BYLAWS

2027-2029

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USJE Guiding Principles

The USJE democratically maintains and improves the professional, economic and personal lives of our members.

Recognizing the diversity and challenges within our membership, we as an organization, will abide by and be accountable for the following values and guidelines:

- *Uphold Union principles;*
- *Develop strong, effective and efficient locals by providing consistent direction and knowledgeable representation;*
- *Be responsive to change;*
- *Treat everyone with dignity and respect;*
- *Provide fair and effective representation;*
- *Engage in honest, effective communication and advice;*
- *Endeavour to solve problems at the lowest level;*
- *Collectively promote timely communication in the handling of complaints and issues in the workplace;*
- *Ensure transparency in all areas of Union involvement.*

“Application of these guiding principles will establish the framework for the membership to determine the direction and future development of the USJE.”

BYLAW 1

NAME & HEADQUARTERS

Section 1 – Name

This organization shall be known as the Union of Safety and Justice Employees – Public Service Alliance of Canada, hereinafter referred to as USJE.

Section 2 – Headquarters

The USJE shall have its National Headquarters in the National Capital Region.

BYLAW 2

OBJECTIVES

Section 1 – Objectives

The objectives of the USJE are:

a) To subscribe unconditionally to the aims and objectives outlined in the Constitution of the PSAC.

b) To unite all employees of the following departments and agencies

1) Administrative Tribunals Support Service of Canada;
2) Canadian Human Rights Tribunal;
3) Canadian Human Rights Commission;
4) Canadian Security Intelligence Service;
5) Civilian Review and Complaints Commission for the RCMP;

6) Correctional Service of Canada;
7) Courts Administration Service;
8) Department of Justice;
9) Parole Board of Canada;
10) Office of the Commissioner for Federal Judicial Affairs;
11) Office of the Information Commissioner of Canada;
12) Office of the Privacy Commissioner of Canada;
13) Public Safety Canada;
14) Public Prosecution Service of Canada;
15) Royal Canadian Mounted Police;
16) Supreme Court of Canada;
17) Law Commission of Canada

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

BYLAW 3

TYPES OF MEMBERSHIP

Section 1 – Membership

Employees referred to in Bylaw 2 shall be eligible for membership in the USJE.

Section 2 – Associate Membership – PSAC

The USJE may recommend individuals for Associate Membership in the PSAC in accordance with the PSAC Constitution.

Section 3 – Honourary Membership USJE

a) Through application by a Local or by a National Officer and with the approval of the National Executive, a former USJE member may be granted Honourary Membership in the USJE. Awarding of such membership shall require a two-thirds' majority vote of the members present at a regular meeting of the National Executive. Such vote shall be by secret ballot.

b) USJE honourary members rights, privileges and entitlements are to be adhered to in line with the PSAC Constitution.

c) Honourary members are able to attend the convention, as an observer, where they are being awarded Honourary membership at the expense of USJE. Honourary members may attend future conventions, as observers, at their own expense.

Section 4 – Honourary Membership PSAC

Through application by a Local or by a National Officer and with the approval of the National Executive, a USJE member in good standing may be recommended for Honourary Membership in the PSAC in accordance with the PSAC Constitution.

Section 5 - Life Membership PSAC

Through application by a Local or by a National Officer and with the approval of the National Executive, a USJE member in good standing or a former member may be recommended for Life Membership in the PSAC in accordance with the PSAC Constitution.

BYLAW 4

MEMBERSHIP RIGHTS AND RESPONSIBILITIES

Section 1 – Right to Membership

The USJE shall not exclude, expel, suspend, limit, segregate, classify nor otherwise act in relation to a member which would discriminate on the basis of race, colour, national or ethnic origin, religion, age, sex, marital status, criminal record, family status, conviction for which a pardon has been granted, disability, sexual orientation, language or political belief.

Section 2 – Subscribe to Constitution of PSAC

Upon being granted membership in the PSAC and the USJE and for the term of such membership, each member of the USJE is deemed to be bound by the PSAC Constitution, the USJE Bylaws and the Bylaws of the Local to which the member belongs.

Section 3 – PSAC as Agent

Upon being granted membership in the PSAC and the USJE and for the term of such membership, all members are deemed to nominate, constitute and appoint the PSAC as their agent for the purpose of entering into negotiations with their employer.

