARTICLE 2

PURPOSE AND OBJECTIVES

1. The Purpose and Objectives of the Local are:
 - a. To protect the interests, rights, privileges and well being of all members of the Local through the Collective Bargaining Process
 - b. The regulation of relations between the employer (The Canadian Corps of Commissionaires, Victoria the Islands and Yukon) and the Local through the Collective Bargaining Process.
 - c. To maintain the right to proceed with corrective and necessary action through the Collective Agreement when all legal requirements and discussions are followed and the action is warranted. This includes the right to strike if necessary.

ARTICLE 3

STRUCTURE

1. The overall governing body of the Local shall be the Annual General Membership Meeting.
2. All Council Meetings shall be recognized as the governing body between Annual General Membership Meetings.
3. The Executive shall be responsible for the daily operations of the Local between All Council Meetings.



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ARTICLE 4

MEMBERSHIP

1. Application for membership in the Local shall be made on the form supplied by the Local and shall be submitted to, considered and approved by any member of the Executive. Upon approval applications shall be submitted to the Secretary for inclusion in the Official Membership List of the Local and follow up administrative action.
 - a. Members in good standing are those who meet the criteria in accordance with sections 4 and 25 of the Constitution and By-Laws of PSAC.
2. Members in good standing shall:
 - a. Be entitled to vote at meetings of the Local
 - b. Have the right to be nominated to hold any office, hold office, act as Shop Steward, or serve on any Committee
 - c. Be entitled to the rights and privileges as stated in Section 5 of the Constitution and By-Laws of PSAC.
3. A member not in good standing of the Local, suspended other than for the specific reason of delinquency in dues payment may not attend meetings of the Local, speak at such meetings or vote.



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ARTICLE 5

MEETINGS

1. ANNUAL GENERAL MEMBERSHIP MEETING

- a. An Annual General Membership Meeting shall be held in March of each year at a time and place established by the Executive for the purpose of delivering and receiving reports, consideration of business and the election of officers.
- b. A quorum for an Annual General Membership Meeting shall consist of a minimum of ten (10) members in good standing.

2. GENERAL MEMBERSHIP INPUT MEETING

- a. A General Membership Input Meeting shall be held for the purpose of discussing and voting on negotiation issues for a Collective Agreement prior to entering into negotiations with the employer
- b. A Negotiation Committee shall be elected by the Membership in attendance to represent the Local in upcoming negotiations
- c. A quorum for a General Membership Input Meeting shall consist of a minimum of ten (10) members in good standing.

3. GENERAL MEMBERSHIP RATIFICATION MEETING

- a. Special meetings of the membership shall be held to ensure full disclosure of any proposed Collective Agreement.
- b. Copies of a proposed Collective Agreement shall be distributed to members not less than seven (7) days prior to a Ratification Meeting with a notice of the time, date and location of such meeting. Every effort shall be made to schedule the meeting to ensure maximum attendance including two meetings to accommodate shift workers.
- c. At the end of the meeting, unless the meeting resolves to postpone the ballot, voting shall begin. Members in good standing shall be entitled to vote. No member shall receive a ballot to vote unless his/her name appears on the Official Membership List and they have registered to vote.
- d. The ballot shall read as follows:
 - 1) Are you in favour of accepting the tentative agreement arrived at with the employer as presented by the negotiating committee?
- e. A quorum for a General Membership Ratification Meeting shall consist of a minimum of ten (10) members in good standing

4. SPECIAL GENERAL MEMBERSHIP MEETING

A special membership meeting shall be called by the Secretary when instructed by the Executive or on receipt of a written petition signed by not less than ten (10) percent of the members in good standing at the time of filing of the petition.



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5. ALL COUNCIL MEETINGS

- a. All Council Meetings shall consist of the Executive, Executive Appointees and all Shop Stewards.
- b. The All Council shall meet at least once every two months or more often at the call of the President for the presentation of reports and conduct of business of the Local.

6. EXECUTIVE MEETINGS

- a. The Executive shall meet at least once between All Council Meetings or more often at the call of the President. Special meetings of the Executive shall be called by the President, the First Vice President in the absence of the President, or upon a majority request of the Executive for a meeting being filed with the Secretary.
- b. A quorum at any meeting of the Executive shall consist of three (3) Executive Officers including the President/Acting President. A Conference Call may be held to ensure maximum participation with this noted in the minutes.
- c. The Secretary shall keep minutes of all Executive Meetings.

