



# YUKON EMPLOYEES' UNION

## BYLAWS

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### 1. NAME

#### Section 1

This Component of the Public Service Alliance of Canada ("PSAC") shall be known as the Yukon Employees Union ("YEU").

#### Section 2

YEU shall have its headquarters in Whitehorse, Yukon Territory.

### 2. AIMS AND OBJECTIVES

#### Section 1

To unite all members of the PSAC over which the YEU has jurisdiction into a single union acting on their behalf.

#### Section 2

To fully support the PSAC in the furtherance of its constitutional responsibility to improve and protect wages, working conditions, salaries and other terms of employment of all PSAC members.

#### Section 3

To achieve the best possible standards of wages, salaries and other conditions of employment for all members, and to protect their interests, rights and privileges.

#### Section 4

To subscribe unconditionally to the aims and objects outlined in the Constitution of the PSAC.

### 3. MEMBERSHIP

#### Section 1: Regular Membership

All workers assigned to the YEU in accordance with the PSAC Constitution shall be eligible for membership in the YEU.

### Section 3: Honourary Membership

The YEU Executive may, on receiving an application from a Local, apply to the National Board of Directors of PSAC to recognize a retired worker as an honourary member.

### Section 4: Life Membership

A Component life membership may be awarded by the Executive to any member who has demonstrated devotion to the Component and performed exemplary services for the membership. There shall not be more than ten (10) such life memberships at one time.

### Section 5: Membership Cards

Workers who qualify for membership under the PSAC Constitution will be issued a membership card by PSAC.

#### Sub-Section A

With the concurrence of the PSAC, the Component may alternatively and/or additionally provide members with a Component identification card that includes their PSAC membership number.

## **4. MEMBERSHIP RESPONSIBILITY**

### Section 1

Upon being granted membership in the PSAC and YEU each member of YEU is deemed to have agreed to uphold the provisions of these bylaws and the Constitution of the PSAC for the duration of their membership.

## **5. DUES**

### Section 1

All workers assigned to the YEU by the PSAC will pay union dues at the rates set by the PSAC Triennial National Convention and by the Component Triennial Convention respectively.

#### Sub-Section A

Locals will receive a portion of the dues paid by members to advance the objectives of the union as a whole, provided the Local has filed annual financial statements and election results with the YEU. Where the Local is eligible to receive dues under this section, dues will normally be paid on a monthly basis, and no less than quarterly.

- a) Locals will receive \$1.00 per member per month for the first 400 members and an additional \$0.50 per member per month for each additional member;
- b) No Local shall receive less than \$50.00 per month.

### Sub-Section B

A Local may have an additional amount of dues deducted if authorized by two-thirds majority vote of the membership in attendance at an annual meeting or at a special meeting called for that purpose. Such additional dues shall be collected by the union in the manner prescribed by these bylaws and rebated to the Local.

## Section 2

Funds identified for the Local may be withheld by the Component in the event the Local has not met its obligations as specified in Section 1 above. All remittances withheld shall become payable when the obligations specified are met.

## Section 3

A Local that has not carried out the responsibilities required by these Bylaws will be considered inactive. The Executive has the authority to appoint a trustee with responsibility to manage the Local's affairs and to bring about its re-activation with minimum delay once all outstanding obligations are met.

# **6. EXECUTIVE**

## Section 1 - YEU Executive and YEU Executive Committee

The YEU Executive shall be nominated and elected at each regular Triennial Convention of the YEU by voting delegates in attendance.

All members of the YEU Executive are responsible for upholding the Constitution of the PSAC, the values of the YEU and these bylaws at all times.

All members of the YEU Executive will support decisions made by the YEU Executive, and will participate in activities approved or undertaken by the Executive.

### Sub-Section A

The Executive of the YEU shall be composed of:

- The President
- One Vice-President
- One Vice-President for  
Communities One (1) Secretary
- One (1) Treasurer
- Six (6) Directors
- One (1) Young Workers Director
- One (1) Equity Director
- One (1) Community Director

### Sub-Section B

The Executive Committee shall be composed of:

The President  
The Vice-President  
The Vice-President for Communities  
The Secretary  
The Treasurer

#### Sub-Section C

In the event a new President is elected, a non-voting position of Past President may be established for a period of up to 90 days following Convention, for the purpose of providing transitional support to the new President. The incoming President will determine whether the position is necessary, and determine the duration.

