



# By-laws & Regulations

**Union of Taxation Employees  
Hamilton Local 00014**



## **Dates of Amendments**

January 1982  
January 1985  
January 1989  
February 1993  
February 1995  
February 1997  
February 1998  
February 2000  
February 2003  
February 2004  
December 2005  
February 2006  
March 2007  
February 2008  
February 2012  
February 2018  
February 2019  
February 2020  
February 2023  
February 2024  
February 2025  
February 2026

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# BY-LAWS

## **By-law 1: Name**

This Union shall be called the Union of Taxation Employees Hamilton Local 00014.

## **By-law 2: Objectives**

1. The By-laws of this Local shall be consistent with those of the Union of Taxation Employees (UTE) component and the Constitution of the Public Service Alliance of Canada.
2. To unite all members in good standing with the Union of Taxation Employees in a single democratic organization.
3. To maintain and protect the interest, rights and privileges of the members gained by the UTE component and/or the Public Service Alliance of Canada.
4. To represent any member in good standing or group of members in good standing in appeals, grievances, or any other matters in jurisdiction of this Union.
5. The UTE Local 00014 acknowledges that each of us faces barriers to our success, and further acknowledges that there are members among us who face barriers that are more numerous, more substantial, or structural, and more entrenched than others. We call upon the Local to identify and remove obstacles that are within our control to make an ever more equitable pathway to unionism, leadership, success, and equality.

## **By-law 3: Membership**

1. All members in good standing with the Public Service Alliance of Canada and employed with Canada Revenue Agency, Hamilton Tax Services Office, shall be eligible for membership in this Local.
2. Every member of this Local shall be a member of the Union of Taxation Employees' component and the Public Service Alliance of Canada.
3. Resignation from membership of this Local shall be made by letter addressed to the President or Secretary of the Local.
4. The Local Executive shall forward the resignations to the Union of Taxation Employee's National Component with seven (7) days of the receipt of such resignations.

5. A member who leaves the employ of Canada Revenue Agency, Hamilton Tax Services Office, shall cease to be a member on the last day in which his/her said employment is terminated.
6. The Local may, by decision of the Local Executive, award a Life Membership to any member or ex-member who, through personal and devoted efforts within the Local, has performed exemplary services for the membership of the Local, in accordance with the UTE regulation 24.5 (4)

Life members who are not members in accordance with By-law 3, Section 1, shall not be entitled to vote at meetings or to hold office but shall be entitled to all rights and privileges of membership in the Local.

#### **By-law 4: Membership Responsibility**

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

#### **By-law 5: Dues**

1. Dues shall be fixed by the members as provided in this By-law and shall be paid monthly to this Local by means of payroll deduction.
2. The Local dues will be the amount as recorded in the Minutes of the Annual General Membership Meeting.
3. Dues may be increased or decreased by a resolution of the Annual General Membership Meeting approved by a majority of the members present and voting
4. Notice of such a resolution shall be given in writing to all members at least seven (7) days prior to the date of such a meeting.

#### **By-law 6: Administrative Structure**

1. **Local Executive**
  - a. The Local Executive shall consist of:
    - i. President,
    - ii. 1<sup>st</sup> and 2<sup>nd</sup> Vice-Presidents,

- iii. Secretary,
  - iv. Treasurer, and
  - v. Chief Steward or Co-Chief Stewards
  - vi. The Local Executive of this Local shall be elected for a three (3) year term.
- b. The Local Executive shall:
- i. Exercise all the powers and perform all the duties vested in it by these By-laws.
  - ii. Be vested with the authority to deal with all matters affecting the business and objectives of this Local between Annual General Membership Meetings.
- c. Discharge all duties and obligations imposed upon it by the Annual General Membership Meeting.
- i. The Local Executive shall meet at the call of the President or at the request of a two-thirds (2/3) majority of its members. The Local Executive shall meet no less than four (4) times in each fiscal year.
  - ii. The Local Executive shall have the power to spend Union funds for the benefit of the members, in keeping with the By-laws and Regulations adopted at the Annual General Membership Meeting. It shall approve all expenditures of this Local.
  - iii. Disbursements shall be made in accordance with the budget approved by the members at the Annual General Membership Meeting. Expenditures shall be made with the approval of the Local Executive for disbursements exceeding the allowance in the budget but said excess shall not be more than \$750.00 of the budgeted expenses.