Section 4 – Rights

Every member in good standing is entitled:

a) to be represented by the USJE;

b) to be free from discrimination or harassment by another member, both within the union and the workplace, on the basis of any grounds mentioned in Section 1 of this Bylaw;
c) to be nominated for and to hold office in the USJE;
d) to have access to the USJE at any level;
e) to attend, as an observer, any executive meeting at any level of the USJE.

Section 5 – Membership Responsibility

It is the responsibility of members to participate in the activities of the USJE.

BYLAW 5

MEMBERSHIP DUES

Section 1 – Payment of Dues

Members shall pay dues in the manner prescribed by the PSAC Constitution.

Section 2 - Establishment of Dues

a) The establishment of dues payable to the PSAC shall be determined by PSAC Triennial Convention.

b) The establishment of dues payable to USJE shall be determined by USJE Convention.

c) Dues payable to Locals shall be $2.00 per member per month, unless otherwise authorized at a general membership meeting of the Local.

BYLAW 6

NATIONAL EXECUTIVE

Section 1 – Authority

Between Conventions all executive powers of the USJE, consistent with these Bylaws, shall be vested in the National Executive.

Section 2 – Review

All actions by the National Executive on behalf of the USJE shall be subject to review at Convention.

Section 3 – Composition

The National Executive shall be composed of the National President and 17 Regional Vice-Presidents (RVPs), one of whom shall also serve as the National Vice-President. The RVPs shall work in the following regions:

1) British Columbia (CSC);
2) British Columbia & Yukon (RCMP-Justice-PPSC);
3) Alberta (CSC);
4) Alberta, Northwest Territories & Nunavut (RCMP-Justice-PPSC);
5) Saskatchewan (CSC);
6) Manitoba (CSC);
7) Saskatchewan & Manitoba (RCMP-Justice-PPSC);
8) Ontario (CSC);
9) Ontario & NCR (RCMP-Justice-PPSC-CSIS-LCC)
10) RCMP National Capital Region;
11) National Capital Region (Administrative Tribunals Support Service of Canada, Canadian Human Rights Commission, Canadian Human Rights Tribunal, CSC-NHQ, Courts Administration Service, Federal Judicial Affairs, Supreme Court of Canada, Privacy Commission of Canada, Information Commission of

Canada, Public Safety, RCMP Civilian Complaints and Review Commission);
12) Quebec (CSC);
13) Quebec (CSC Community-PBC-RCMP-Justice-PPSC);
14) Atlantic (CSC);
15) Atlantic (RCMP-Justice-PPSC);
16) CSC Community – PBC (East – Atlantic, NCR, Ontario);
17) CSC Community – PBC (West).

Section 4 – Assignment of Jurisdiction

a) The Regional Vice-Presidents – National Capital Region shall represent all members in the National Capital Region excluding Parole Board of Canada

b) The assignment of jurisdiction will be as follows:

Regional Vice-President Ontario & NCR (RCMP-Justice-PPSC-CSIS-LCC):

Canadian Security Intelligence Service, Department of Justice & Public Prosecution Service of Canada for National Capital Region; Department of Justice, Public Prosecution Service of Canada, Royal Canadian Mounted Police for Ontario and the Law Commission of Canada.

c) The Regional Vice-President CSC Community – PBC (East) shall represent all members at the CSC Community and Parole Board of Canada as follows: Atlantic region, Ontario region (East of Thunder Bay), and National Capital Region.

d) The Regional Vice-President CSC Community – PBC (West) shall represent all members at the CSC Community and Parole Board of Canada as follows: Pacific, Prairies regions and Ontario (West of Thunder Bay - inclusive).

e) Subject to paragraphs (a), (b), (c), and (d) the Regional Vice-Presidents Correctional Service of Canada shall represent all members at Correctional Service of Canada in their regions.

f) Subject to paragraph (a), Regional Vice-Presidents RCMP-Justice-PPSC; shall represent all members at Royal Canadian Mounted Police; Public Prosecution Service of Canada, and Department of Justice.

g) The Regional Vice-President CSC Community, PBC, RCMP-Justice-PPSC Quebec represent all the members in those departments in Quebec.