#### Sub-Section D

In the event a new Vice-President and/or new Vice-President of Communities are elected at Convention, the President may create non-voting Past Vice-President and Past Vice President of Communities positions for a period of up to 90 days to provide transitional support to newly elected Executive members.

### Section 2

#### Sub-Section A

The Vice-President for Communities shall be nominated and elected from among the Triennial Convention delegates who self-identified as residing outside the Whitehorse area.

#### Sub-Section B

The Young Workers Director shall be nominated and elected from among the delegates at the Triennial Convention who self-identified as meeting the Young Worker criteria set out in the PSAC Constitution.

#### Sub-Section C

The Equity Director shall be nominated and elected from among the delegates in attendance at the Triennial Convention who self-identified as meeting the criteria set out in the PSAC Constitution.

### Section 4

All members of the Executive must be members in good standing.

### Section 5 – Executive Meetings

#### Sub-Section A

The Executive shall hold meetings at least once bi-monthly at the call of the President or at any other time if requested by three or more members of the Executive.

#### Sub-Section B

A quorum consists of five (5) members of the Executive, except when two or more vacancies exist on the Executive, and then a quorum consists of four (4) members of the Executive.

#### Sub-Section C

The Executive Committee will hold meetings at the call of the President or upon request of any two (2) members of the Committee.

#### Sub-Section D

A quorum of the Executive Committee consists of three (3) of the five (5) members.

#### Sub-Section E

If any Executive member fails to answer the roll call of officers for three (3) consecutive regular Executive meetings without having submitted good reason for the absences, their office will be declared vacant and the vacancy will be filled by election in accordance with these Bylaws.

### Section 6

Between conventions all Executive powers of this Union, as described within these Bylaws, are vested in the Executive.

### Section 7

The Executive will provide an annual audited statement of receipts and expenditures to the National President of the PSAC.

### Section 8

The Executive has the power to make regulations as necessary for the proper conduct of the business of the YEU, provided such regulations do not conflict with these Bylaws. Regulations will be publicized within sixty days of their adoption and will be ratified by the next Convention of the YEU.

### Section 9

The Executive will ensure the Component is appropriately staffed to meet its business needs, within the budget approved at Convention.

### Section 10

Actions by the Executive on behalf of the YEU may be subject to review at Triennial Convention.

### Section 11

Members of the Executive have all rights and privileges due to Convention delegates during the Triennial Convention.

### Section 12

The Executive has the authority to establish any committee necessary for the conduct of the affairs of the YEU. The President is an ex-officio member of all committees formed.

### Section 13

An elected officer of the PSAC, who is a member of the Alliance Executive Committee as appointed by the President of the PSAC, has the right to attend all meetings of the Executive and the Conventions of this Union, with voice but no vote.

## **7. FORM OF ORGANIZATION**

### Section 1

The YEU will be composed of groups of members hereinafter referred to as Locals.

### Section 2

If a Local dissolves or is suspended, all documents, property and funds must be returned to the care and safe keeping of the President of YEU to be placed in trust by the Executive until such time as the Local may be reinstated or reorganized.

If the Local is not reinstated or reorganized within two years, its assets may be used for organizational purposes at the discretion of the Executive.

### Section 3

#### Sub-Section A

Locals may be organized on a geographical or occupational basis.

#### Sub-Section B

Locals may be established by the Executive at the request of 25% of the members of a geographical location or occupational unit.

#### Sub-Section C

Locals may be established following a simple majority vote of the members concerned.

#### Sub-Section D

A proposed Local must normally have 50 or more members of the same employer before being approved by the Executive.

#### Sub-Section E

Notwithstanding Sub-Section 4, the Executive may authorize the establishment of a Local of less than 50 members.

### Section 4

#### Sub-Section A

Locals may, with the approval of the Executive, designate one of the elected officers as a full-time, paid officer of the Local and may employ a person or persons to assist in carrying out the work of the Local. The Local is responsible for all associated financial obligations.