### **By-law 7: Stewards**

1. The Chief Steward or Co-Chief Stewards will be elected by the Shop Stewards for a three (3) year term.
2. Shop Stewards will be appointed for a three (3) year term, by the Local Executive as per Regulation 5. The area of representation will be determined by the Local Executive, based on location, relative size and other relevant circumstances.
3. The Local Executive shall have the right to appoint a contact member in areas absent of shop stewardship for the purpose of information distribution to members in the area.

### **By-law 8: Committees**

1. The President is empowered to appoint any committee as is necessary, subject to the approval of the Local Executive.

2. The President is empowered to appoint the Chairperson of all committees, subject to the approval of the Local Executive.
3. All committees must submit a written report on their activities to each Local Executive meeting and an annual report for the Annual General Membership Meeting.

### **By-law 9: Vacancies**

Any Union of Taxation Employees' member in good standing may be appointed by the Local Executive to fill an unexpired term of office for any position.

### **By-law 10: Additional Appointments**

The Local Executive shall have the power to appoint any member to perform any duties in connection with Local activities and to delegate to such person any authority it may in its discretion determine.

### **By-law 11: Duties of the Executive**

#### **1. President**

- a. It shall be the duty of the President at all times to uphold the Constitution of the Public Service Alliance of Canada, the By-laws of the Union of Taxation Employees and the By-laws of this Local.
- b. The President shall preside at all meetings of this Local, the Local Executive and Executive/Stewards meetings.  
The President shall have general control and leadership of the affairs of this Local.
- c. The President shall be a member, ex-officio, of all committees and sub-committees.

#### **3. Vice-Presidents**

- a. The Vice-Presidents shall submit verbal reports on their assigned responsibilities, to the executive, at each regular meeting of the Local Executive and a written report to the Annual General Membership Meeting.
- b. If the office of President becomes vacant between elections or the incumbent is rendered unable to perform the duties of the position, the First Vice-President shall assume the office temporarily.
- c. In the absence of the President, one (1) of the Vice-Presidents shall assume all the prerogatives and duties of the President.

#### **4. Secretary**

- a. The Secretary shall keep a record of the deliberation and resolutions of all Local meetings.
- b. The Secretary shall give notice of all meetings of the members or the Local Executive and generally shall perform such other duties as the President may assign.
- c. The Secretary shall keep current and maintain all information posted on the union boards within the employer's workspace. At a minimum, the boards must have posted a listing of the current executive and stewards; as well as a listing of upcoming meetings of the membership and PSAC constitutionally recognized regional committees in the Hamilton area.

#### **5. Treasurer**

- a. The Treasurer shall be the custodian of the funds of this Local.
- b. Such funds shall be deposited as soon as possible with a chartered bank, trust company, or Credit Union under the name of this Local.
- c. Withdrawal of funds shall be made only by cheque bearing the joint signature of any two (2) of the following: the President, the 1st Vice-President and the Treasurer, BUT at least one (1) signature must be one (1) of either the President or Treasurer.
- d. The Treasurer shall keep an accurate account of all receipts and disbursements of funds and shall secure proper vouchers for all transactions.
- e. The Treasurer shall also be required to submit an accounting of all the transactions and the financial position of this Local on request of the Local Executive and annual financial statements to the Annual General Meeting, including a statement of income and expenses and a budget for the next fiscal period.
- f. A copy of the statements, as approved by the membership at the Annual General Meeting, shall be submitted to the 1<sup>st</sup> National Vice-President of the Union of Taxation Employees within 10 days of said meeting.

#### **6. Chief Steward(s)**

The Chief Steward or Co-Chief Stewards shall be executive officers and shall be responsible for maintaining communication with the Local Stewards and be responsible for the duties as outlined in Regulation 6.