Section 5 – National President

The National President shall be required to reside in Canada and maintain a residence or accommodations in the National Capital Region.

a) The National President shall, within sixty (60) days of their election to the Presidency, select whether to:

i) Relocate to the National Capital Region, with access to the Relocation Expenses as per Regulation 10; or

ii)Maintain their primary residence outside of the NCR, and receive a monthly Accommodation Receipted Reimbursement, in such amount as determined by the National Executive – based on reasonable market rates at that time – subject to Regulations adopted by the National Executive.

b) the selection made in 5) a) i) or ii) by the National President shall remain in effect for the duration of the presidency in any subsequent terms of office. Any exceptions to this must be approved by the National Executive.

Section 6 – Membership

All members of the National Executive shall be members in good standing of the USJE.

Section 7 – Quorum

The National President and 50% of the Regional Vice-Presidents shall constitute a quorum of the National Executive.

Section 8 - National Executive Meetings

a) The National Executive shall hold two regularly-scheduled meetings per year and shall meet at any other time at the call of the National President. At the September NEM before the year of Convention, the National Executive meet for one day as a "Committee of the Whole" to discuss ideas for the future direction of USJE, and workshop collaboratively resolutions for consideration at Convention that year.

b) Upon the written request to the National Office of eight or more members of the National Executive, the National President shall ensure that a conference call is made to all available members of the National Executive to determine, by majority vote, if a special meeting of the National Executive will take place.

c) National Executive minutes of meetings and conference calls, including the record of substantive votes taken, shall be provided to Locals.

d) Once per three year cycle, each 1st Alternate RVP be invited to attend in person should they be available to attend in person for the full 2 days at the discretion of the National President and observe a National Executive Meeting and that the costs related to this resolution be covered by USJE National.

Section 9 – Regulations

a) The National Executive shall have the power to make such regulations as are necessary for the proper conduct of the business of the USJE.

b) Amendments to the Regulations of the USJE shall require a two-thirds' (2/3) majority vote by the members at a meeting of the National Executive.

c) Such amendments will be distributed to the Locals within 90 calendar days of their adoption.

Section 10 – Committees

a) The National Executive shall have the authority to establish committees for the conduct of the affairs of the USJE. The National President shall be an ex-officio member of any committee so formed. The National President shall determine the participants and the size of the committee taking into account nominations made by the National Executive.

b) The National President must establish the National Equity Committee as a standing committee.

Section 11 – Budget Submission

The National Executive shall submit to each Convention for approval a year-to-year budget for the ensuing three-year period.

Section 12 – Convention

The National Executive shall be considered as being in session throughout the period of Convention.

Section 13 – Compensation

Any RVP while performing pre-authorized USJE business be paid their substantive rate of pay, including allowances from their respective collective agreement referenced as “substantive whole”. Should their substantive whole be less than the RVP Equalization Salary determined at the 2023 USJE Convention they will receive a monthly top up to this amount. The RVP Equalization Salary will be increased by any market adjustments or general economic increases under the Programs Administration collective agreement. For greater certainty, RVPs will be compensated during periods of leave. Any adjustments in RVP Salary outside this section must be presented to the members of Convention.

Section 14 – Grievances

RVPS do second level grievances at the request of the local president. This can be done virtually to save costs unless special circumstances exist

BYLAW 7

LOCALS

Section 1 – Composition

The USJE shall be composed of groups of members hereinafter referred to as Locals and Sections.

Locals shall be composed of all members of the USJE:

a) in a department
b) within geographic area; or

c) on any other basis as authorized by the National Executive.

A Local may be formed by 20 or more members. Where there are less than 20 members, the National Executive may, in its discretion, waive this requirement.

Section 2 – Authority to Represent

Each Local shall have authority in its jurisdiction to deal with employer representatives on matters affecting the interests of its members.

Section 3 – Local Executive and Sections

a) A Local Executive may be composed of a President, one or more Vice-Presidents, a Secretary-Treasurer (or a Secretary and a Treasurer), a Chief Shop Steward, Shop Stewards and by election or appointment, a position for an Occupational Health and Safety representative. Occupational Health and Safety shall be a standing item on the agenda of all Local Membership Meetings.

b) Each Local that is composed of one or more Sections shall ensure that the membership of each Section will have an opportunity to elect a Section President. This election will be completed prior to, or during the Local election process.

c) All Local Officers shall be members in good standing of the USJE.