## **8. DUTIES OF OFFICERS**

### Section 1 – Duties and Authority of President

The President functions as the Chief Executive Officer of the YEU and supervises the affairs of the Component.

#### Sub-Section A

The President shall sign all official documents for the YEU.

#### Sub-Section B

The President shall call meetings of the Executive/Executive Committee and shall preside at all Executive meetings and regular and special Conventions.

#### Sub-Section C

The President has the authority to interpret these bylaws and associated regulations and the interpretation shall be conclusive and in full force and effect unless or until it is reversed at a Triennial Convention.

#### Sub-Section D

The President will represent the YEU on the National Board of Directors of PSAC as required by the Constitution of the PSAC;

#### Sub-Section E

The President will ensure that the Executive carries out the directives and policies established by the Triennial Conventions of the PSAC and the YEU, in accordance with the authorities of each as provided by the Constitution and Bylaws.

#### Sub-Section F

The President may direct members of the Executive in the execution of their duties. Such direction must be consistent with the PSAC Constitution and these Bylaws.

#### Sub-Section G

The President will report on their activities in writing to meetings of the Executive;

#### Sub-Section H

The President will provide written reports on the activities of the Executive and any other committees over which they presided to the Triennial Convention.

#### Sub-Section I

The President will provide recommendations to the Triennial Convention to further the aims and objects of the YEU and the PSAC.

#### Sub-Section J

The President will ensure there is an accurate account of meetings of the Executive and the Triennial Convention. Following the close of each Triennial Convention, the President will ensure a report of the business transacted is prepared and circulated to all Locals.

#### Sub-Section K

The President is responsible for directing the work of the management staff of the YEU.

#### Sub-Section L

Carry out other strategic initiatives as decided by the Executive of YEU within the terms of these Bylaws;

#### Sub-Section M

Prepare YEU position reports to the Executive and Convention.

#### Sub-Section N

Designate individual Executive Officers to be the primary contact person for each Local of the YEU and provide direction to designated officers to promote Local engagement.

### Section 2 – Duties and Authority of Vice Presidents

#### Sub-Section A

The Vice-President shall:

Perform the duties of the President in case of absence or on the resignation of that officer and report on their activities in writing to meetings of the Executive including but not limited to their activities as chair or co-chair of any committee of the Executive.

#### Sub-Section B

a) The Vice President and Vice President for Communities shall:



- i. Attend all meetings of the Executive;
  - ii. Attend all sessions of the Triennial Convention;
  - iii. Report on their activities in writing to meetings of the Executive including but not limited to their activities as chair or co-chair of any committee of the Executive;
  - iv. File a report of their activities and recommendations during their tenure to the Executive six months prior to Triennial Conventions, and as deemed necessary by the President;
  - v. Develop a work plan to be reviewed by the President every six months;
  - vi. Perform such other duties as may be assigned to them by the President.
- b) The Vice Presidents will support capacity development and member engagement by:
  - i. Meeting with Local Presidents and Chief Shop Stewards annually and as required;
  - ii. Attending Local meetings to provide information about union goals, initiatives and opportunities;
- c) The Vice Presidents will participate in Local/membership activities including:
  - i. Attending Local annual general meetings;
  - ii. Identifying and participating in organizing opportunities;
  - iii. In the event of a breakdown in bargaining, support effective actions;
  - iv. Promoting union activism and awareness of union programs committees and events;
  - v. Promoting and attending YEU social or marketing events;

#### Sub-Section C

The Secretary shall:

- a) be responsible for recording minutes of all meetings of the Executive;
- b) report on their activities in writing to meetings of the Executive including but not limited to their activities as chair or co-chair of any committee of the executive, and
- c) Perform such duties as may be required by the President.

#### Sub-Section D

The Treasurer shall:

- a) Liaise with the President and Executive Director to develop an investment strategy that protects the interests of the YEU and membership as a whole;
- b) Participate in Finance Committee meetings;
- c) Provide a written financial report to Executive meetings;

- d) Sign annual audited financial statements;
- e) report on their activities in writing to meetings of the Executive including but not limited to their activities as chair or co-chair of any committee of the executive; and,
- f) Perform such duties as may be required by the President.