7. VOTING AT MEETINGS

- a. In no case shall more than a simple majority of votes be required to decide an issue.
- b. In the event of an election with no contest a motion shall be passed declaring the candidate elected by acclamation and the motion shall be recorded in the minutes of the meeting.
- c. Voting by proxy shall not be allowed at any meeting of the Local.



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ARTICLE 6

COMMITTEES

1. Committee members shall be selected from members in good standing of the Local.
2. The Local shall establish the following committees with membership selected from members in good standing of the Local:
 - a. Communications / Organizing Committee
 - b. Grievance Appeals Committee
 - c. Health and Safety Committee
 - d. Good and Welfare Committee
 - e. Womens' Advocate
3. **The Communications / Organization Committee shall**
 - a. Be chaired by the President and shall consist of all Executive Officers
 - b. Be responsible for producing newsletters, brochures, information bulletins, maintenance of the Local web page, maintaining and updating the membership List and ensuring the Local continues to develop.
 - c. Be responsible for the development and presentation of an organizational strategy for the upcoming year at the November All Council Meeting. Once approved the Committee shall ensure the strategy is followed with regular updates reported to the All Council with recommendations for changes, etc.
4. **The Grievance Appeals Committee shall:**
 - a. Be chaired by the Second Vice President and consist of all Shop Stewards
 - b. All grievances will be submitted to the Committee for consideration once the complaint procedures in the Collective Agreement (12.01 and 12.02) have been exhausted.
 - c. At its discretion the committee may request attendance of the Womens' Advocate at any of its meetings.
5. **The Health and Safety Committee shall:**
 - a. Be chaired by the First Vice President and shall have a minimum of three (3) members,
 - b. Discuss all health and safety issues presented to it and present its findings and recommendations to the Executive.
6. **The Good and Welfare Committee shall:**
 - a. Be chaired by the Treasurer and shall have a minimum of three (3) members.
 - b. Oversee the hardship funds and make recommendations to the Executive regarding distribution of such funds.
 - c. Ensure cards, etc sent to members sick in hospital or at home.



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7. **The Women's Advocate shall:**
 - a. Be Chaired by a member appointed by the All Council
 - b. Be responsible for ensuring women's rights issues are brought forward

8. The All Council may establish other Committees either as Standing Committees or Special Committees on a temporary as needed basis that it may require (By-Laws, Elections Committee, etc).

ARTICLE 6

EXECUTIVE

1. **The Executive shall:**
 - a. Consist of the President, Immediate Past President, First Vice President, Second Vice President, Secretary and Treasurer.
 - b. Be elected at an Annual General Membership Meeting and shall hold office for two (2) years. The President and Secretary shall be elected in the even years and the First Vice President, Second Vice President and Treasurer in the odd years. This is done to ensure continuity and to ensure uninterrupted diligence.
 - c. Administer the affairs of the Local between All Council Meetings subject to the decisions of the membership or All Council meetings and shall supervise the handling of all Local funds.
 - d. Act as the Communications/Organizing Committee.

2. **The President shall:**
 - a. Preside at all membership, All Council and Executive meetings
 - b. Supervise all other officers in the exercise of their respective duties
 - c. Act as the liaison in all matters between the Local, the employer and the media
 - d. Be an ex-officio member of all standing and special committees
 - e. Be a signing authority for the Local

3. **The First Vice President shall:**
 - a. Perform the duties of the President in his/her absence
 - b. Shall Chair the Occupational and Health Committee
 - c. Perform any other duties assigned or delegated by the President or Executive
 - d. Be a signing authority for the Local

4. **The Second Vice President shall:**
 - a. Chair the Grievance Appeals Committee as Chief Shop Steward
 - b. Present grievances to the Grievance Appeals Committee once the complaint stage in accordance with the Collective Agreement has been exhausted.
 - c. Perform any other duties delegated by the President or Executive
 - d. Be a signing authority for the Local



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5. The Secretary shall:

