

**LOCAL 402 BYLAWS**  
**APPROVED BY THE PROVINCIAL EXECUTIVE ON DECEMBER 3, 2024**

*File No. 4480-232*

**1. Name**

The name of the local shall be local 402 of the B.C. General Employees' Union.

**2. Object**

a. The objects of the local shall be:

- i. to maintain and train a steward body within the local; and
- ii. to bring to the attention of the component the wishes of the membership in the form of resolutions and recommendations; and
- iii. to carry out ratification votes and such other referendums as required from time to time.

**3. Members**

Members of the local are BCGEU members of Component 4 within Area 02 as defined in the component bylaws.

**4. Elections**

a. Local General Elections

- i. Notice of Nominations for the local general elections must be issued after the Triennial Constitutional Convention and no earlier than January 1st and no later than end of February. Voting must be concluded by the end of April.
- ii. Local Table Officers to be elected, are:
  1. chairperson;
  2. 1st vice-chairperson;
  3. 2nd vice-chairperson;
  4. treasurer;
  5. recording secretary; and
  6. additional officers, as decided at local executive meeting.
- iii. Additionally, six (6) executive members-at-large shall be elected. The number of executive members-at-large may be increased by a vote of the local executive and must be approved by the component executive. This section may be updated if an increase in members-at-large is approved.
- iv. The local may designate one member-at-large position to be filled by a young worker representative.
- v. The local will designate one member-at-large position to be filled by a member who identifies from one of the three equity groups.

- vi. The local will designate one member-at-large position to be filled by a member who identifies as Indigenous.
  - vii. There shall be no "plumping". Where vacancies in office exist and more than one seat is to be filled, the membership shall be clearly instructed as to how many vacancies are to be filled and the number of candidates they must vote for. Where practical, this information shall be contained on the ballot.
  - viii. All elections for local officers are by referendum. No interim local officer elections shall be held during the eight months prior to the triennial local officer elections, without consulting the component vice-president, and without a minuted decision by the local executive.
  - ix. If a local office becomes vacant during the term of office, a replacement shall be elected by the local membership.
- b. Steward Elections
    - i. Steward elections shall be held as set out in the Provincial Executive (PE) policy<sup>1</sup> and the union's constitution.<sup>2</sup>
  - c. Election Dispute Procedure
    - i. Where there is an allegation or concern about the election, members may use the election dispute procedure as set out in the Provincial Executive (PE) policy.<sup>3</sup>

## 5. Executive Duties

- a. Local Chairperson
  - i. It shall be the duty of the local chairperson to preside at all meetings of the local, and to exercise supervision over local affairs.
  - ii. The local chairperson shall be a representative from the local to sit on the component executive. The local chairperson shall make a report on behalf of the local for all component executive meetings.

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<sup>1</sup> See Elections Manual, [https://assets.nationbuilder.com/bcgeu/pages/10956/attachments/original/1685555433/Elections\\_Manual\\_May\\_2023.pdf](https://assets.nationbuilder.com/bcgeu/pages/10956/attachments/original/1685555433/Elections_Manual_May_2023.pdf)

<sup>2</sup> BCGEU Bylaws, Section 1(f), [https://assets.nationbuilder.com/bcgeu/pages/10956/attachments/original/1648599088/Constitution\\_Bylaws\\_2021.pdf](https://assets.nationbuilder.com/bcgeu/pages/10956/attachments/original/1648599088/Constitution_Bylaws_2021.pdf)