### Section 3

The Directors shall:

- a) Attend meetings of the Executive as required;
- b) Attend Committee meetings of the Executive when appointed to do so;
- c) report on their activities in writing to meetings of the Executive including but not limited to any activities as chair or co-chair of any committee of the executive
- d) File a report of their activities and recommendations during their tenure six (6) months prior to the Triennial Convention; and
- e) Perform such duties as may be required by the President.

### Section 4 – Standing Committees

The following Standing Committees are established:

- a) Administration and Personnel Committee
- b) Building Committee
- c) Education/Bursary Committee
- d) Public Relations Committee
- e) Local Liason Committee

All Standing Committees will ensure their activities reflect the values of the YEU, and will provide a written report to the Executive on a monthly basis. All Committee decisions will respect the budgetary limits set by the Triennial Convention and the YEU Executive.

- a) Administration and Personnel Committee:  
This committee is comprised of the YEU President as chair and up to three (3) additional members.

Purpose:

Working with the management staff of the YEU, the Administration and Personnel Committee examines the anticipated needs of the Component and makes strategic decisions to ensure the necessary resources are in place for the efficient operation of the organization. Ideally, members of the Administration and Personnel Committee will have a background in Labour Relations, Finance, Human Resources or a related field.

Activities:

Administration:

- i. Provide input to the development of administrative policies

- ii. Review replacement plans for operational assets
- iii. Review expenditures related to administration and recommend budget revisions three months prior to Convention.
- iv. Draft and submit Convention resolutions regarding administration matters, within the timeframes required by these Bylaws.

**Personnel:**

- i. Provide input to recruitment and retention strategies
- ii. Propose resource allocation or service delivery changes
- iii. Two members of the Personnel Committee will be selected by the President to participate in collective bargaining with Component staff, representing management
- iv. Members of the Personnel Committee may be invited by the President to participate on a panel established to recruit YEU employees
- v. The Personnel Committee may, at the President's request, identify performance goals for the management staff of the YEU
- vi. Draft and submit convention resolutions regarding the full-time YEU component President's and Vice-Presidents positions, within the timeframes required by these bylaws.

**Accountability:**

Provide a monthly report to the YEU Executive.

**b) Building Committee**

**Membership:**

This committee will consist of a YEU Executive Member Chairperson and one or two additional YEU members. Ideally, members of the Building Committee will have technical expertise in construction or building maintenance.

The YEU Executive serves as the Board of Directors of the Yukon Employees Union Building Association (YEUBA) and provides oversight to the Building Committee.

**Purpose:**

To provide input to decisions about maintenance, leasehold improvements, space allocation and other building activities.

**Activities:**

- i. At the request of the President or management staff of the YEU, provide advice about building improvements or maintenance schedules, and recommend appropriate contractors.
- ii. At the request of the President or management staff of the YEU provide input or advice regarding new capital expenditures.

**Accountability:**

Provide a monthly report to the YEU Executive.

**c) Education/Bursaries Committee**

**Membership:**

This committee will consist of a YEU Executive Member as Chairperson and up to two additional YEU members.

**Purpose:**

To oversee the provision of appropriate educational opportunities to the YEU Executive and members:

- i. to support capacity development in the shop steward network
- ii. to support and improve Local governance
- iii. to improve YEU's ability to be an effective organization in the Yukon.

**Activities:**

- i. act as a liaison between YEU, PSAC, the Alliance Facilitator Network (AFN)
- ii. gather input from and provide recommendations to the YEU Executive regarding training priorities for each fiscal year
- iii. Provide recommendations to Local Executives to assist Locals in achieving their education goals
- iv. ensure all training goals are aligned with the values of the YEU and with the role of the person proposed for training
- v. Develop selection criteria for educational decisions with input from the Executive and YEU staff
- vi. evaluate training effectiveness and make recommendations for future training/participation
- vii. Develop guidelines for bursary awards
- viii. Review bursary applications and award bursaries
- ix. Communicate with successful and unsuccessful applicants

**Accountability:**

Provide a monthly report to the YEU Executive.

**d) Public Relations Committee**

**Membership:**

This committee will consist of a YEU Executive member as chairperson and up to two additional YEU members.