### **By-law 12 Meetings**

1. The Annual General Membership Meeting of this Local shall be held each year within two (2) months of the end of the fiscal year, at a time and place fixed by the Local Executive, upon giving seven (7) days written notice for the following purposes:

To receive:

- a. The Annual Reports from the Executive,
  - b. The Auditors Report,
  - c. The Financial Reports, and
  - d. The Committee Reports.
2. To transact the general business of this Local, general or special meetings of this Local may be called:
- a. by the President on three (3) days written notice;
  - b. by five (5) members of the Local Executive on five (5) days written notice;
  - c. and by fifteen (15) members of this Local upon seven (7) days written notice.

Such notices shall indicate the time, place and the nature of the business to be brought before the meeting and shall bear the signature of the convenors.

3. Meetings of the Local Executive shall be called by the President or by three (3) members of the Local Executive upon at least twenty-four (24) hours notice.
4. Meetings of the Local Executive and the Steward body shall be held on a regular basis. To be called by the President or 50% of the Local Executive.
  5. Meetings of the Steward body shall be held on a regular basis and shall be called by either of the Chief Stewards or Co-Chief Stewards or by 50% of the Stewards.
  6. Notice of meetings of the Local Executive and the Steward body may be waived by unanimous consent of the members concerned.
  7. The term, "written notice," does not constitute issuing of a notice to each individual member, but is deemed to constitute a notice or notices posted on all bulletin boards.

### **By-law 13 Quorum**

A quorum shall mean:

1. For a general or special meeting of this Local, 7% or more of the members, not including the Local Executive.
2. For a meeting of the Local Executive, 50% or more of its members.
3. For a meeting of the Steward body, 50% or more of its members.
4. No business may be legally transacted at a meeting unless the required quorum be present.

## **By-law 14 Elections of Officers**

1. The Nomination/Election Committee shall be appointed by the Local Executive by November 30th of the year preceding an election year, and shall be composed of three (3) members of the Local.
2. Nominations shall be submitted to the Nomination/Election Committee in writing. Nominations must be open for a minimum of 14 calendar days. The dates of nominations opening and closing must be posted on all union boards a minimum of 7 calendar days before nominations open.
3. Where more than one (1) nomination is received for the same office, the election shall be conducted by secret ballots.
4. The elections shall be conducted by the Nomination/Election Committee at least seven (7) days before the Annual General Membership Meeting.
5. The Nomination/Election Committee will also host an all candidate "Meet & Greet" event to be held at least seven (7) calendar days prior to the election date.
  - a. All candidates will be eligible to participate, and the event will be open to all members in good standing.
  - b. Sufficient funds are to be budgeted for the Nomination/Election Committee to complete their responsibilities. This includes all costs associated with conducting an election; as well as sufficient funds to host an all candidate "Meet & Greet" event with light refreshments for the membership.
6. No member shall stand for election to more than one (1) office.
7. Only Union of Taxation Employees' members in good standing shall have the right to vote.
8. No candidate for election may sit on the Nomination/Election Committee for that year.
9. The Chairperson of the Nomination/Election Committee shall report the results of the election to the members at the Annual General Membership Meeting.
10. Officers, Chief Steward or Co-Chief Stewards and Shop Stewards shall hold office until the next Annual General Membership Meeting has been held.

## **By-law 15 Amendments**

Changes in the By-laws may be made by an affirmative vote of a two-thirds (2/3) majority of the members present and voting at any general meeting.

## **By-law 16 Discipline**

This Local shall follow and enforce the Discipline By-laws established by the Union of Taxation Employees, and the Public Service Alliance of Canada.

## **By-law 17 Dissolution of this Local**

This Local Union may be dissolved by a two-thirds (2/3) majority of the Union Membership by way of a secret ballot supervised by the Component's National Executive Council.

## **By-law 18 Fiscal Year**

The fiscal year of this Local shall be for the twelve (12) months ending on the 31st of December, of each year.

## **By-law 19 Expenses**

### 1. Honourarium

- a. The Executive Council shall receive remuneration in the amount of \$15.00 each for each month either partial or full in the fiscal year of the local January 1 to December 31.
- b. The Local Stewards shall receive remuneration in the amount of \$10.00 each for each month either partial or full in the fiscal year of the local January 1 to December 31.
- c. The Local Contact Stewards shall receive remuneration in the amount of \$5.00 each for each month either partial or full in the fiscal year of the local January 1 to December 31.

Paid out at the end of the fiscal year or when they are no longer in the position during that year.

### 2. Course Allowance

For each day of rest spent on a training course, as put on by the P.S.A.C., in an effort to further the skills required to do the job of the Union Steward or any position within the union structure, reasonable out of pocket expenses up to a maximum of \$50.00 be paid for each day by the local upon completion of said course.

## **By-Law 20 Audit**

Prior to each Annual General Meeting of the Local, an Auditor will be appointed to audit the accounts of the local for the fiscal period, as described in By-law 18. The books and records of the local shall be made available to the Auditor for the purpose of the

audit. The Auditor shall make a report to the members on the accounts examined and on the financial statements issued by the Treasurer.

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# REGULATIONS

## **Regulation 1**

The Local Executive shall endeavor to take the appropriate training for their elected positions.

## **Regulation 2**

The Treasurer shall endeavor to ensure a minimum annual balance be maintained in the account equal to one (1) year's annual dues.

## **Regulation 3**

Guidelines for Previously Approved Expenses not paid for by Union of Taxation Employee's Component or the Public Service Alliance of Canada that may be paid by this Local.

1. All requests for expenses must be submitted to the Executive Council prior to the event for approval.
2. Current government rates for mileage and meals will apply.
3. For any union activity that involves an overnight stay, hotel accommodations and a per diem as currently set by the National Union of Taxation Employee Regulations will be paid.

## **Regulation 4**

To receive these remunerations as stated in By-law 19, the recipient must:

1. be an active executive/steward;
2. attend 75% of the meetings held during the year, barring extenuating circumstances i.e. night school, sick; and
3. actively perform your role in this Local.

The qualifications will be reviewed periodically by the Executive Council.

## **Regulation 5**

Any Local Member in good standing requesting to become a Shop Steward shall advise the Local Executive in writing.

## **Regulation 6**

Duties of the Chief Steward(s):

1. Assist the Local in the recruitment of Stewards as outlined in the Local Bylaw 7 and Local Regulation 5,
2. Organize and coordinate the steward's network and chairs Steward's Meetings,
3. Provide guidance and support in specific technical areas,
4. Solve problems related to the organization, maintenance and efficiency of the steward's network,
5. Ensure the proper application by management and members of existing collective agreements, arbitral awards, acts and regulations,
6. Attend all meetings of the Local Executive with voice and vote,
7. Inform Stewards of Local Executive activities and information,
8. Participate in Union/Management Consultation Meetings,
9. Maintain records on Grievances/Complaints received by the Local and reports to the Local Executive at the next Executive Meeting, and
10. Carry out such other duties as may be assigned by the Local President.

## **Regulation 7**

Rescinded at 2024 AGM.

## **Regulation 8**

1. A nominee for life membership must have:
  - a. demonstrated their commitment to achieving the aims and objectives of UTE;
  - b. accumulated service at the local and level for a minimum of fifteen (15) years;
  - c. exhibited exemplary service at the local level
2. Definition of Exemplary Service:
  - a. outstanding;
  - b. admirable;
  - c. commendable;
  - d. ideal;
  - e. model;
  - f. praiseworthy;

- g. exceptional
- 3. Examples of Exemplary Service:
  - a. organizing or participating in local sponsored committees;
  - b. organizing or participating in training of other officers;
  - c. representing the local membership in the local community, within the Union of Taxation Employees, and/or the Public Service Alliance of Canada. (ie: Government of Canada Charitable Workplace Campaign (GCCWC), Regional Women's Committee (RWC))

## **Regulation 9**

The local has affiliated with the Hamilton District Labour Council. The local executive will choose delegates to represent the local's interest at Hamilton and District Labour Council from the local membership.

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# LIFETIME MEMBERS

1. AILEEN DUNCAN, FEB 25, 2008
2. MARY CORDEIRO, FEB 25, 2008
3. JOYCE RUNDLE, FEB 24, 2010
4. CATHY TARVES, FEB 2013
5. MARIA WORMSBECKER, MAR 3, 2014
6. BOB BLACK JAN 29, 2020
7. EVELYN PAWLIDOR FEB 2025