<sup>3</sup> See Elections Manual

- iii. The local chairperson shall appoint committees as required by the bylaws.
  - iv. The local chairperson shall chair the local's Resolutions committee.
  - v. The local chairperson or designate shall appoint OHS representatives as required by the *Workers Compensation Act* and the collective agreement.
- b. 1st Vice-Chairperson
- i. It shall be the duty of the 1st vice-chairperson to act in the absence of the local chairperson and to assist the local chairperson in the discharge of the duties of the chair.
  - ii. The 1st vice-chairperson shall chair the local's Bylaws committee.
  - iii. Other duties as assigned by the local chairperson or the bylaws.
- c. 2nd Vice-Chairperson
- i. It shall be the duty of the 2nd vice-chairperson in the absence of the local chairperson and 1st vice-chairperson, to assume the chair and discharge the duties of the chair according to the bylaws.
  - ii. The 2nd vice-chairperson shall chair the local's Stewards committee.
  - iii. Other duties as may be assigned by the local chairperson or the bylaws.
- d. Treasurer
- i. If the local has an imprest account, it shall be the duty of the treasurer to establish an account in a chartered bank or credit union, to deal with all local funds; to issue receipts; to prepare necessary financial statements; and to render such other services as directed by the local executive and required by the union's financial manual.
  - ii. The treasurer shall arrange for the annual audit and shall make such financial reports as are required by the union's financial manual and the bylaws.
  - iii. The treasurer shall chair the local's Finance committee.
  - iv. As soon as possible and not more than 30 days after the date of the annual general meeting, the treasurer of the local shall forward to the treasurer of the component, a verified financial statement of the books of the local.
  - v. Other duties as may be assigned by the local chairperson or the bylaws.

- e. Recording Secretary
  - i. It shall be the duty of the recording secretary to keep the minutes of the local. The recording secretary shall reproduce and distribute the attested minutes of the local in accordance with the component bylaws and the PE policy.
  - ii. The recording secretary shall chair the local's Membership committee.
  - iii. Other duties as may be assigned by the chairperson or the bylaws.
- f. Members-at-Large
  - i. Shall participate in meetings and committees of the local.
  - ii. Other duties as may be assigned by the chairperson, table officers, or the bylaws.
- g. Equity Member-at-Large
  - i. Shall participate in meetings and committees of the local.
  - ii. Other duties as may be assigned by the chairperson, table officers, or the bylaws.
- h. Indigenous Member-at-Large
  - i. Shall participate in meetings and committees of the local.
  - ii. Other duties as may be assigned by the chairperson, table officers, or the bylaws.

## 6. Meetings

- a. Fourteen clear days' written notice shall be given for meetings of the local except for emergency situations.
- b. The order of business of all local meetings may include the following:
  - Call to order
  - Land acknowledgement
  - Reading of minutes
  - Business arising from minutes
  - Communications
  - Convention report
  - Provincial Executive report
  - Component executive report
  - Financial report
  - Reports of officers and committees
  - Reports of stewards
  - Delegate reports (labour council, CLC, NUPGE, BCFed)

- Unfinished business
- Nominations, elections, and installation of officers
- New business
- Good & welfare
- Adjournment

c. Local Executive Meetings

- i. Each local should meet as often as necessary but in any event not less than twice a year. Such meetings shall be at the call of the local chairperson, or at the request of 30% of the local executive.
- ii. A written Notice of Meeting shall be given to all elected members of the local executive.
- iii. The absence of a local executive member from two consecutive local executive meetings without just cause shall constitute grounds for dismissal from the local executive.

d. Local Annual General Meetings

- i. Local annual general meetings shall be held as determined by the local chairperson and these bylaws, or at the request of 50% of the stewards or 30% of the local membership.
- ii. The local annual general meeting shall be held in March or April and the date will be determined by the local executive.
- iii. A written Notice of Meeting shall be given to all members of the local.

## 7. Committees

- a. The local shall establish a finance committee and its members shall be appointed by the local chairperson unless otherwise specified in these bylaws.
- b. The local shall establish a bylaws committee and its members shall be appointed by the local chairperson unless otherwise specified in these bylaws.
- c. Other committees may be created as deemed necessary by the local executive.
- d. Committee meetings are called at the request of a local executive meeting or the chairperson of the committee.

## 8. Quorum

- a. Fifty per cent and one of the local executive membership shall constitute quorum for local executive meetings.