Section 4 - Local Bylaws

a) Each Local shall adopt Bylaws that do not conflict with the provisions of the PSAC Constitution nor the USJE Bylaws.

b) Before March 31st of each year, Locals will provide their USJE Regional Vice-President and the National Office a copy of their Bylaws, including the minutes of the General Membership meeting if the Bylaws have been amended.

c) The Local Bylaws shall describe the duties of and establish the election procedures for Local Officers. The term of office may be one, two or three years.

Section 5 – Annual General Membership Meeting

Each Local shall hold an annual general membership meeting for the purpose of receiving annual reports from its officers; considering such business as may be required by its bylaws; and electing officers as required by USJE and Local Bylaws.

Section 6 – Posting of Notices of Meetings

a) Locals shall be required to post notice (including date, time and location) at least 15 days in advance of any general membership meeting intended to deal with the following:

    1) Amendments to Local Bylaws;
    2) Changes to Local dues; or,
    3) Election of Officers.

b) The Local shall be required to post notice (including date, time and location) of the annual general membership meeting.

Section 7 – Contractual Understanding

A Local, its officers, members, or representatives shall not have the power nor authority to:

a) employ staff;

b) enter into any ongoing financial contract or arrangement; or
c) incur any liability or make any commitment binding on the USJE

without the written consent of the National President.

Section 8 – Suspension and Dissolution of Locals

a) Where a Local has not carried out the responsibilities required by these bylaws, the National Executive shall have the authority to suspend or dissolve the Local.

b) Where a Local is suspended or dissolved, the National Executive shall have the authority to remove Local Officers and to appoint a Regional Vice-President as trustee with responsibility to manage the Local's affairs. The trustee shall have the right to demand and to seize all documents, property and funds of the Local. Local members shall deliver to the trustee all documents, funds and property of the Local in their possession or control. Where a Local is suspended, the trustee shall bring about the Local's reinstatement with minimal delay.

Section 9 – Local Presidents

Local Presidents shall inform their Regional Vice-President of their Local's activities in a timely and appropriate manner.

Section 10 – Local Signing Officers

Three signing officers shall be approved by each Local, two of whom shall sign all cheques or withdrawals.

Section 11 – Legal actions

Local funds shall not be used to pay for matters relating to or arising from any civil or criminal action unless the National Executive has authorized the payment.

BYLAW 8

DUTIES OF OFFICERS

Section 1 – National President

The National President shall:

a) be the Chief Executive Officer of the USJE and be responsible for ensuring the effective operation of the Union;

b) be accountable to Convention and the National Executive for ensuring their decisions are carried out;

c) preside at Convention, preside at and call meetings of the National Executive and perform such other duties as are within the authority of presiding officers of deliberative bodies;

d) be the official spokesperson for the USJE and be responsible for the public relations of the Union;

e) represent the USJE on the PSAC National Board of Directors and report on that representation to the National Executive and Convention;

f) interpret the USJE Bylaws and that interpretation shall be conclusive and in full force and effect unless reversed by the National Executive or Convention;

g) have the authority to inspect all areas within the USJE's jurisdiction in order to ensure all Officers of this Union comply with the obligations and duties of their positions;

h) provide a report on their activities, in writing, at each regularly scheduled meeting of the National Executive;

i) report, in writing, to Convention on their activities, on the activities of the National Executive and on any recommendations the National Executive deems necessary.

Section 2 – National Vice-President

The National Vice-President shall:

a) perform the duties of the National President in the event of the incapacity or the unavailability of that officer;

b) participate in regular weekly discussion with the National President on operational matters of the Union;

c) perform the duties of the Regional Vice-President in their region;

d) give an account of their activities to the National President;

e) serve in any other capacity which may be conferred upon them by the National President.