**Purpose:**

To promote the YEU and the union's values in the community, and determine how to meet the YEU's social action goals

Activities:

- i. Set guidelines for donations, including community and hardship donations;
- ii. Set guidelines for member recognition;
- iii. Assess the requests for donations;
- iv. Recommend donation expenditures to the YEU Executive;
- v. Identify social action initiatives in support of YEU's goals, and provide recommendations to the Executive.

Accountability:

Provide a monthly report to the YEU Executive.

Section 5

All officers of the YEU shall respond promptly and appropriately to matters submitted to them by the membership or by the Executive.

Section 6

On vacating the respective positions which they may hold, all officers of this Union shall deliver to their successors all documents, monies or other property belonging to YEU.

**9. ELECTION OF OFFICERS**

Section 1

All elections shall be by secret ballot and decided by simple majority.

Section 2

All nominees for Executive office must be voting delegates to the Triennial Convention.

Section 3

If there are more than two candidates for office, the candidate receiving the fewest number of votes shall be dropped from the ballot when there is not a clear majority for any candidate. This procedure shall continue on each succeeding ballot for the position until a candidate receives the necessary majority.

Section 4

All officers of this Union shall take office at the end of the meeting or Convention at which they are elected.

Section 5

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

Section 6 – Election of Officers and Directors

The elections for the President, Vice-President, the Secretary and the Treasurer shall proceed in that order.

The Vice-President for Communities will be elected by delegates from outside the Whitehorse area following the election of the Secretary and the Treasurer.

If, after three (3) votes, a Vice-President of Communities is not elected by a majority of delegates from outside the Whitehorse area, the election shall be carried out by the delegates to the Triennial Convention.

Nominations will then be called to fill the six (6) Directors positions with the delegates receiving the six (6) highest numbers of votes being elected to the position of Director.

#### Section 7

The nominator of a candidate for office, or, in their stead, the seconder of the nominator and the nominee may each be permitted to speak for not more than a combined total of three (3) minutes on the nominee's competence and suitability for office.

#### Section 8

The President and both Vice Presidents shall not be eligible for election to Local Office. Should a newly elected President or Vice President hold a Local office, they must within sixty (60) days of taking office on the Executive resign their Local Office.

#### Section 9

Vacancies on the YEU Executive can only be filled through a process of election by delegates to Convention consistent with the provisions of these bylaws. No officer of the Executive has the authority to make appointments to fill vacancies.

- a. In the event of a vacancy in the office of President, the position shall be filled by the Vice-President.
- b. In the absence of both the President and the Vice President, the Vice President for Communities will fill the role of the President.
- c. In the event of a vacancy in the office(s) of any member of the Executive Committee, nominations for the position(s) will be first sought from the Executive. The Executive Committee, upon receipt of such nomination, may then appoint any person so nominated to fill the vacant position(s). Only Executive members from outside of Whitehorse may be nominated for the office of Vice-President for Communities.
- d. If there are no nominees from the Executive to fill the vacant position of Vice-President for Communities, the Executive Committee will call for nominations from amongst the delegates from outside the Whitehorse area who are still in good standing and were

present at the Convention where the initial elections took place. A period of not more than thirty (30) days shall be given for receipt of nominations. If an election is necessary, the election will be conducted by secret ballot to the same delegates within a period of not more than thirty (30) days from the close of nominations.

- e. If there are no nominees from the Executive to fill the vacant position(s) of Vice-President, Secretary and/or Treasurer, then the Executive Committee shall call for nominations from amongst the delegates still in good standing who were present at the Convention where the initial elections took place. A period of not more than thirty (30) days shall be given for receipt of nominations. If an election is necessary, the election will be conducted by secret ballot to the same delegates within a period of not more than thirty (30) days from the close of nominations.
- f. In the event of a vacancy in the office of Director, the Executive Committee shall call for nominations from amongst the delegates still in good standing who were present at the Convention where the initial elections took place. A period of not more than thirty (30) days shall be given for receipt of the nominations. If an election is necessary, the election will be conducted by secret ballot to the same delegates within a period of not more than thirty (30) days from the close of nominations.
- g. In the event that a written request from the Executive has not produced any eligible nominees within sixty (60) days of the date of the request, the Executive may, by a two-thirds majority, defer the filling of vacancies for the office of Director for a period of one year. After nine months the procedure outlined in paragraphs (i) to (v) shall be repeated.
- h. In the event that a vacancy in any position on the Executive occurs six months or less prior to the Triennial Convention, the Executive may, by a two-thirds majority vote, decide to leave the position vacant until the Triennial Convention.