- a. Ensure that a correct, full and impartial account of Executive, All Council, General Membership, Standing and Special Committees meetings are kept
- b. Notify members of the time and place of meetings.
- c. Maintain the Official Membership List ensuring confidentiality at all times
- d. Maintain a filing system
- e. Undertake any other duties as are assigned from time to time by the President or Executive
- f. Be a signing officer of the Local

6. The Treasurer shall:

- a. Chair the Good and Welfare Committee
- b. Receive and give receipts for all monies due the Local, deposit all monies, pay all bills authorized for payment, keep complete and accurate records of accounts including membership dues payments
- c. Report on the finances of the Local at all membership meetings
- d. Present the accounts for audit (given proper notice) any time the Executive or Local requires and ensure that an audit of the books of account is conducted prior to an Annual General Membership Meeting and that the audits are done in accordance with Section 11 (8) of the PSAC Constitution and By-Laws.
- e. Be a signing authority of the Local.

7. Vacancies on the Executive shall be filled by a nomination made at the immediate following All Council Meeting. The nominated person may not take office or perform their assigned responsibilities until the All Council has accepted their nomination. At the next following General Membership Meeting an election shall be held for the vacant position.

ARTICLE 8

OFFICERS

1. Any member of the Local in good standing may nominate or be nominated for office in the Local. However, no employee of the Local may nominate, be nominated or hold any elected office in the Local. No member shall hold office in more than one position simultaneously on the Executive
2. At the last All Council Meeting prior to an Annual General Meeting an Elections Committee shall be appointed. Particulars of the Committee and election eligibility criteria shall be forwarded to the Membership as a whole either as part of newsletter or by special Correspondence.
3. Any member in good standing, including incumbent Executive Officers, wishing to be nominated to any position within the Executive shall notify the Elections Committee of their intentions a minimum of two (2) weeks prior to the Annual General Membership Meeting.
4. The nominated person shall become a candidate only after accepting such nomination in person at the nominating meeting. In the event that after acceptance for such nomination a member wishes to withdraw their name they must inform the Elections Committee and their name shall be removed from the List of nominees.
5. The All Council may appoint a member in good standing to fill any vacant office in the Local with the consent of the member so named. Such acting officer may hold office only until the next General Membership Meeting for which proper notice can be given where upon the vacancies shall be filled by an election held in the usual manner.



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GRIEVANCE HANDLING

1. All Grievances shall be brought to the attention of the Executive who shall assign an Assisting Officer.
2. The Assisting Officer shall:
 - a. Assist the member and his/her Shop Steward in preparation of written submissions
 - b. Keep the Executive informed of the ongoing status of the grievance.
 - c. A written summation of all actions taken and results shall be completed on the Grievance submission form and this form shall be handed to the Secretary for filing for future reference.
3. The President shall represent the member at the Headquarters of the employer.

ARTICLE 10

FINANCES

1. No officer or officers shall enter into any financial understanding or agreement on behalf of the Local without the prior approval of the All Council.
2. A General Membership Meeting, or All Council meeting shall approve the expenditure of all funds other than those considered normal operational requirements.
3. The President and Secretary are the only two (2) paid positions to service the Local. Their remuneration shall be approved by the All Council and they will not be considered paid employees of the Local.

ARTICLE 11

DUES AND ASSESSMENT

Membership Dues shall be paid on a monthly basis in accordance with the guidelines established by the Local Collective Agreement and PSAC.



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ARTICLE 12

FUNDS AND PROPERTY

1. The funds and property of the Local shall not be divided in any manner among members individually.
2. All monies collected on behalf of the Local except those on behalf of PSAC shall be the property of the Local.

ARTICLE 13

INTERPRETATION

1. The By-Laws shall be interpreted by the Executive and be subject to an appeal by the membership or by PSAC.
2. Rogers Rules of Order shall govern any procedures not included in these By-Laws.

ARTICLE 14

AMENDMENTS TO BY-LAWS

1. These By-Laws may be amended by an Annual General Membership Meeting upon the submission of proposed amendments by the Executive on its own motion or by petition signed by not less than twenty (20) percent of the members in good standing at the time of the petition
2. Such proposed amendments shall be disseminated to the membership not less than fifteen (15) days prior to the meeting with notice of the time and place of the meeting.