

**BYLAWS AND REGULATIONS OF LOCAL 00001 OF THE UNION**  
**OF**  
**TAXATION EMPLOYEES (UTE)**  
**OF**  
**THE PUBLIC SERVICE ALLIANCE OF CANADA (PSAC)**

(Revised) April 16, 2025

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## **BYLAW 1 - NAME**

### **Section 1**

The name of this Local shall be "Local 00001" Union of Taxation Employees (UTE) of the Public Service Alliance of Canada (PSAC).

### **Section 2**

This Local is constituted under the Component Bylaws.

### **Section 3**

The terms "Local" and "Local 00001" as used herein are synonymous.

The terms "Union" and "Union of Taxation Employees" as used herein are synonymous.

The terms "Alliance" and "Public Service Alliance of Canada" as used herein are synonymous.

## **BYLAW 2 - AIMS AND OBJECTIVES**

### **Section 1**

To unite all Local UTE members in good standing of the Canada Revenue Agency (CRA) under the jurisdiction and geographical area of the Toronto East

### **Section 2**

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

### **Section 3**

To support the PSAC in the furtherance of its purpose, objectives and constitutional responsibility for the improvement and protection of wages and other conditions of employment of its members.

## **BYLAW 2 - AIMS AND OBJECTIVES Cont'd**

### **Section 4**

To represent any member or group of members in appeals, grievances, complaints, independent third-party reviews or any other matters within the jurisdiction of the Local.

**Section 5**

To promote solidarity, develop and maintain good communications, and build union pride amongst members in good standing of the UTE.

**BYLAW 3 - MEMBERSHIP**

**Section 1**

**Regular Membership** - All PSAC members in good standing who are employees under the jurisdiction and geographical area of the Toronto East office(s) shall be eligible for membership in this Local.

**Section 2**

**Honorary Membership: Past-Members** -Through application by this Local, with the approval of the UTE National Executive Council, a member who has retired or who has left the service, may be granted Honorary Membership for outstanding services to the Local. Honorary members shall not be required to pay dues and shall not be entitled to vote at any meeting or to hold office in the UTE, but shall be entitled to all other rights and privileges of membership in this Local.

**Section 3**

**Honorary Membership: Non-Members** - Through application by this Local, with the approval of the UTE National Executive Council, this Local may elect to award an Honorary Membership, in name only, in the Local to anyone who is deemed to merit such honour and is not eligible for regular membership.

**Section 4**

**Life Membership** - Through application by this Local, with the approval of the UTE National Executive Council, this Local may elect to 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 members of the Local. Life Members of the Local shall have the right to attend all meetings of the Local. Life Members shall not be required to pay Local dues but shall be entitled to all rights and privileges of membership in the Local.

**BYLAW 4 - MEMBERSHIP RESPONSIBILITY**

**Section 1**

Upon being granted membership in the PSAC and the UTE 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 Bylaws of this Local, the UTE and the Constitution of the PSAC.

**Section 2**

Each member of this Local is deemed to nominate, constitute and appoint the UTE and the PSAC as their agents to negotiate with their employer on their behalf in the spheres of competence of the UTE and the PSAC in accordance with Bylaw 4, Sections 2 and 3 of the UTE National Bylaws.

**BYLAW 5 – MEMBERSHIP DUES**

**Section 1**

The monthly dues of the Local shall be set at the Annual General Meeting or a Special General Meeting called for this purpose.

**BYLAW 6 - MEMBERSHIP RIGHTS**

**Every member in good standing is entitled:**

- a) to be represented by the union,
- b) to be free from any act or omission on the part of the union, or other members, that would discriminate against the member based on age, sex, colour, national or ethnic origin, race, religion, marital status, criminal record, physical or mental disability, sexual orientation, language, political belief, or employer,
- c) to be free from harassment, both within the union and in the workplace based on any of the grounds mentioned in paragraph (b) and
- d) subject to any qualifications stipulated elsewhere in this Constitution, Component, Local or Area Council Bylaws to be nominated for and hold office in the union.

**BYLAW 7 - DISCIPLINE**

**Section 1**

Any action taken under this Bylaw shall follow the procedures prescribed by the UTE National Bylaws and the Constitution of the PSAC.

**BYLAW 8 - EXECUTIVE COUNCIL**

**Section 1**

The officers of the Local shall constitute the Executive Council.

**Section 2**

Committees may be appointed as required by the Executive Council.

**Section 3**

The Executive Council shall provide each member with access to a copy of the Local Bylaws and Regulations, UTE Bylaws and Regulations and the Constitution of the PSAC upon request by the member.

**BYLAW 9 - MEETINGS**

**Section 1**

The Annual General Meeting of Local 00001 UTE shall be held within five (5) months of the end of any given calendar year.

**Section 2**

A Special General Meeting may be called to deal with any exceptional problem significantly impacting the membership.

**Section 3**

The Annual General Meeting shall be the supreme policy-making body making changes to Bylaws and setting dues.

**BY-LAW 10 - CONVENTIONS**

**Section 1**

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

**Section 2**

Other delegates and alternates shall be selected by the Executive Council.

**Section 3**

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

## **BYLAW 11 - 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.

### **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 provided that such institution is regulated by a Federal or Provincial Authority. Where possible, unionized institutions will be utilized, and investments will be made in an ethical manner.

## **BYLAW 12 – FISCAL PERIOD**

### **Section 1**

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

## **BYLAW 13- DISSOLUTION**

### **Section 1**

The Local may be dissolved by a two-thirds (2/3) majority of the Local's membership by way of a secret ballot supervised by the UTE.

All assets of the dissolved local immediately become the property of the Union of Taxation Employees. Members of the dissolved local will be re-allocated to another Union of Taxation Employees local by direction of the Executive Council of the UTE.

## **BYLAW 14 - REGULATIONS**

### **Section 1**

Regulations shall cover:

- 1) Organization
- 2) Duties and Powers of Officers
- 3) Executive Council
- 4) Council of Stewards
- 5) Stewards
- 6) Vacancies
- 7) Committees
- 8) Audit
- 9) Quorum
- 10) Annual General Meeting

- 11) Special Meeting
- 12) Voting
- 13) Nominations and Elections
- 14) Selection of Stewards
- 15) Rules of Order

## **BYLAW 15- AMENDMENTS**

### **Section 1**

Subject to the Constitution of PSAC and subject to the Bylaws of the UTE, these Bylaws may be amended at any Annual General Meeting of Local 00001 UTE by a two-thirds (2/3) majority vote, if notice of such change has been given to the Local Executive Council ninety (90) days prior to the Annual General Meeting), and such proposed changes have been published and circulated to the members at least thirty (30) days prior to the Annual General Meeting.

### **Section 2**

The Executive Council shall issue a written notice of a call for proposed amendments to the Local Bylaws and Regulations and shall post such notice in each work area not later than ninety (90) days prior to the Annual General Meeting.

### **Section 3**

Where the Bylaws 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 Bylaws of the Local provided that such changes are submitted to the first succeeding Annual General Meeting for ratification, and that the membership be advised of all such changes within thirty (30) calendar days.

### **Section 5**

The Executive Council shall notify the membership of all actions that have been taken as a result of Bylaw 15 Section 4, within thirty (30) days of such action.

### **Section 6**

All previous changes by Executive Council that affects the Bylaws and Regulations as per Bylaw 15 Section 4 that have not been brought before the Annual General Meeting shall be declared null and void at the Annual General Meeting and all such orders in council shall not be re-enacted again without being

brought before a general meeting of the Local Executive Council.

## **BYLAW 16 - COMMUNICATIONS**

### **Section 1**

Communications relating to Conventions, Conferences and Educational Notices shall be made readily available to the membership.

## **BYLAW 17 – GENERAL PROVISIONS**

### **Section 1**

Nothing in these bylaws shall be construed to conflict with the constitution of the PSAC.

## **REGULATIONS**

### **REGULATION 1 - FORM OF ORGANIZATION**

#### **Section 1**

The Local shall elect an Executive Council from its membership to conduct its affairs, namely:

- a) President
- b) Vice-President
- c) Treasurer
- d) Secretary
- e) Communications Director
- f) a director for every (125) one hundred and twenty-five members or fraction thereof.

### **REGULATION 1 - FORM OF ORGANIZATION Cont'd**

#### **Section 2**

At the time of nomination, a member seeking election must be on strength in the jurisdictional and geographical area of the Toronto East Office and be a member in good standing

#### **Section 3**

The Executive Council members shall exercise all the powers and perform all the duties vested in them by these Bylaws and Regulations.

#### **Section 4**

The Regional Vice-President (RVP) shall be included as an ex officio member of the Executive Council having a voice but no vote.

## **REGULATION 2 - DUTIES AND RESPONSIBILITIES OF OFFICERS**

### **Section 1 - President**

The President shall:

- a) uphold the Bylaws and Regulations of the Local,
- b) preside at all meetings of the Local, unless,
  - i) the President appoints another Chair,
  - ii) there is a two-thirds (2/3) vote of the Executive Council Members present, at a particular meeting to elect an alternate Chair, or
  - iii) the meeting is a committee meeting thus having its own chair,
- c) be an ex officio member of all committees except as provided in these regulations and
- d) perform all such duties as are incidental to the office of the President.
- e) The President shall be first Delegate at Presidents' Conferences, UTE Triennial Conventions, and PSAC National and Regional Conferences.

### **Section 2 - Vice President**

The Vice President shall:

- a) exercise all the functions of the President and be vested with all their powers in the absence of the President,
- b) give direction to all Stewards on all matters relating to complaints and grievances,
- c) sign all members' grievances where the union will be the representative. In case of absence, such grievances will be signed by a designate(s),
- d) hold and chair periodic meetings of the Council of Stewards,
- e) recommend approval of all Steward training courses and
- f) perform all other duties which the Executive Council deems appropriate.
- g) The Vice-President shall be the first Delegate at the Presidents' Conference, UTE Triennial Conventions, and PSAC National and Regional Conferences, in absence of the President.

### **Section 3 - Treasurer**

The Treasurer shall:

- a) keep the accounts of the Local and provide a written report of its financial condition to the Executive Council at its regular monthly meeting. The Treasurer shall also make a written report to the Annual General Meeting which will follow the UTE guidelines,
- b) deposit all monies of the Local received by the Treasurer to the credit of the Local in a Chartered Bank, Trust Company or Credit Union provided that such institution is regulated by a federal or provincial authority,
- c) pay all accounts not exceeding two hundred dollars (\$200) without prior approval of the Executive Council,
- d) recommend the use of the Local's excess funds to the Executive Council,

- e) have co-signing authority on all cheques drawn on the Local's bank, trust and/or credit union accounts and assure that all cheques shall be signed by any two (2) of the President, Vice- President or Treasurer,
- f) confirm bonding of all co-signers, in such amounts as designated by Executive Council,
- g) keep the books and records of the Local at all material times in the Head Office of Local 00001, or in such a place as designated by the Executive Council and
- h) receive records of any group's revenue & expenditures that has received funds for a special event as a result of an adopted motion of the Executive Council or by an adopted motion at the Annual General Meeting. The Treasurer must assure that this report and any unused amount, received from the Local, will be submitted to the Treasurer within 3 months from the date of the event for which the funds had been advanced.
- i) pick up the Local's mail at least once per week.

#### **Section 4 - Secretary**

The Secretary shall:

- a) be responsible for taking minutes at all meetings of the Executive Council and the Council of Steward. The Secretary shall countersign the minutes after they have been signed by the Chair,
- b) be responsible for the taking of a complete record of the proceedings of each Annual General Meeting or Special Meeting and
- c) prepare and send notices of all meetings including an agenda and assume secretarial duties as assigned by the Executive Council.

#### **Section 5 - Communications Director**

The Communications Director shall:

- a) be responsible for the development and maintenance of lines of communications to the members,
- b) make recommendations to Executive Council on the establishment and maintenance of a Local web site.

### **REGULATION 3 - EXECUTIVE COUNCIL**

#### **Section 1**

The Executive Council shall always have control of the business of the Local subject to the direction of the membership at its Annual General Meeting.

#### **Section 2**

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 Annual General Meeting and shall carry on all necessary activities of the Local.

**Section 3**

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 Bylaws and Regulations and motions adopted at the Annual General Meeting.

**Section 4**

All members, including Executive Council, seeking reimbursement from the Local for authorized expenditures must submit their claims within 90 days. Claims submitted after ninety (90) days will not be reimbursed.

**Section 5**

The Executive Council shall propose the amount of Local dues that members are required to pay at the Annual General Meeting or any Special General Meeting convened for this purpose.

**Section 6**

The Executive Council shall have the power to call into conference or consultation or invite to attend an Executive 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 Regulation 6 and shall appoint additional delegates as required 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 President, the Vice President, and the Treasurer, shall give a verbal monthly activity report at each regularly scheduled Executive Council meeting.

**Section 10**

All Officers and Directors of Executive Council shall serve as Stewards.

**Section 11**

All Directors shall have the duties of committee chair as decided by the Executive Council.

## **REGULATION 4 - COUNCIL OF STEWARDS**

### **Section 1**

Stewards shall be selected as required by the Executive Council at the regular monthly meeting.

### **Section 2**

The Council of Stewards shall meet periodically for discussions related to their areas of responsibility.

### **Section 3**

Membership shall be composed of the Vice President, Chief Steward and the Stewards.

## **REGULATION 5 - STEWARDS**

### **Section 1**

Stewards shall, as directed by the Vice President advise and assist members in those matters relating to complaints and grievances.

### **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 two-thirds (2/3) majority vote of the Executive Council if they fail to attend four (4) regularly scheduled meetings of the Executive Council within any twelve (12) month period during the year other than by reason of being absent to discharge duties authorized by the Executive Council.

## **REGULATION 6 - VACANCIES**

### **Section 1**

Between elections, an office within the Executive Council will become vacant if the incumbent dies, resigns, chooses to take a position outside of the bargaining group or is removed from office for disciplinary reasons pursuant to Bylaw 7.

**Section 2**

If a vacancy is determined pursuant to Section 1 above, notice of the vacancy will be posted among the membership at least ten (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 vote to fill the vacancy from among those nominated until the next scheduled AGM is held.

**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, Secretary, or Communications Director, these vacancies shall be filled by a Special Election of the general membership, conducted in the style of the General Election, as outlined in Regulations 13.

**REGULATION 7 - 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 Chair of each Committee and shall collaborate with the Committee Chair 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 Chair.

**Section 4**

Any committee chair, 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 committee chairs shall make a written report on all their activities at each meeting of the Executive Council.

## **REGULATION 8 - AUDIT**

### **Section 1**

The Executive Council shall appoint an auditor at least two (2) months before the Annual General meeting.

They shall audit the Local's accounts and submit a report to the Executive Council.

They shall certify the Annual Financial Statements issued by the Treasurer in accordance with Regulation 2, Section 3 (a).

## **REGULATION 9 - QUORUM**

### **Section 1**

A quorum at all meetings of the Executive Council shall be one half plus one of the locally elected members of the Executive Council.

### **Section 2**

A quorum at any Special General Meeting shall be twenty (20) members of this local in good standing for the duration of the meeting.

### **Section 3**

A quorum of any Annual General Meeting shall be twenty (20) members of this local in good standing for the duration of the meeting.

## **REGULATION 10 - ANNUAL GENERAL MEETING**

### **Section 1**

The Executive Council shall determine the date, time and place of the Annual General Meeting consistent with Bylaw 9 Section 1.

### **Section 2**

Motions presented at the Annual General Meeting which require or direct the expenditure of funds shall require a two-thirds (2/3) majority.

### **Section 3**

The minutes of the Annual General Meeting shall be signed and posted on all bulletin boards and distributed to Executive Council members no later than four (4) weeks after the Annual General Meeting.

### **Section 4**

Any member in good standing may request and will receive within seventy-two (72) hours a copy of the previous Financial Statements and the proposed budget within seven (7) days in advance of the AGM.

**Section 5**

The Executive Council may strike up a Bylaws and Regulations Committee as required.

**REGULATION 11 - SPECIAL GENERAL MEETING**

**Section 1**

A Special General Meeting may be called by the Executive Council to deal with any special issue if such a Special General Meeting is deemed to be in the best interest of the members.

**Section 2**

The Executive Council shall call a Special General Meeting on a written request of thirty members (30) 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 12 - VOTING**

**Section 1**

At any Annual General meeting or Special General Meeting, all regular members present shall have equal voting rights.

**Section 2**

At any Executive Council meeting, all Local Executive Council members present shall have equal voting rights.

**REGULATION 13 - NOMINATIONS AND ELECTIONS**

**Section 1**

The officers of the Local as constituted by Regulation 1 of these regulations shall be elected for a period of three (3) years by secret ballot prior to the Annual General Meeting.

**Section 2**

The Executive Council shall appoint a nominations committee at its regular November meeting of at least five (5) and not more than ten (10) members of the Local, who shall forfeit the right to be candidates for that election. The Executive Council shall nominate one of the personnel of the nominations committee as chair.

**The duties of the nominations committee shall be:**

- 1) to post notice of the Executive Council offices to be filled,
- 2) to receive nominations for all offices from members of the Local entitled to vote,
- 3) to determine the eligibility of such nominees for Executive Council,
- 4) to request from the nominee a brief statement,

- 5) to publish a list of nominees, including a brief statement from each nominee (where submitted) and to place such list in each section of the office,
- 6) to prepare ballots listing the executive offices to be filled,
- 7) to accept all ballots up to and including the last day for balloting but not thereafter,
- 8) tabulate and summarize the ballots after the closing date for balloting and submit the summary, tabulation sheets and ballots to the Chair of the nominations committee and
- 9) to determine from the summaries the successful candidates which shall be based upon the greatest number of votes cast for each candidate. The Chair shall announce the results of the election, including numbers, to the membership within seventy-two (72) hours.

### **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.

### **Section 4**

Nominations shall be open for the first twenty-one (21) days of January.

### **Section 5**

Balloting shall take place the last week of January.

### **Section 6**

Each member is entitled to vote for the office of President, Vice President, Treasurer, Secretary, Communications Director and Directors as set out in Regulation 1.

### **Section 7**

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

### **Section 8**

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

### **Section 9**

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

## **REGULATION 13 - NOMINATIONS AND ELECTIONS cont'd**

### **Section 10**

As the first order of new business at the Annual General Meeting following their election, the officers shall take the oath of office and assume their elected offices.

**REGULATION 14 - SELECTIONS OF STEWARDS**

**Section 1**

Selection of stewards shall occur at the Local's monthly meeting,

**REGULATION 15 - RULES OF ORDER**

**Section 1**

The rules of procedure at all meetings of the Local except as specifically provided by these Bylaws and Regulations or a motion adopted at a particular meeting shall be according to the Rules of Order for the UTE.