Section 3 – Regional Vice-Presidents

Regional Vice-Presidents shall:

a) be responsible to the National Executive for the affairs of their region and perform such duties as may be required by the National Executive;

b) be aware of the issues of the members within their jurisdiction and ensure that these issues are brought to the attention of the National President or the National Executive;

c) represent the Union, in discussion with regional officials of the employer, on matters of interest to the members in that region;

d) attend all meetings of the National Executive;

e) keep the National President fully aware of events and consult with the National President to ensure that at all times the Union speaks with one voice on all matters;

f) visit the Locals within their Regions annually, or if required twice yearly between Conventions;

g) participate on committees of the National Executive when appointed to do so;

h) have the authority to attend any Local meeting and to examine the records and accounts of any Local or group within their region;

i) file a report of their activities and recommendations including Occupational Health and Safety during their tenure to the National Executive and to the Convention, six months prior to Convention;

j) except for the year when a report under paragraph (i) is required, prepare a written annual report to the National Executive and to the Locals within their jurisdiction;

k) be authorized to delegate duties to their Alternate Regional Vice-President.

l) work with management to enhance safe working conditions;

m) promote enhanced communication between management and union representatives at all levels of the organization;

n) educate and mobilize members in the affairs of the union. Regular contact should be maintained with the locals and important information shared with the membership in a timely manner.

o) participate in political action activities which furthers the causes of our members.

p) engage federal politicians on issues which concern our members. RVPs should endeavour to speak with or meet with MPs within their area of representation.

Section 4 – Alternate Regional Vice-President

The Alternate Regional Vice-President shall perform the duties of the Regional Vice-President in the event of incapacity or unavailability of that officer or upon the delegation of such duties by the Regional Vice-President.

Section 5 – Director of Finance and Administration

The Director of Finance and Administration shall:

a) be responsible to the National President for carrying out the duties and responsibilities of the position;

b) be responsible for all finances, correspondence and official documents of the Union;
c) have the authority to examine the records and accounts of any Local;

d) submit to Convention a written report on the financial status of the USJE;

e) present an unaudited financial report to each regular National Executive meeting;

f) provide financial advice and assistance to the National President by:

(i) working with the National President to draft a three-year budget for the National Executive's approval to be sent to Convention, as well as draft annual RVP budgets for the approval of the National Executive;

(ii) advising the National President on issues involving financial expenditures and the payment of expenses in accordance with the approved budget by Convention;

(iii) in consultation with the Director of Labour Relations, have the authority to suspend any expenses, advances or monies owed if reports or any required documents from RVP's are not submitted in a timely manner and in the prescribed formats;

g) collect all monies payable to the USJE, issue official receipts and deposit such funds in a chartered financial institution to the credit of the USJE;

h) maintain appropriate copies of all financial records of the USJE and be responsible for the disbursement of funds payable by the USJE in the settlement of its just debts.

Section 6 – Return of Union Materials

On vacating their respective positions, all officers and employees of USJE shall deliver to their successors all documents, monies or other property of this Union.

BY-LAW 9

ELECTION OF OFFICERS

Section 1 – Clear Majority

All elections shall be by secret ballot and decided by a clear majority of the votes cast.

Where no candidate receives a clear majority of the votes cast, the candidate receiving the fewest number of votes shall be dropped from the subsequent ballot.

Section 2 – Eligibility

a) All nominees for office shall be members in good standing of the USJE. Subject to Sections 6, 7 and 8 of this Bylaw, all nominees for National Executive office and Alternate Regional Vice-Presidents shall be voting delegates to Convention.
b) Members of the National Executive shall not hold Local office.

Section 3 – Oath of Office

The Oath of Office shall be administered to all officers before taking office.

Section 4 – Office

All USJE officers shall take office at the end of the meeting, election or Convention at which they are elected.

Section 5 – Election of Officers at Convention

a) The officers of the National Executive and their Alternates shall be elected at Convention in the following order:

    1) The National President shall be nominated and elected by Convention delegates;

    2) The Regional Vice-Presidents shall be nominated and elected by their caucus;

    3) Two Alternate Regional Vice-Presidents shall be nominated and elected by their caucus by indicating the order of Alternate RVP 1 and 2;

    4) A National Vice-President shall be nominated from amongst the Regional Vice-Presidents and elected by Convention delegates.

b) Notwithstanding Section 5(a) (2) and (3), in the event a caucus fails to elect a Regional Vice-President or Alternate Regional Vice-Presidents, Convention delegates shall elect that Officer.

Section 6 – Vacancy – Office of the National President

In the event of a vacancy in the position of National President, the National Vice-President shall assume the duties of the National President for the remainder of the unexpired term of office.

Section 7 – Vacancy – Office of the National Vice-President

In the event of a vacancy in the position of National Vice-President, the National Executive shall elect a National Vice-President from amongst the Regional Vice-Presidents for the remainder of the unexpired term of office.

Section 8 – Vacancy – