



Local Y010

of

Yukon Employees Union

BYLAWS 2016

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Section 1 - General

1.01 Name

This Local shall be known as Local Y010 Yukon Government Employees Union of the Yukon Employees Union, Public Service Alliance of Canada.

1.02 Aims and Objectives

It shall be the object of the Local to protect, maintain and advance the interests of members coming under its jurisdiction.

The Local shall unconditionally subscribe to and accept as its governing documents the Constitution of the Public Service Alliance of Canada and the Bylaws of the Yukon Employees Union, Public Service Alliance of Canada.

1.03 Majority Vote

Unless otherwise expressly provided for in these Bylaws, all decisions requiring a vote shall be decided by a simple majority. In case of a tie the Chair will be entitled to a second vote to cast the deciding vote.

1.04 Referendum

Any membership referendum conducted by the Local Executive between Annual General Meetings shall be by means of a mailed, secret and unsigned ballot and the results of such vote shall be binding on the Local Executive.

1.05 Pre-emption

Nothing in these Bylaws shall be construed to conflict with the Constitution of the Public Service Alliance of Canada or the Bylaws of the Yukon Employees Union.



Section 2 - Membership

2.01 Regular

All employees of the Government of the Yukon shall be eligible for membership in this Local **except** those employees designated by the component to be eligible for membership in another Government of Yukon Local, a member who has been removed from the union due to disciplinary actions or a person employed in a managerial or confidential capacity.

2.02 Associate

The Local may retain as associate members, former members of the Local whose employment had been terminated by:

- a. Reaching the minimum statutory retirement age;
- b. Ill health, when such is certified as the reason for retirement; or
- c. Who, by reason of the abolition of position, are separated from their continued employment in the public service.

Associate members shall not be eligible for executive office in the Union, shall not have voice nor vote in meetings of the Local, but may be accorded such other privileges of membership for such length of time as may be provided by regulations under the Bylaw of the Yukon Employees Union.



Section 3 – Local Executive

3.01 Composition

The Local Executive shall be composed of the following elected officers:

- a. President;
- b. Vice-President;
- c. Secretary;
- d. Treasurer;
- e. Chief Shop Steward;
- f. Assistant Chief Shop Steward; and
- g. A maximum of eight (8) Directors.
- h. Past President

3.02 Quorum

- a. A quorum of the Local Executive shall be the President or Vice-President and three other members of the Local Executive.

3.03 Authority of Local Executive

Between Annual General Meetings, all executive authority of the Local, consistent with these By-Laws, shall be vested in the Local Executive.

The Local Executive shall have the authority, within budgetary guidelines, to employ staff to carry out the business of the Local, subject to the approval of the YEU Executive as per Component Bylaw 7, Section 4.

The Executive shall have the authority to establish Standing or subcommittees.

3.04 Annual Reports

Actions of the Local Executive on behalf of the Local shall be subject to review at the Annual General Meeting. A written summary report on behalf of the Local Executive will be presented by the President at the Annual General Meeting, along with a Financial Report from the Treasurer.



3.05 Meetings of the Local Executive

The Local Executive shall hold at least eight (8) regular meetings each year, approximately monthly, at the call of the President or designate. The Annual General Meeting shall be counted as a meeting for the purpose of this section.

- a. An extraordinary meeting of the Local Executive may be called by the President or Vice-President if requested by four (4) or more members of the Local Executive.
- b. Any Union member in good standing may request an agenda item at a regular Local Executive meeting.

3.06 Discharge from Office

Should any Local Executive member fail to answer the roll call of officers for two (2) consecutive regular Local Executive meetings without having submitted good reason for those failures, their office shall be declared vacant and the vacancy shall be filled by election or appointment in accordance with these By-Laws.

Submission of the reasons for two (2) consecutive regular meeting absences will be reviewed and decided based on reasonableness by the Local Executive.

Any member may present a petition, signed by at least ten percent (10%) of the membership, asking that a member of the Local Executive resign from office. Upon receipt of such a petition by the Local Executive, the Local Executive shall immediately call a Special General Meeting to be held no later than sixty (60) days from receipt of said petition. An Executive member who is being asked to resign per this section, shall be given notice of motion and be afforded the right to speak and vote on her/his behalf.

3.07 Vacancies

Vacancies occurring in the Local Executive shall be filled by election or appointment within thirty (30) days where possible.

- a. Except that the Vice-President shall assume the duties of President should a vacancy occur in that office;
- b. Except that the Assistant Chief Shop Steward shall assume the duties of the Chief Shop Steward should a vacancy occur in that office;
- c. Any appointments shall be on a Pro Tem basis, valid until the Annual General Meeting or if deemed necessary, a Special General Meeting.



3.08 Observers

Any Local member in good standing may attend any meeting of the Local Executive as an observer.

3.09 Training

Elected or appointed Executive members shall make every reasonable effort to attend both PSAC Talking Union Basics, and PSAC Local Officer Training as soon as practicable, in addition to other basic union courses as determined by availability and the Local Executive.

3.10 Honoraria

All Executive members shall be eligible to receive a \$50.00 honoraria twice yearly, payable in June and at the Annual General Meeting in November.

The honoraria will not be paid unless that Executive member attends at least four (4) meetings in each of the six (6) month periods described above.

3.11 Discipline

Complaints against any member, or Local Officer, shall be in writing, signed by a member and indicate which section of the Local or Union By-Laws or Alliance Constitution the complaint is being filed under.

Complaints designed to harass, embarrass, discredit or of a frivolous nature may result in action being taken against the member or members filing the complaint.

A complaint filed against a member or members of the Local will be handled using the following guidelines:

- a. The Local shall establish a committee consisting of three members of the Local, at least one of which shall be a member of the Local Executive.
- b. The member or members shall have the right to appear before the Committee to answer the charges.
- c. The committee findings shall be tabled with the Local Executive and if disciplinary action is recommended, it shall be subject to approval by a two-thirds (2/3) majority of members in attendance at a general meeting of the Local.
- d. The disciplined member or members may appeal the decision of the Local to the Component Executive. In such cases, the Component Executive Procedure shall apply.



- e. The results of all complaints shall be submitted to the Component President, who, in the case of a recommendation for suspension, shall refer the recommendation to the Local Executive for Review.

Sub-Section A

The Local Executive of this Local shall have the authority to remove from office any Local Officer for contravening a provision of the Constitution of the Public Service Alliance of Canada, the Local By-Laws, a provision of the Component By-Laws or for cause listed in Section 3.11, Sub-Section C of these By-Laws.

An Officer dealt with as provided in Section 3.11, Sub-Section A of these By-Laws shall have the right to appeal such decision to the Component Executive. Further appeal against the decision of the Executive may be taken to the Triennial Convention of the Component and the procedure for the disposition of such matters shall be in accordance with Section 21 of the Constitution of the Public Service Alliance of Canada.

Sub-Section B

The Local Executive of this Local shall have the authority to deny Local membership privileges for any member found guilty of contravening any provision of the Constitution of the Public Service Alliance of Canada or Component By-Laws, or for cause listed in Section 25 sub (5), Sub-Section C of these By-Laws.

Sub-Section C

An officer having committed any of the offences listed in Section 3.11, Sub-Section c (a) to (o) may be penalized as provided in Sections 25, regulation 19 a of the PSAC constitution.

- a. Violating any provision of the constitution of the Public Service Alliance of Canada or the By-Laws of the Component and the By-Laws of the Local;
- b. Obtaining membership or soliciting members by misrepresentation;
- c. Instituting, urging or advocating that a member of any Local institute action in a court against the Public Service Alliance of Canada or the Component or any of its officers or against a Local or any of its officers without first exhausting all remedies through appeal within the Union.
- d. Advocating or attempting to bring out the withdrawal from the Component or any Local of any member or group of members;
- e. Publishing or circulating among the members false reports or misrepresentations;



- f. Working in the interests of a rival organization;
- g. Slandering/libeling or willfully wrongdoing an officer or member of the PSAC or Component;
- h. Using abusive language or disturbing the peace of any meeting in or around any office or meeting place of the Component or any of its Locals;
- i. Fraudulently receiving money due to the Component or any of its Locals or misappropriating the monies of the Component or any of its Locals respectively;
- j. Using a name of a Local or of the Component for soliciting funds, advertising and the like, of any kind without the consent of the Local concerned or the Executive of the Component respectively;
- k. Furnishing a complete or partial list or any information on the membership of the Component or of any Local to any person or persons other than those whose official position entitles them to have such a list;
- l. Deliberately interfering with an official of the PSAC or the Component in the discharge of his/her duties;
- m. Failure of a non-designated member to honour an authorized and legal picket line of members in the same bargaining unit;
- 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. Sexually or personally harassing another member; and/or
Any other conduct prejudicial to the good order and welfare of the PSAC, the Component, or the Local.
- p. Being a Local Officer who willfully does not initiate disciplinary action against scabs as defined in paragraph (n) of these bylaws.



Section 4 - Duties of Officers

Executive members are elected officers of Local Y010/Yukon Employees/Public Service Alliance of Canada and shall be afforded such rights, duties and obligations that such office provides. As duly elected representatives of the PSAC, executive members may represent local members with grievances while working in close liaison with the Chief Shop Steward and/or Assistant Chief Shop Steward.

All officers, at the expiration of their term of office, shall deliver to the Local all funds, books, papers, and other property of the Local.

4.01 President

The President Shall:

- a. Act as chairperson at all Executive meetings and of designated Executive Standing committees as outlined in Section 11.04 of these By-Laws;
- b. Be a member, ex-officio, of all Standing and or sub-committees established by the Local Executive;
- c. Act as the Union representative in all matters for which he/she has been authorized by the Local Executive or general membership;
- d. Present a report of all actions taken by the Local Executive on behalf of the Union during his/her term of office;
- e. Attend or appoint another Executive member to attend the quarterly meetings of Yukon Area Council
- f. Attend or appoint another Executive member to attend Yukon Federation of Labour conventions and quarterly meetings; and
- g. Perform such other duties as are within the authority of responsibilities of presiding officers.

4.02 Vice-President

The Vice-President shall:

- a. Perform the duties of the President in case of the absence or resignation of that officer;
- b. Chair the Executive Membership and Public Relations Committee; and
- c. Perform such other duties as may be assigned by the President or the Local Executive.

4.03 Secretary

The Secretary shall:



- a. Arrange for the recording of minutes at all meetings, and their distribution;
- b. Creation and distribution of an Agenda to Local Executive prior to all scheduled meetings;
- c. Record all minutes of (regular, special or extraordinary) Local Executive meetings;
- d. Oversee all records, correspondence, files, documents of the Local; and
- e. Prepare reports, correspondence or perform other duties as directed by the President.

4.04 Treasurer

The Treasurer shall:

- a. Be responsible for ensuring that accurate records of all financial transactions are maintained;
- b. Ensure accounts are maintained on behalf of the Local in a chartered bank;
- c. Ensure that cheques are prepared for signing by the President and or other designated signing officers;
- d. Present financial statements at each Local Executive meeting;
- e. Present an audited financial statement annually to the Alliance as required by the Constitution; and
- f. Work under the direction of the Local Executive to prepare the annual budget.

4.05 Chief Shop Steward

The Chief Shop Steward shall:

- a. Hold regular quarterly meetings with Shop Stewards;
- b. Arrange for Shop Stewards training courses through the Alliance and Yukon Employees Union;
- c. Arrange for the election of Shop Stewards as required; and
- d. Perform other duties as assigned by the President.



4.06 Assistant Chief Shop Steward

The Assistant Chief Shop Steward shall:

- a. Perform the duties of the Chief Shop Steward in case of absence or resignation of that officer;
- b. Compile and maintain a list of all Shop Stewards;
- c. Chair the Executive Health and Safety Committee; and
- d. Perform such duties as may be assigned by the Chief Shop Steward or Local Executive.

4.07 Directors

The Directors shall perform such duties as may be assigned by the President.

- a. Any member of the Local Executive may be appointed, by majority vote, to fill the position of Vice-President Pro Tem at a regular or extraordinary meeting of the Local Executive upon vacancy of that office.

4.08 Past President

The retiring President, if not re-elected, shall automatically be appointed to the position of Past-President on the Executive Council, for a minimum one-year term, and shall remain an active member of the Council to provide continuity in Local management.

The Past President shall:

- a. Advise the Executive Council on an on-going basis regarding past Local matters related to current situations;
- b. Assist in the transition of power to a newly elected President so as to provide continuity in Local management;
- c. Assist the Bargaining Committee with research as required;
- d. Perform such other duties when delegated as are within the authority or responsibilities of presiding officers.



Section 5 - Annual General Meeting

5.01 Purpose

The Local shall hold an Annual General Meeting for the purpose of the presentation of Annual Reports, considering such business as may be required, and to hold an election of officers as required under this By-Law.

5.02 Date and Location

The date and location of the Annual General Meeting shall be held each November as determined by the Local Executive.

5.03 Notice

Notice of Meeting and agenda shall be conveyed to the members no less than thirty (30) days prior to the Annual General Meeting.

At least fourteen (14) days prior to the Annual General Meeting, notices of meeting shall be re-conveyed to the membership, in addition to being distributed to Local Officers and Shop Stewards for posting on Union bulletin boards.

5.04 Annual Financial Statement

At the Annual General Meeting, the membership will be presented with a financial statement covering the preceding twelve (12) month period.

5.05 Bylaw Amendments

This Bylaw may only be amended by a two thirds (2/3) majority of the members in attendance at an Annual General Meeting.

Amendments shall be submitted to the Local Executive at least forty five (45) days prior to the Annual General Meeting.

Such amendments shall be made available to the membership at least thirty (30) days prior to the Annual General Meeting.

All amendments shall take effect immediately when adopted unless otherwise specified.



Section 6 – Special General Meeting

6.01 Definition

Any meeting of the general membership called between Annual General Meetings, is a Special General Meeting.

6.02 Process

Any member may present a petition to the Local Executive calling for a Special General Meeting. Such a petition must be signed by at least ten percent (10%) of the membership. The Local Executive may also call a Special General Meeting.

The Special General Meeting shall be held no later than thirty (30) day from the date of receipt of the petition or the call of the Local Executive;

The membership shall be notified of date, place and time, fourteen (14) days prior to the Special General Meeting; and

This notice must outline the question of petition or question brought by the Local Executive and be the only item on the agenda.



Section 7 - Election of Officers

7.01 Process

All officers shall be elected by secret ballot by a majority vote at the Annual General Meeting. Members may vote for those officers elected at an Annual General Meeting by being present at the meeting, including via telephone, and/or video conference.

All nominees for office must be members of the Local in good standing.

Nominations of candidates not present at the Annual General Meeting shall be in writing. Nomination papers shall be signed by two (2) Local members in good standing and shall include name, address and statement of acceptance by the nominee.

Not more than one officer shall be voted for at one time.

In the event of more than two (2) candidates are nominated for an office, the candidate receiving the fewest number of votes shall be dropped from the ballot when a clear majority of the votes cast is not accorded any candidate. This procedure shall continue with each successive ballot for the position until a candidate receives the necessary majority.

7.02 Term of Office

The elected officers shall serve a term of two years, unless elected or appointed to complete a term of office.

7.03 Election Years

The Vice President, Secretary, Chief Shop Steward, and up to four (4) Directors shall be elected on odd numbered years.

The President, Treasurer, Assistant Chief Shop Steward, and up to four (4) Directors shall be elected on even numbered years.

For the purposes of electing Directors, every effort shall be made to have an equal number of Directors whose terms expire in alternating years.

Nothing in this Bylaw shall affect the right of an officer to be re-elected for a subsequent term.



Section 8 - Shop Stewards

8.01 Relationship

The Shop Stewards shall work in close liaison with the Chief Shop Steward, Assistant Chief Shop Steward and other Shop Stewards within the Local and the Component.

8.02 Meetings

Shop Stewards shall be notified of the dates of Local Executive meetings and Shop Stewards meetings through the Union office under advice of the Chief Shop Steward.

8.03 Election of Shop Stewards

Having regard to the distribution of employees and the administrative structure implied by the grievance procedure, Shop Stewards shall be elected by the Members they represent, as determined by the Local Executive.

Within thirty (30) days of resignation, termination, retirement or death of the incumbent, an election will be held to fill the position.

The Chief Shop Steward shall be the officer in charge of Shop Steward Elections.

8.04 Duties

Shop Stewards shall:

- a. Police the collective agreement, Acts and Regulations and refer to them as necessary;
- b. Act as field representatives and spokespersons for the Members; and
- c. Make every reasonable effort to attend Shop Steward Round Table (SSRT) sessions held by the Component.

8.06 Discharge from Office

At any time, fifty one percent (51%) of the members represented by a Shop Steward may revoke the mandate of that Shop Steward. The Local Executive shall review and ensure the accuracy/legitimacy of the petition. Once verified by the Local Executive, the members may then elect a replacement in accordance with Section 8.03 of these By-Laws.



Section 9 - Finance

9.01 Audit

The financial records of the Local shall be audited if fifty percent plus one (50%+1) of the membership so request. A copy of the financial statement shall be submitted to the Component Executive at the end of the year.

9.02 Signing Officers

The signing officers of the Local shall be the President, Vice-President, Secretary and the Treasurer, two (2) of whom shall sign all cheques.

- a. Should the Local Executive have only one signing authority due to vacancies, the Local Executive may appoint any member of the Local Executive as a special signing authority until the next Annual General Meeting

9.03 Fiscal Year

The fiscal year of the Local shall be the calendar year.

9.04 Reimbursement - Travel

Members traveling on authorized Local business shall be reimbursed for travel expense in accordance with the Yukon Employees Union Travel and Wage Policy.

9.05 Reimbursement - Wages

Members shall be reimbursed for loss of wages as per the current Collective Agreement regarding leave for PSAC representatives when such loss occurs while engaged in the affairs of the Local providing that such activity has been authorized by the Local Executive.

- a. An approved leave form must be submitted to the Yukon Employees Union and Local Y010.



9.06 Authority

No member or officer shall enter into any financial, contractual understanding or agreement on behalf of the Local without authorization of the Local Executive.

During any interim period between approved budgets, the Local Executive has the authority to expend funds for the purpose of carrying on the day-to-day business of the Local. Notwithstanding the foregoing, the Local Executive must call a General Membership Meeting within sixty (60) days for the purpose of approving a budget.



Section 10 - Membership Dues

10.01 Determination of Dues

The dues payable by each member of the Local shall not be less than the amount determined by the Triennial Convention and the dues established by section 24 of the Constitution of the Public Service Alliance of Canada.

10.02 Additional Dues - Local

The Local may have an additional amount of dues deducted if authorized by a two thirds (2/3) majority vote of the membership in attendance at an Annual General Meeting or a Special Meeting called for that purpose. Such additional dues shall be collected by the Union in the manner prescribed by these By-Laws and rebated to the Local.

The dues established by a majority vote at the Annual General meeting may be changed by a two thirds (2/3) majority vote at an Annual or Special General Meeting provided one month's notice of such intent has been given to the general membership. But may not contravene the dues determined by the Public Service Alliance of Canada, as outlined in Section 10.01 of these By-Laws.



Section 11 - Committees

11.01 Purpose

Committees may be of a standing nature or be struck on an ad-hoc basis to deal with any matter designated by the Local Executive.

11.02 Composition

Chairpersons of all committees shall be a member of the Executive and appointed by the Local Executive. Regular members at large are encouraged to participate in Committees. Such Committee membership must be authorized by the Chair of the Committee.

11.03 Ex-Officio

The President shall be an ex-officio member of all Committees of the Local.

11.04 Standing Committees

Every effort shall be made to establish the Chairs of Standing Committees at the first meeting of the Local Executive following the Annual General Meeting. Committees shall include but not be limited to the following:

Joint Consultation Committee

The purpose of joint consultation is outlined in the Collective Agreement. This committee shall be composed of the President, Chief Shop Steward and one (1) Executive officer. Issues arising from this committee shall be referred to the Component Executive for appropriate action.

Membership and Public Relations Committee

This committee shall be chaired by the Vice-President, and composed of the Vice-President and two (2) other members as designated by the Local Executive.

Duties of this committee shall be to publish, edit and circulate to the membership, pertinent information by such means as is deemed to expedient or necessary.

Good of the Membership Committee

This committee shall be comprised of one (1) Executive officer and one (1) other member as designated by the Local Executive. Duties of this committee shall be:

- To organize social events for the Local;
- To make recommendations to the Local Executive for the care of families of distressed membership;
- To identify community social issues of concern to the Local members at large;
- To respond to such identified social issues in a tangible way;
- To attempt to consult with and reach consensus with as many members as possible regarding identified issues; and



- Other duties as may be designated by the Local Executive.

Health and Safety Committee

The Chair of this committee shall be the Assistant Chief Shop Steward. Duties of this committee shall be:

- To monitor recommendations to improve health and safety conditions in the workplaces;
- To promote health and safety awareness throughout the Local membership, ensure workplace Health & Safety Committees are formed;
- Research better health and safety standards as promoted by other jurisdictions; and to act as liaison with the employer on Local initiated health and safety concerns.

Resolutions Committee

The Chair of this committee shall be the President, and comprised of two (2) other members as designated by the Local Executive. The duties of this committee shall be to prepare and present resolutions for the Local Executive to submit to:

- Yukon Employees Union Component Convention;
- PSAC North Regional Convention;
- Yukon Federation of Labour Convention; and
- Other conventions/conferences that the Local may attend.

Finance Committee

The committee shall be chaired by the Treasurer, and comprised of two (2) other members as designated by the Local Executive. The duties of this committee shall be to oversee the financial business of the Local and to ensure that expenditures remain within the approved budgetary guidelines.

Bargaining/Negotiations Committee

This committee shall be chaired by a member of the Local Executive, and comprised of not less than three (3) members but not more than six (6) members as selected by the Local Executive. Duties of this committee shall be:

- Solicit, obtain and compile on a continuous basis, recommendations from members on issues for inclusion in future contracts;
- Sit on the Component Bargaining Input Committee;
- Report to the Local Executive; and
- Other duties as may be designated by the Local Executive.



Section 12 - Selection of Delegates

12.01 YEU Triennial Convention

The following formula will be applied in order to determine Local Y010 delegates to Triennial Convention.

- a. Members of the Local Executive shall be designated as delegates however they shall not comprise more than one half (1/2) of the total allowable delegates for the Local; and
- b. All delegates, as prescribed by Component By-Laws, except those reserved to the Local Executive, shall be elected at a Special General Meeting held at least four (4) months prior to the starting date of the Component Convention.

12.02 PSAC North Convention

Delegates to the PSAC North Convention shall be selected in accordance with the formula identified in s. 8 (1) of the PSAC North By-Laws.

Members of the Local Executive shall be identified as priority delegate, and at least one member of the Local Executive will be selected as a delegate to the PSAC North Convention in addition to the President.

All general members are welcome to apply to represent Local Y010 at PSAC North Convention. Applications will be reviewed by an ad-hoc committee comprised of Local Executive members if required.

12.03 YFL Convention

Delegates to the Yukon Federation of Labour (YFL) Convention shall be selected in accordance with ss. 4 & 5 of the YFL Constitution.

Y010 agrees to pay the registration fees for up to two (2) delegates to attend the YFL Convention. All general members are welcome to apply to represent Local Y010 at the YFL Convention. Applications will be reviewed by an ad-hoc committee comprised of Local Executive members.

In order to ensure that Y010 is compliant with ss. 4 & 5 of the YFL Constitution, if a Y010 member wishes to pay their own registration fee(s) to attend the YFL Convention, that member must write to the Y010 Local Executive, requesting approval.



Section 13 – Hardship Fund for Members

13.01 Purpose

The object of the Hardship Fund for Members shall be to give financial assistance to its members in the time of need.

13.02 Eligibility

Eligibility to receive benefits under this fund shall be open to any member of Local Y010, who has been a member in good standing of the Union for at least the previous three (3) months.

13.03 Provision of Assistance

The Executive is authorized to assist members of Local Y010 in the following manner:

- a. The Y010 Executive may, from time to time, wish to visit a sick or disabled member in the hospital or at home, and are authorized to extend to them such courtesies as are customary; e.g. flowers, candy, books, magazines, etc.
- b. Application in the form of a written request from members has been made to the Executive, for voting, to provide financial assistance under the following circumstances to a maximum of \$499/member, one application/year;
- c. Member has been unable to work due to illness or injury and has exhausted available leave;
- d. Member has been financially burdened with medical travel for themselves or immediate family member;
- e. Member or immediate family member has encountered a medical expense that is not covered by the members, or immediate family member's, insurance coverage where such expense would place the member in financial hardship; and/or
- f. Other extraordinary circumstances to be determined on a case by case basis. Such expenses may include, but not limited to, fire, flood, wind damage, etc.

13.04 Budget

The Hardship Fund shall consist of monies as set out in the Budget as passed at the Annual General Meeting. Any monies unspent during the fiscal year will be carried forward each year in order to build the fund.

13.05 Reporting

The Fund and its administration is to be reported on at each Annual General Meeting by the Executive