## **10. TRIENNIAL CONVENTIONS**

### **Section 1**

The Triennial Convention is the supreme governing body of the YEU, consistent with its area of jurisdiction as provided by the Constitution of the PSAC.

### **Section 2**

These bylaws may be amended by a two-thirds majority vote of the delegates attending a Triennial Convention of the YEU.

### **Section 3**

The Triennial Convention of this Union shall be composed of delegates from Locals and the YEU Executive.

#### Section 4

At least four months prior to the opening date of the Triennial Convention, each Local shall, at a general meeting of the Local, elect delegates from amongst its membership on the following basis:

- a) Locals up to one hundred members - 2 delegates; and,
- b) For each additional fifty members thereafter or major fraction thereof, 1 additional delegate.
- c) In case of 2 or more locals be amalgamated each local shall retain their original delegate entitlement prior to amalgamation, those sheets shall be voted on by the members or the original local

#### Section 5

Each Local shall elect alternate delegates who shall attend Triennial Convention in place of any delegates who unavoidably cannot attend Convention. The Locals shall choose which alternate delegate is to replace a delegate unable to attend the Convention.

#### Section 6

Immediately following election of Local delegates to Triennial Convention, the Local Secretary shall submit to the YEU President the names of the Local's delegates on a credential form supplied by the YEU.

#### Section 7

The Triennial Convention shall:

- a) adopt rules of procedure governing the Convention;
- b) deal with all resolutions and matters submitted to it by Locals or the Executive;
- c) establish a budget including dues rates;
- d) establish general policies for the YEU for the period between Conventions
- e) review all reports submitted to it by Officers and committees;
- f) review and vote on committee recommendations;
- g) Act upon any items of business placed before it by delegates.

#### Section 8

##### Triennial Convention Resolutions

- a) A Bylaws and Resolutions Committee will be established no less than six months prior to the Triennial Convention. The Committee shall consist of a YEU Executive member as chair, with up to three additional YEU members.
- b) The Committee will review all resolutions properly presented for consideration and will make a recommendation of concurrence or non-concurrence to Convention.
- c) Resolutions may be submitted by Locals and the Executive.
- d) Provided there is YEU membership on the following committees, resolutions may be submitted to the Bylaws and Resolutions Committee for review. If the Committee supports the resolution, it will be forwarded to the Triennial Convention for consideration.

- i. PSAC Yukon Regional Pride Committee



- ii. PSAC Whitehorse Regional Women's Committee
- iii. PSAC Dawson Regional Women's Committee
- iv. PSAC Yukon Area Council
- v. PSAC Regional Racially Visible Committee
- vi. PSAC Regional Young Worker's Committee
- vii. PSAC Regional Health & Safety Committee of the Yukon
- viii. PSAC Yukon Regional Aboriginal People's Committee
- e) Resolutions must be presented to the Bylaws and Resolutions Committee no less than three months prior to Convention.
- f) The Bylaws and Resolutions Committee will present all submitted resolutions to delegates no less than thirty days prior to Convention. The committee's vote of concurrence or non-concurrence shall be noted.
- g) A resolution may be submitted to the President for consideration outside of the above timelines.
  - i. If, in the opinion of the President, the resolution could have been properly submitted pursuant to this section, it will be ruled out of order and will not be presented to delegates at the Convention.
  - ii. If, in the opinion of the President, the resolution could not have been submitted within the timelines and it is of an urgent nature, the President will present it to the delegates at Convention for consideration.

#### Section 9

All non-monetary matters and resolutions not dealt with by the Convention because of time constraints shall be referred to the Executive for consideration prior to the next Convention. The disposition of each issue shall include the reasons for decisions and recorded votes, and will be distributed to all delegates under separate cover from the minutes.

#### Section 10

Minutes from Convention will be available to all delegates to Convention within 12 months (1 year) following the Convention. Minutes will be available in paper or electronic format; as requested by the delegate.