- b. Four members and one additional member for each 500 members of the local shall be the quorum for a local annual general meeting.
- c. Fifty per cent and one of the committee membership shall constitute quorum for all committee meetings.

## 9. **Financing**

- a. The local may be financed through an imprest account with an amount determined by the component Finance committee.
- b. If the local has an imprest account, it shall establish an account in a chartered bank or credit union.
- c. The local shall disburse the local funds according to the union's financial manual and as directed by the component executive.
- d. On the first day of every month, each local treasurer shall forward to the component treasurer, a "Local Statement," including receipts, and outlining the manner in which the monies have been spent during the previous month. The local shall then receive the reimbursement.
- e. In the event of irregularities, the component treasurer shall refer the matter to the component Finance committee, financial controller, and the treasurer of the union, for appropriate action.
- f. The accounts of the local shall be presented to the component standing Finance committee, upon request, for examination.
- g. The fiscal year of the local shall end on the last day of December of each year.

## 10. **Component Delegates**

- a. The local chairperson is a member of the component executive by right.
- b. If the local is entitled to additional members on the component executive as outlined in the component bylaws, the local may elect additional representatives to component, from the local executive, at a local executive meeting.

## 11. **Labour Councils**

- a. The local shall be an affiliate of all labour councils that are represented within its geographic boundaries.
- b. The local's delegates to the labour council may be nominated at a local executive meeting. Elections shall be as per the bylaws contained in the union's constitution.

Delegates shall be elected until the next local general election. Delegates shall report regularly to both the local executive meetings and the local annual general meeting, on the activities of the labour council.

## 12. BCGEU Convention

- a. The local must elect delegates from its membership to attend the BCGEU Triennial Constitutional Convention as outlined in the union's constitution.<sup>4</sup>
- b. Members may bring matters before a convention only by means of a resolution approved by their component and submitted through their local to the component at least 90 days prior to convention.

## 13. General

- a. No agreement contrary to a collective agreement or the general policy of the union shall be entered into by this local or any of its members.
- b. This local shall not affiliate with any other organization without express written authority from the Provincial Executive.
- c. Member(s) who wish to charge another member with a breach of duty under the union's constitution shall do so in accordance with Article 7 of the union's constitution.<sup>5</sup>

## 14. Parliamentary Procedure

- a. All meetings of the locals shall follow the latest edition of *Roberts' Rules of Order Newly Revised* where they are not inconsistent with local and component bylaws, PE policy, and the union's constitution.

## 15. Amendments

- a. These bylaws may be amended by a majority vote of those members of the local present at a local annual general meeting provided that a Notice of Motion has been served at least 14 days prior to the meeting.
- b. The position of treasurer and related clauses in these bylaws can be removed if the local does not have an imprest account; has been approved at a local general

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<sup>4</sup> BCGEU Constitution, Article 8.2,  
[https://assets.nationbuilder.com/bcgeu/pages/10956/attachments/original/1648599088/Constitution\\_Bylaws\\_2021.pdf](https://assets.nationbuilder.com/bcgeu/pages/10956/attachments/original/1648599088/Constitution_Bylaws_2021.pdf)

<sup>5</sup>  
[https://assets.nationbuilder.com/bcgeu/pages/10956/attachments/original/1648599088/Constitution\\_Bylaws\\_2021.pdf](https://assets.nationbuilder.com/bcgeu/pages/10956/attachments/original/1648599088/Constitution_Bylaws_2021.pdf)

meeting where a Notice of Motion has been served at least 14 days prior to the meeting; and has been ratified by the component executive. The related clauses include: 4(a)(ii)(4), 5(d), 7(a), 9(a), 9(b), 9(d), and 9(g) and this section. All sections should then be renumbered accordingly.

- c. All footnotes referencing the union's constitution or other policies may be updated as needed.
- d. Unless otherwise indicated, these bylaws and subsequent amendments must be submitted through the component to the Constitution & Structure committee for recommendation to the Executive committee, and to the Provincial Executive, for approval.

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