

I – GENERAL CONSIDERATIONS

Article 1 - Name

The organization is known as Local 76000 [Local], the union local representing eligible employees of the International Development Research Centre [IDRC], a directly chartered local of the Public Service Alliance of Canada [PSAC].

Article 2 - Headquarters

The Local's headquarters are located in Ottawa.

Article 3 – Aims and objectives

The aims of this Local are to:

- Protect, maintain and advance the interests and the rights of the employees of IDRC coming under the Local's jurisdiction.
- Promote values and principles of fair and just treatment in the workplace.

The objectives of this Local are to:

- Negotiate employment collective agreements for the employees of IDRC coming under the Local's jurisdiction.
- Work with IDRC management to ensure fair and equitable treatment of employees.
- Represent staff coming under the Local's jurisdiction in matters of conditions of employment.

Article 4 - Membership

- a) Employees of IDRC in the jurisdiction of the Local, including Ottawa-hired employees located in regional offices, are eligible for membership.
- b) Members of this Local are also members of the Public Service Alliance of Canada. The jurisdiction of the Local may be assigned from time to time by the PSAC.
- c) Members are considered in good standing when they have signed a PSAC membership card.

Article 5: Affiliation

The Local is affiliated to the Public Service Alliance of Canada (PSAC) and adheres to [the PSAC Constitution and Regulations](#). PSAC representatives can attend any meeting of the Local as observers and take part in discussions, but cannot vote on the Local's issues.

Article 6. Membership dues

The Local's revenues are generated by membership dues.

- a) The amount of dues payable to PSAC will be in accordance with the applicable provision of the PSAC constitution.
- b) The General Assembly may adopt such additional dues, as recommended by the Local's Executive Committee, pursuant to Article 13.
- c) The Local will inform PSAC of any changes to its dues, with supporting minutes as evidence.

Article 7 - Governing structure

The Local structure is as follows:

- The General Assembly
- The Executive committee [Executive].
- All other permanent and ad hoc committees

Article 8: Meetings

Meeting of the General Assembly and meetings of the Executive, are open to members in good standing. All committees of the Local may invite any person whose presence is deemed useful.

Article 9: Languages

All activities of the Local take place in both official languages, English and French.

II – GENERAL ASSEMBLY

Article 10: Role of the General Assembly

It is the responsibility of the General Assembly to:

- Develop the Local 76000 general policies;
- Elect members of the Executive;
- Receive and adopt or reject reports from members and the Executive;
- Ratify, amend or overturn decisions of the Executive;

- Elect representatives in good standing from the membership of the Local for the Bargaining team;
- Adopt or reject collective agreements;
- Amend the Local's By-laws and Regulations;
- Approve the dues rates pursuant to Article 6(b);
- Vote on budgets and verify financial statements;
- Make all decisions conducive to the Local's efficient operation.

Article 11: Composition

The General Assembly is comprised of all Local members in good standing, pursuant to Article 4.

Article 12: Quorum

- a) The General Assembly can hold general meetings which are the Annual General Assembly and Special Meetings.
- b) At a general meeting, 30% of the members in good standing is required to form a quorum.
- c) When quorum is not met at a general meeting, the General Assembly will be issued a call for a new general meeting within 15 working days.
- d) Quorum is considered to exist for a general meeting called pursuant to Article 12(c) when that meeting is called to order, provided the meeting agenda is unchanged from the originally called general meeting.

Article 13: Annual and Special Meetings

- a) The Annual General Assembly [AGM] will be held in accordance with PSAC by-laws for the following purposes: receiving annual reports, electing officers and considering other business. The annual general meeting shall be held every February.
- b) The agenda at an AGM must be included in the meeting call. The following items must be on the agenda: adoption of agenda, adoption of minutes from previous meeting, follow-up to the minutes, and listing of the agenda items to be covered.
- c) An AGM must be announced at least 20 working days before it is held. Supporting documentation for the meeting must be available 10 working days prior the meeting.
- d) Motions brought to the AGM and special meetings will be deemed to be voted successfully if they receive a majority (50% +1) of votes by eligible members in attendance personally or by remote access at that meeting. Advance polling may be used where feasible.
- e) There will be no voting on any New Business presented at the AGM. If there are items of New Business presented at the AGM that require a vote, a Special Meeting must be called within a reasonable delay of not less than 10 working days to allow members who are not in attendance at the AGM sufficient opportunity to participate in the vote.
- f) A special meeting can be called by the Local President, a majority of its executive officers (50%+1) or a petition of at least 40 Local members in good standing.

Reasonable notice (no less than 15 working days) of this meeting will be provided, in order to organize regional offices' employees and official travellers to participate in the vote.

- g) All reasonable measures will be made to maximise attendance in general meetings of Local members located in IDRC regional offices or who are on official travel. Such measures could include, but are not limited to, scheduling meetings times that take into account time differences between IDRC offices; enabling attendance by remote access through use of appropriate audio-visual technology; and organizing advance polling in such a way as to enable informed voting on matters to be voted on at the general meeting.

III – THE EXECUTIVE

Article 14: Role of the Executive

It is the responsibility of the Executive to:

- a) Develop Local policies which must be established and approved by the General Assembly;
- b) Ensure successful operation of the Local;
- c) Ensure efficient administration of the Local's current business and financial assets;
- d) Call general meetings;
- e) Implement decisions made by the General Assembly;
- f) Monitor and enforce implementation and the collective agreement;
- g) Set permanent and ad-hoc committees to foster membership participation in the Local's affairs; committees should allow a diverse cross-section of IDRC employees with representation from across staffing categories and from eligible Ottawa and regional staff;
- h) Develop inter-union relations;
- i) Regularly inform the members of the Local's affairs;
- j) Prepare and submit at the AGM, an annual report and of its activities, of its committees' activities, as well as a financial report and the budget for the following year.

Article 15: Composition

- a) The Executive Committee is comprised of thirteen members: President, Vice-President, Secretary-Treasurer, Chief Steward, a Health and Safety Representative, a Human Rights Representative, a Vice-President Regional Offices, a Communications Officer and five Regional Stewards (one per office). [Amended following two motions adopted at the March 7, 2019 AGM.]
- b) Vacancies on the Local executive that last for less than 6 months may be filled on an interim basis until the next election by the Local Executive's remaining members or a member nominated by the Executive without election. Vacancies lasting for more than six months will be filled by election at a general meeting of the Local which should be held no later than 45 days from the date at which the Local became aware of the vacancy.

- c) The Local executive may establish rules to cover situations where executive members have failed to fulfill their duties, provided that such rules conform to provisions related to discipline in the PSAC Constitution (viz., Article 25 and any other applicable provisions).

Article 16: Executive Meetings

The Executive Committee meets at least once a month. These meetings will be held to ensure the Local properly conducts its business on matters such as, but not limited to, collective bargaining, labour-management relations, human rights and health and safety promotion, and consideration and maintenance of membership lists.

The quorum of an Executive meeting shall be a simple majority of the members, including either the President or the Vice-president, whether physical or virtual real-time presence.

Article 17: Roles of the Executive Committee

a) The President

- Is the Chief Executive Officer and coordinates the administration of Local affairs through the other officers and Local Committees;
- Chairs all general meetings and Executive Meetings of the Local and is an ex-officio member of all committees of the Local;
- Decides by application of established Rules of Order, all questions of procedure as chair; and
- Is the chief spokesperson of the Local in its dealings with IDRC management representatives.

b) The Vice-President

- Performs the duties of the President in case of the absence or resignation of that officer;
- Conducts meetings on behalf of the President or assumes the chair when the President vacates it for any reason during a meeting;
- Is responsible for specific portfolios as assigned by the Local;
- Assists chairpersons of committees as required.

c) The Secretary - Treasurer

- Is responsible for the administrative duties of the Local;
- Records the minutes of all General Assembly and Executive Meetings;
- Administers the reports of committees;
- Maintains a filing system (financial and documents) for the Local;
- Is accountable for all finances receivable and payable;
- Prepares and submits financial reports to General Assembly and Executive Meetings;
- Carries out other duties as delegated by the Local Executive.

d) The Chief Steward

- Recruits Stewards, organizes and chairs the Stewards' Committee;
- Sets up and maintains a communication system amongst the Stewards;
- Advises Stewards and provides guidance and support in specific technical areas, related to employee-management matters;
- Ensures the proper application, by management and Local members, of existing collective agreements, arbitral awards, acts and regulations;
- Solves problems related to the organization, maintenance and efficiency of the Stewards' network; and
- Works closely with all Stewards, Executive Officers, Committees and PSAC staff.

e) The Vice-President Regional Offices

- Acts as the representative of Ottawa-hired staff in regional offices;
- Acts as the Local's liaison between regional offices and the Local's Executive;
- Collects and communicates needs and demands from the regional offices;
- Fosters engagement and participation of regional members in the Local's affairs;
- Notifies the Executive Committee of issues from the regional offices regarding grievances, health and security, human rights abuses, and other employer-employee related matters.

f) The Health and Safety Representative

- Acts as the Local representative on health and safety issues, advocates for the interests of members and submits questions, issues and concerns pertaining to those issues to the IDRC management and to the union;
- Keeps current on health and safety matters and develops knowledge and expertise on such issues as legislation, and IDRC's health and safety plans;
- Acts as the Local's liaison with the employer's health and safety coordinator and participates as one of the Local's representatives on the joint committees on health and safety;
- Provides health and safety-related input into the Local executive's decision making processes;
- Notifies the Executive and relevant authorities immediately in the event of an incident related to health and safety in the workplace.

g) The Local Human Rights Representative

- Acts as the Local representative on human rights issues (including equity), always acts in support of the goal to advance human rights causes and actively defends members on related issues;
- Provides human rights-related input into the Local executive's decision-making processes;
- Develops and promotes initiatives that encourage members' participation on human rights matters.

IV – COMMITTEES

Article 18: Permanent committee (the Stewards' Committee)

- a) A permanent committee of Stewards shall be maintained. This committee will be chaired by the Chief Steward. This committee above all other committees must be representative of the membership professionally, geographically and in gender. At a minimum, there will be one Steward per regional office and one per division in headquarters. The Stewards are volunteers.
- b) All members of the Executive as well as all stewards are required to successfully complete the PSAC “Grievance Handling” and “Talking Union Basics” courses as soon as possible but not more than six months after being elected or volunteered into their positions, provided that, during that period, one or both of these courses are available in the language of choice of the member on more than one occasion.

Article 19: Other committees

- a) The Executive can create additional committees for an efficient and participatory conduct of the Local affairs. Committees shall be appointed by a two-thirds majority of members of the Executive. The terms of reference of these committees must be on the Local’s website and the recruitment of volunteers must be transparent and open.
- b) The Executive establishes the terms of reference of the Committee (objectives, main tasks, composition, duration, expected results). Normally, a Committee of the Local shall be chaired by a member of the Executive. The work-plan of the committee will be defined by its members, as per the terms of reference.
- c) All Committees report to the Executive and should keep records of their deliberations and decisions, and prepare a short annual report for the Executive in advance of the General Assembly.
- d) All committees Members are volunteers.

V - ELECTIONS

Article 20: Eligibility

All members in good standing may be elected to a position in the Executive or the Bargaining team.

Article 21: Election period

Elections for the Executive Committee and the PSAC Bargaining team shall be held at the mandatory AGM in February except, pursuant to Article 15 (b), in the case of a vacancy lasting more than six months.

Article 22: Term of office

- a) Members of the Executive are elected to a twenty-four (24) month term and ordinarily remain in office for the duration of that term or until officers have been elected to replace them.
- b) This term is renewable twice, for a total of up to three consecutive terms for each position.

Article 23: Election procedure

- a) A member seeking election to the Executive Committee may do so by submitting a duly completed nomination form before the February annual meeting or any election held pursuant to Article 15(b). The nomination form shall contain the following information:
 - i. Name and surname;
 - ii. Work Unit and Division;
 - iii. Name and signature of at least one member in good standing supporting the nomination;
 - iv. His or her own signature.
- b) Every candidate has three (3) minutes to address the General Assembly at the general meeting before the vote at the General Meeting, in person or by their representative.
- c) Elections for each position is done by secret ballot, except for where a position is elected by acclamation.
- d) A position is elected by acclamation where a member in good standing is duly nominated, seconded, is willing to stand for a position, and there are no other candidates for that position.
- e) Pursuant to Article 13(g), voting procedures shall ensure full participation of members in good standing from all regional offices and on official travel in the electoral process. Such procedures may include and are not limited to advanced polling and electronic voting.

VI - FINANCES

Article 24: Level of authority and principles

- a) No Officer or Officers of the Local shall enter into any financial contractual understanding or agreement without prior approval by the Local Executive, or incur any expenses on behalf of the Local in excess of \$500.00 (five hundred dollars) without the prior approval of a majority of members present at a regular monthly or special meeting of the Executive.
- b) The Local's treasurer, the President and another Executive member will be assigned as signing officers to hold signing authority for the Locals' bank withdrawals. Each cheque issued by the Local will carry signatures from two of these officers to be valid. Amendments to these administrative arrangements shall be made with the Local's financial institution after new officers are elected.
- c) With advance authorization by any two of the following positions: President, or the Vice-President or Treasurer, members of the Executive and committees shall may be reimbursed on a per-diem basis for loss of salary while engaging in activities on behalf of the Local.
- d) The Secretary-Treasurer will present a financial report at each AGM.
- e) The financial affairs of the Local will be conducted in the most economical way possible.

VII. AMENDMENT OF BY-LAWS

Article 25: Amendment

The Local's bylaws may be amended by a two-third majority vote of the members present and voting at the Annual General Meeting, provided that a notice of the vote has been issued and posted 20 working days in advance of the meeting.

Article 26: Communication to PSAC

All amendments and corresponding Annual General Meeting minutes must be forwarded to the Manager of Administration PSAC.