

**BY-LAWS AND REGULATIONS
OF LOCAL 00051 OF THE UNION OF TAXATION
EMPLOYEES
OF THE PUBLIC SERVICE ALLIANCE OF CANADA
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BYLAWS AND REGULATIONS
OF LOCAL 00051 OF THE UNION OF TAXATION EMPLOYEES
OF THE PUBLIC SERVICE ALLIANCE OF CANADA

BY-LAW 1 - NAME

Section 1

The name of this Local shall be "Local 00051" Union of Taxation Employees of the Public Service Alliance of Canada.

Section 2

This Local is constituted under By-Law 6 of the Component By-Laws adopted at the Founding Convention of the Taxation Component, November 8th, 1966, held in Ottawa, Ontario.

BY-LAW 2 - PURPOSE AND OBJECTIVES

Section 1

To unite employees of the Canada Revenue Agency in a single organization known as Local 00051 of the Union of Taxation Employees, capable of acting on their behalf by soliciting the membership of such employees in all classifications and locations of employment within the Toronto West Tax Services Office.

Section 2

To support fully the Public Service Alliance of Canada in the furtherance of its constitutional responsibility for the improvement and protection of wages, salaries and other conditions of employment of all employees of the Federal Government.

Section 3

To obtain through democratic means for all members the best possible standards of wages, salaries and other conditions of employment, and to protect the interests, rights and privileges of the members.

Section 4

To subscribe unconditionally to the purpose and objectives outlined in the Constitution of the Public Service Alliance of Canada.

BY-LAW 3 - MEMBERSHIP

Section 1

All members in good standing with the Public Service Alliance of Canada (PSAC) and employed by the Canada Revenue Agency (CRA) shall be eligible for membership in the Union of Taxation Employees (UTE).

Section 2

Honourary Membership (Retired Members) - Through application by this Local, with the approval of the Union of Taxation Employees, a member who has retired on Superannuation or who has left the service, may be granted Honourary Membership for outstanding services to the Local. Honourary members shall not be required to pay dues and shall not be entitled to vote at any meeting or to hold office in the organization, but shall be entitled to all other rights and privileges of membership in this Local.

Section 3

- (a) Life Membership: A Life Membership may be proposed by the Local, to the National Executive of the Union of Taxation Employees, in accordance with By-Law 3, Section 3, of the Union of Taxation Employee's By-Laws.
- (b) Life Members of the Local shall have the right to attend any Annual General Meeting or any Special General Meeting of the Local. With the exception of an Officer of the Local who is a Life Member, they shall have a voice but no vote. No Local dues shall be due on account of a Life Member.

BY-LAW 4 - MEMBERSHIP RESPONSIBILITY

Section 1

Upon being granted membership in this Local and for the term of such membership, each member of this Local is deemed to have agreed to abide by and be bound by the provisions of the By-Laws of the Local and the By-Laws of the Union of Taxation Employees and the Constitution of the Public Service Alliance of Canada.

Section 2

Each member of this Local is deemed to nominate, constitute and appoint the Union of Taxation Employees and the Public Service Alliance of Canada as his agents to negotiate with his employer on his behalf in accordance with By-Law 4, Section 3, of the Union of Taxation Employees By-Laws.

BY-LAW 5 - MEMBERSHIP DUES

Section 1

The monthly dues in Local 00051, Union of Taxation Employees shall be set at the Regular Annual General Meeting or any Special General meeting called for the purpose.

Section 2

Dues shall be paid by Payroll deduction.

BY-LAW 6 - EXECUTIVE COUNCIL

Section 1

The officers of the Local shall constitute the Executive Council. In addition, the immediate past President may sit on the Council for a period of six months after succession for purposes of transition.

Section 2

The Executive Council shall have control of the business of the Local subject at all times to the direction of the membership at its general meeting and Annual General Meeting.

Section 3

The Executive Council shall be vested with authority to deal with all matters affecting the policy, business and objectives of the Local; it shall discharge all duties and obligations imposed on it at its general meeting and shall carry on all necessary activities of the Local between general meetings and Annual General Meeting.

Section 4

The Executive Council shall have the power to spend funds of and for the benefit of the Local in any matter in keeping with these By-Laws and Regulations and motions adopted at the Annual General meeting.

Section 5

The Executive Council shall recommend to the Annual General meeting or any Special General meeting called for that purpose, the amount of Local dues to be paid by the members.

Section 6

The Executive Council shall have the power to call any person into conference or consultation or invite to attend an Executive Council meeting, Council meeting, Annual

General Meeting or Special General meeting any person, who by reason of experience or general knowledge, may be able to assist the Local in carrying out its objectives.