#### Section 11

The Triennial Convention shall be held at a date consistent with the Constitution of the PSAC.

The Executive will advise Locals of the date and location of the Triennial Convention no later than six months before the Convention date.

The announcement will include deadlines related to resolutions and the submission of delegate and alternate delegate names to Convention.

### Section 12

The Executive shall establish, and may appoint from the Local delegates named, any Convention Committee necessary to prepare for the Convention. Delegates will be advised of their Committee assignment by the Executive at least two months prior to the opening of the Convention.

The Executive will provide the Convention agenda to each named delegate not less than one (1) month prior to the date of Convention.

### Section 13

Each delegate present at Triennial Convention is entitled to one vote on each subject and proxy votes will not be permitted.

### Section 14

All Locals shall have the right to send observers to Triennial Conventions at the Local's expense. Observers shall not have the right to vote or to participate in debate at Triennial Conventions.

### Section 15 – Special Conventions

A Special Convention shall be held at the request of two-thirds of the Executive. Special Conventions will be held at a time and place to be decided by the Executive.

### Section 16

Special Conventions shall be composed of delegates elected by Locals and the Executive of the YEU.

### Section 17

A Special Convention of the YEU will only deal with the matter or matters for which it was called, unless two-thirds of its assembled delegates agree to consider other matters of an urgent or necessary nature within the time limits set for the Special Convention.

### Section 19

Delegates to the Triennial National Convention of the PSAC shall be elected in accordance with the requirements of the Constitution of the PSAC.

## **11. FINANCES**

### Section 1

The fiscal year of YEU is April 1, to March 31.

## Section 2

The financial records of the YEU will be audited annually by a professional accountant approved by the Executive. A copy of the financial statement will be available to each Local and the PSAC immediately upon completion of the annual audit.

## Section 3

The signing officers of YEU will be the President, the Vice President, the Secretary, and the Treasurer, two of whom are required to sign any cheque or financial document.

If one of the above positions is vacant, or the officer is unable or unavailable to act as a signing officer for YEU for a period of three months or more, the President may appoint an additional signing officer from the YEU Executive.

## Section 4

All financial records of YEU including records of dues rebates to Locals shall be retained for the legal period prescribed by the Income Tax Act and Regulations.

## Section 5

Cheques and money orders shall be made payable to the "Yukon Employees Union" or "YEU".

## Section 6

The financial records of the YEU will be stored in a manner and for the length of time required by Income Tax Act and Regulations.

# **12. DISCIPLINE**

Discipline of elected Executive members, Local Executives, Shop Stewards and other members will be dealt with pursuant to the principles and procedures expressed in the PSAC Constitution and Regulations.

## Section 1 – Grounds for Discipline

A PSAC, Regional Council, Component, Local, Area Council officer or member, who violates the following provisions, is guilty of an offence:

- a) violates any of the provisions of the PSAC Constitution or these bylaws;
- b) obtains membership or solicits membership by misrepresentation;
- c) institutes, urges or advocates that a member institute action in a court of law against the PSAC, any of its constituent parts or any of their officers without first exhausting all remedies through appeal within the PSAC;
- d) other than through proper Component channels, advocates or attempts to bring about the withdrawal from the PSAC, its Regional Councils, Components or Locals of any member or group of members;
- e) publishes or circulates among the members, false reports or misrepresentations;
- f) works in the interest of a rival organization;

- g) slanders, libels or willfully wrongs an officer of the PSAC, its Regional Councils, Components, Locals or Area Councils;
- h) uses abusive language or disturbs the peace of any meeting or around any office or meeting place of the PSAC, its Regional Councils, Components, Locals or Area Councils;
- i) fraudulently receives or misappropriates any monies due to the PSAC, its Regional Councils, Components, Locals or Area Councils;
- j) uses the name of the PSAC for soliciting funds or advertising without the consent of the AEC; .
- k) furnishes without prior authority a list or any information on the membership of the PSAC, its Regional Councils, Components or Locals, to any person or persons other than those whose official position in the PSAC, its Regional Councils, Components or Locals, would entitle them to have such information;
- l) deliberately interferes with an official of the PSAC or its Components, in the discharge of duties;
- m) engages in any other conduct prejudicial to the good order and discipline of the PSAC;
- n) is a worker in a legal strike position, who either crosses the picket line or is paid by the employer not to participate in strike action, or performs work for the employer, unless required to do so by law, or who voluntarily performs struck work;
- o) being a PSAC, Regional Council, Component or Local Officer who willfully does not initiate disciplinary action against scabs as defined in paragraph (n) of this Section; or
- p) sexually or personally harasses another member.

## Section 2 - Complaints

Complaints must be in writing and must be presented to the appropriate body for consideration:

<b>Allegations Against</b>	<b>Appropriate Receiving Body</b>	<b>Appropriate Validating Body</b>	<b>Deciding Body- Membership Suspension</b>	<b>Deciding Body Removal from Office</b>	<b>Deciding Body Removal from all PSAC Offices</b>
Member	Local President	Component	NBoD	Component National Executive	NBoD
Local President	Local 1 <sup>st</sup> Vice President***	Component	NBoD	Component National Executive	NBoD
Directly Chartered Local (DCL) member	Local President	Regional Executive Vice-President	NBoD	Regional Council	NBoD
Regional Councils/ Committees	Regional Executive Vice-President	Regional Council	NBoD	Regional Council	NBoD

<b>Allegations Against</b>	<b>Appropriate Receiving Body</b>	<b>Appropriate Validating Body</b>	<b>Deciding Body- Membership Suspension</b>	<b>Deciding Body Removal from Office</b>	<b>Deciding Body Removal from all PSAC Offices</b>
Alliance Executive Committees (AEC)	PSAC National President	NBoD	NBoD	NBoD	NBoD
Component President	Component 1 <sup>st</sup> or National Vice-President	Component National Executive	NBoD	Component National Executive	NBoD
Component National Officers	Component President	Component National Executive	NBoD	Component National Executive	NBoD
NBoD	PSAC National President	NBoD	NBoD	NBoD	NBoD
PSAC National President	PSAC National Executive Vice-President	Alliance Executive Committee	NBoD	NBoD	NBoD

\*\*\*if the 1st Vice-President is named in the allegations, the next Local Executive Officer not named in the allegations.

### Section 3 – Investigation and Disciplinary Procedure

Every complaint filed shall be handled pursuant to the procedures laid out in the PSAC Constitution and Regulations.

## **13. AREA COUNCILS**

### Section 1

In accordance with the PSAC Constitution, YEU will encourage and participate in the organization and operation of Area Councils in Yukon where three or more Components or Directly Chartered Locals of the PSAC exist. Further, YEU will encourage the participation and involvement of all Locals, to advance to interests of the YEU and PSAC.

## **14. GENERAL**

### Section 1

The YEU will use appropriate protocols for storage of Component files.

### Section 2

In the event of a jurisdictional dispute between Locals concerning allocation of membership, the dispute will be referred to the Executive and their decision shall be binding on all Locals concerned. Locals have the right to make an appeal to the Triennial Convention of the YEU.

### Section 3

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

#### Section 4

Unless expressly provided otherwise by these Bylaws, the PSAC Rules of Order shall apply at all meetings and Conventions of this Union.

#### Section 5

Nothing in these Bylaws shall be construed to conflict with the Constitution of the PSAC.

#### Section 6

YEU will communicate as necessary to keep its members informed on matters of concern to them. The format of such publications shall be determined by the Executive.

#### Section 7

The following definitions shall apply in these Bylaws:

“May” is to be construed as permissive

“Shall” is to be construed as imperative

## 15. Oath of Officers

YUKON EMPLOYEES UNION

OF THE

PUBLIC SERVICE ALLIANCE OF CANADA

OATH OF OFFICE

(OFFICERS)

The following Oath of Office shall be administered to all Officers immediately upon acceptance of their respective offices:

"I \_\_\_\_\_, having been elected an

Officer of the Yukon Employees Union of the Public

Service Alliance of Canada, do solemnly declare that

during my term of office I will faithfully carry out

the duties of such office. I will uphold the dignity

of the Union and respect all confidence pertaining to

the Yukon Employees Union of the Public Service

Alliance of Canada.