Section 7

The Executive Council shall fill vacancies as provided in By-Law 9 and shall appoint delegates to represent the Local at any convention or meeting to which it may send such delegates.

Section 8

The Executive Council shall meet once a month at a time to be specified by the Council. If a simple majority of the Executive Council eligible to vote request a meeting of the Executive Council, the President will call a meeting of the Executive Council within seven days of receiving such written request

Section 9

The Executive Council shall appoint (a) Chief Steward(s) whose duties shall include:

- (1) Giving direction to all Stewards on all matters relating to complaints, grievances and staffing recourses.
- (2) To hold and chair periodic meetings of the Council of Stewards.
- (3) To arrange all Steward training courses.
- (4) To perform all other duties which the Executive Council deems appropriate.
- (5) The Chief Steward(s) will give a report at each Executive Council meeting.
- (6) To update and monitor the electronic grievance system.

Section 10

The President and the Treasurer shall give a monthly activity report at each regularly scheduled Executive Council meeting.

Section 11

Committees shall be appointed as required by the Executive Council.

Section 12

The Executive Council shall provide each member with a copy of the Local By-Laws and Regulations, Union of Taxation Employees By-Laws and Regulations and the Constitution of the Public Service Alliance of Canada upon request by the member.

BY-LAW 7 - DUTIES AND POWERS OF OFFICERS

Section 1

President

- (a) It shall be the duty of the President at all times to uphold the By-Laws and Regulations of the Local. The President shall preside at all meetings of the Local, shall be, ex officio, a member of all committees; chairperson of the Executive Council; and, in general shall perform all such duties as are incidental to the office of the President and are properly required.
- (b) The President shall preside at all meetings of the Local unless:
 - (i) The President appoints another Chairperson.
 - (ii) There is a two thirds (2/3) majority vote of the Executive Council Members present, at a particular meeting, to elect an alternate Chairperson.
 - (iii) The meeting is a committee meeting, thus having its own chair.
- (c) The President shall be the first Delegate at all union events.
- (d) The President is empowered to spend up to two hundred fifty dollars (\$250.00) without prior approval by Executive Council.

Section 2

Vice-President

- (a) It shall be the duty of the Vice-President to preside in the absence of the President.
- (b) The Vice-President shall replace the President until the next Annual General Meeting of the Local in the event the President is unable to fulfill their duties or vacancy (i.e. death, retirement or resignation of the President, or their transfer to another office of the Canada Revenue Agency).
- (c) In the event the President cannot attend, the Vice-President shall be the first Delegate at all union events. In the event the Vice President cannot attend, in consultation with the President and Executive Council, the Vice President will select the first delegate.

Section 3

Treasurer

- (a) The Treasurer shall keep the accounts of the Local and shall make a report of its financial condition to the Executive Council at its regular monthly meeting. The

Treasurer shall also report to the Annual General Meeting; such report to include a Balance Sheet and Statement of Revenue and Expenditure.

- (b) All monies of the Local received by the Treasurer shall be deposited to the credit of the Local in a Chartered Bank or Trust Company or Credit Union provided that such institution is regulated by a federal or provincial authority.
- (c) The Treasurer is empowered to pay all accounts not exceeding two hundred dollars (\$200.00) without prior approval of the Executive Council.
- (d) Employment of excess funds shall be recommended by the Treasurer and approved by the Executive Council.
- (e) All payments drawn on the Local bank and trust or credit union accounts shall be authorized by any two (2) of the following: President, Vice-President, Treasurer, Chief Steward, and Executive Secretary, and not be related parties. Any payments issued or payable to any of the signing officers must be authorized by any two (2) of the other signing officers.
- (f) The books and records of the Local shall, at all material times, be kept in a secure location, and in the absence of the Treasurer, the cheque book shall be maintained by the Local President or the President's designate.
- (g) Any group which receives funds for an event as a result of an adopted motion of the Executive Council or by an adopted motion at the Annual General Meeting, must provide an accounting of revenue and expenses, unless the full amount is repaid. This report and any excess, up to the amount received from the Local, must be submitted to the Treasurer within ninety (90) days from the date of the event for which the funds have been advanced.

Section 4

Executive Secretary

- (a) The Executive Secretary shall be responsible for taking minutes at all meetings of the Executive Council, Council, and the Steward's Council.
- (b) Be responsible for the taking of a complete record of the proceedings of each Annual General Meeting or Special General meeting.
- (c) Prepare and send notices of all meetings and events, and assume secretarial duties as assigned by the President.
- (d) In case of absence from a meeting, a provisional secretary shall be appointed by the Chairperson.
- (e) Maintains Microsoft Outlook Contacts..

BY-LAW 8 - NOMINATIONS AND ELECTIONS

Section 1

- (a) The officers of the Local as constituted by By-Law 10, shall be elected for a period of three years by secret ballot prior to the Annual General Meeting.
- (b) The elections can be postponed up to one year due to exceptional circumstances, ie, organizational restructuring, floods, fires, natural disasters, if approved by the National President.

Section 2

The Executive Council shall appoint a nominations committee up to one hundred and eighty (180) days prior to the Annual General Meeting of at least three (3) and not more than five (5) members of the Local, who shall forfeit the right to be candidates for that election, the nomination committee members shall nominate one individual as chairperson. The duties of the nominations committee shall be:

- (a) to communicate notice of the Executive Council offices to be filled;
- (b) to receive nominations for all offices from members of the Local entitled to vote;
- (c) to determine the eligibility of such nominees;
- (d) to request from the nominee a brief history;
- (e) to publish a list of nominees for each office, including a brief history of each nominee (where submitted) and communicate such list to the members;
- (f) to prepare ballots listing the Executive Offices to be filled;
- (g) to accept all ballots up to and including the last day for balloting but not thereafter;
- (h) to tabulate and summarize the ballots after the closing date for balloting and submit the summary, tabulation sheets, and ballots to the Chairperson of the nominations committee;
- (i) to determine the successful candidates from the summaries, evidenced by the greatest number of votes cast for each candidate. The Chairperson shall announce the results of the election to the membership within one week of the tabulation.

Section 3

All nominations submitted to the committee shall be in writing, signed by the nominator, and signed by the nominee signifying that the nominee will accept the office and related duties if elected. Both the nominator and member being nominated shall be members in good standing.

Section 4

Nominations shall open at least sixty (60) days prior to the Annual General Meeting and close fourteen (14) days prior to the Annual General Meeting.

Section 5

In the event that no nomination is received by the deadline, any member in good standing of Local 00051, Union of Taxation Employees may be nominated from the floor at the Annual General Meeting and elected by a simple majority vote of the members in attendance.

Section 6

Balloting shall take place fourteen (14) days before the Annual General Meeting.

Section 7

Each member, in good standing, is entitled to vote for the office of President, Vice-President, Treasurer, Executive Secretary, and Directors as set out in By-Law 10.

Section 8

Ballots, tabulation sheets and summaries shall be retained until a formal motion for destruction is approved at the Annual General meeting.

Section 9

No member may run for more than one elected position in the Local at the same time.

Section 10

No person running for Executive Office shall hand out, collect, deliver or count any ballots.

Section 11

As the first order of business at the Annual General Meeting following their election, the Executive Council shall take the oath of office and assume their elected positions. In the event that there is no Annual General Meeting, the elected officials shall take the oath of office and assume their offices the day after the Annual General Meeting was to occur.

BY-LAW 9 - VACANCIES

Section 1

Between elections, an office within the Executive Council will become vacant if the incumbent dies, resigns, transfers to another office of the Canada Revenue Agency, or is removed from office for disciplinary reasons pursuant to ByLaw 14.

Section 2

If a vacancy is determined pursuant to Bylaw 9, Section 1, notice of the vacancy will be communicated to the membership at least 10 working days before the election calling for nominations. The notice will specify the date of the next regularly scheduled monthly meeting of the Executive Council by which meeting any nominations must reach the Executive Council. At that meeting, the Executive Council will appoint a member to fill a vacancy by simple majority vote from among those nominated in due form.

- (a) If there is 2 years or more remaining in the term of office, the appointment is valid until the next AGM. At the AGM, there will be an election to fill the term of office.
- (b) If there is less than 2 years remaining in the term of office, the appointment is valid for the remainder of the term of office.

If the position is appointed, the appointment can be rescinded by the Executive Council by 2/3's majority vote.

Section 3

Notwithstanding the above sections, should there be a major reorganization of the Local, which reduces the total membership by at least 10%, and which also results in any vacancies of the positions of President, Vice-President, Treasurer, or Executive Secretary, these vacancies shall be filled by a Special Election of the general membership, conducted in the style of the General Election, as outlined in By-Law 8.

BY-LAW 10 - FORM OF ORGANIZATION

Section 1

The Local shall elect from its membership a slate of officers to conduct its affairs, namely:

- (a) A President
- (b) A Vice President
- (c) A Treasurer
- (d) An Executive Secretary
- (e) A Director for every one hundred and twenty five members or fraction thereof in the Toronto West Tax Service Office.

Section 2

At the time of nomination, an employee of the CRA must be a member in good standing of the Toronto West Tax Services Office, of the Union of Taxation Employees.

Section 3

The officers shall exercise all the powers and perform all the duties vested in them by these By-Laws and Regulations.

BY-LAW 11 - CONVENTIONS

Section 1

The President of the Local shall be a delegate and the Vice-President shall be the designated alternate.

Section 2

All other delegates and alternates shall be selected by the Executive Council by simple majority vote.

Section 3

Delegates and alternates shall be appointed as soon as possible after the announcement of delegate entitlements for Conventions.

BY-LAW 12 - MEETINGS

Section 1

The Annual General Meeting of Local 00051 shall be held in the month of October each year.

Section 2

A Special General meeting may be called by the Executive Council following a simple majority vote to deal with any exceptional problem significantly impacting the membership.

Section 3

The Annual General Meeting shall be the supreme policy making-body.

BY-LAW 13 - QUORUM

Section 1

A quorum at all meetings of the Executive Council shall be one half of the members entitled to attend.

Section 2

A quorum at any Special Meeting or Annual General Meeting shall be twenty-five (25) members in good standing for the duration of the meeting.

Section 3

No business may be legally transacted at a meeting unless the required quorum is present.

BY-LAW 14 - DISCIPLINE

Any action taken under this By-Law shall follow the procedures prescribed by UTE Bylaws and the Constitution of PSAC.

BY-LAW 15 - DISSOLUTION

Section 1

The Local may be dissolved by a 2/3 majority of the membership by way of a secret ballot supervised by the National Executive Council.

Section 2

All assets of the dissolved local immediately became the property of Union of Taxation Employees.

Section 3

Members of the dissolved local will be re-allocated to another Union of Taxation Employees local by direction of the National President or the National Executive Council.

Section 4

Any property not registered in the name of the local shall be held in Trust, by a board of Trustees appointed by the National Executive Council from its members.

BY-LAW 16 - FISCAL PERIOD

The fiscal year of the Local shall be from July 1 –June 30.

BY-LAW 17 - PROPERTY

Section 1

Any property held, which is not registered in the name of the Local, shall be held in Trust by a Board of Three (3) Trustees appointed by the Executive Council from its members unless said property is sold at fair market value to the same Executive Officer after divesting of all union related materials on said property

Section 2

The Executive Council may invest any funds of the Local, not required for current expenses, in the custody of a Chartered Bank, Trust Company or Credit Union.

BY-LAW 18 - AUDIT

An auditor shall be appointed at least ninety (90) days before the Annual General Meeting. The auditor shall audit the Local's accounts and report therein to the members at the Annual General Meeting. The auditor shall certify the Annual Financial Statements issued by the Treasurer in accordance with By-Law 7, Section 3, Paragraph (a).

BY-LAW 19 - AMENDMENTS

Section 1

If notice of change has been given to the Executive Council on or before sixty (60) days before the Annual General Meeting and such proposed changes have been communicated to the membership at least thirty (30) days prior to the Annual General Meeting, subject to the Constitution of the Public Service Alliance of Canada and subject to the Bylaws of the Union of Taxation Employees, these Bylaws and Regulations may be amended at any Annual General Meeting of Local 00051 by a two-thirds (2/3) majority vote.

Section 2

The Executive Council shall issue written notice of a call for proposed amendments to the Local By-Laws and Regulations and shall communicate to the membership no later than one hundred and twenty (120) days prior to the Annual General Meeting.

Section 3

Where the By-Laws and Regulations are amended, they shall be renumbered in an appropriate manner where required.

Section 4

The Executive Council may adopt, amend or delete such Regulations as it deems necessary and consistent with the By-Laws of the Local provided that such changes are submitted to the first succeeding Annual General Meeting for ratification.

Section 5

The Council shall notify the membership of all actions that have been taken as a result of By-Law 19 Section 4, within 30 days of such action.

BY-LAW 20 - REGULATIONS

Regulations shall cover:

- (1) Council of Stewards
- (2) Stewards
- (3) Committees
- (4) Annual General Meeting
- (5) Special General Meeting
- (6) Voting
- (7) Financial
- (8) Rules of Order

BY-LAW 21 - DEFINITIONS

Public Service Alliance of Canada may be referred to *by* the following:
PSAC, Alliance, the Alliance.

Constitution means the Constitution of the Public Service Alliance of Canada.

Union of Taxation Employees may be referred by the following:
UTE, union, the Union, a component of the Public Service Alliance of Canada.

National Executive Council refers to the National Executive Council of the Union of Taxation Employees.

Local 00051 may be referred by the following: Local, the Local.

Members are the members in Local 00051.

Stewards are the stewards in Local 00051.

Days are defined as calendar days.

Directors are the Stewards in Local 00051 who are elected by the members in Local 00051 with full executive voting privileges.

Council is the council in Local 00051.

Executive Council is the executive council in Local 00051.

The term “communicate” means to notify the members electronically and a paper copy posted on designated workplace bulletin boards.

The expression “shall” is to be construed as imperative and the expression “may” as permissive.

AS OF OCTOBER 30, 2024

REGULATIONS

REGULATION 1 - COUNCIL OF STEWARDS

Section 1

Stewards shall be appointed from members in good standing within Toronto West.

Section 2

The Council of Stewards shall meet periodically to discuss problems in their areas of responsibility.

Section 3

A quorum at all meetings of the Council of Stewards shall be 1/3 of the members entitled to attend.

Section 4

Membership shall be composed of the Stewards and the Executive Council.

REGULATION 2 - STEWARDS AND DIRECTORS

Section 1

Stewards and Directors shall, as directed by the President, Vice-President, and/or Chief Steward, advise and assist members in those matters relating to complaints, grievances and staffing recourses.

Section 2

Attend meetings of the Council of Stewards, and maintain the channels of communication as set up in the Local.

Section 3

Undertake any other duties assigned to them by the Executive Council.

Section 4

A Steward shall be removed from their position upon a 2/3 majority vote of the Executive Council if they fail to attend three regularly scheduled meetings of the Stewards' Council within any twelve month period during the term, other than by reason of being absent to discharge duties authorized by the Executive Council.

REGULATION 3 - COMMITTEES

Section 1

Subject to the approval of the Executive Council, the President is empowered to appoint such committees as are deemed necessary.

Section 2

The President shall appoint, subject to the approval of the Executive Council, the Chairperson of each committee, and shall collaborate with the Committee Chairperson in selecting the members of the committee. The selected members shall be approved by the Executive Council.

Section 3

Committees shall meet at the call of their chairperson.

Section 4

Any committee chairperson, in consultation with the President, may appoint advisory members who may attend and have a voice at their committee meetings, but shall have no vote.

Section 5

Committees or sub-committees appointed for the purpose of studying any particular subject, shall be deemed to be dissolved upon presentation of their final report.

Section 6

All committees shall make a report on all their activities at each meeting of the Executive Council.

REGULATION 4 - ANNUAL GENERAL MEETING

Section 1

The Executive Council shall determine the date, time and place of the Annual General Meeting.

Section 2

Motions presented at the Annual General Meeting which require or direct the expenditure of funds shall require a two-thirds majority unless ruled out of order by the National President OR unless notice of such motion was presented to the Executive Council

meeting immediately preceding the Annual General Meeting at which point a simple majority would prevail.

REGULATION 5 - SPECIAL GENERAL MEETING

Section 1

By simple majority, a Special General Meeting may be called by the Executive Council to deal with any special problem if such Special General Meeting is deemed to be in the best interests of the members.

Section 2

The Executive Council shall call a Special General Meeting on a written request of fifty members of the Local. Such request shall specify in writing the purpose for calling the meeting.

Section 3

A Special General Meeting shall have power to deal only with the matters specified in the notice of the meeting.

REGULATION 6 - VOTING

At any Executive Council meeting, Annual General meeting, or Special General meeting, each member present shall have one vote only.

REGULATION 7 - FINANCIAL

Section 1

- (a) Any cheque issued by the local to a member that is lost will be reissued to the member less the bank fee to place a stop payment on the first cheque issued, unless in the case of extraordinary situation, in which the matter will be referred to the Finance Committee for recommendation.
- (b) All expense claims must be submitted within 90 days of the event unless extraordinary circumstances prevented the member from doing so, at which time the member shall appear before the executive council to explain the situation, and council will vote whether or not to approve the expense claim.
- (c) Upon review and approval of the finance committee, any local 00051 member, who is a member in good standing and participates in any educational events, may be reimbursed their expenses up to and including \$50 if not covered by UTE or PSAC, no receipts required.

REGULATION 8 - RULES OF ORDER

The rules of procedure at all meetings of the Local except as specifically provided by these By-Laws and Regulations, shall be according to the Rules of Order for the Public Service Alliance of Canada meetings published by the Public Services Alliance of Canada

AS OF OCTOBER 2024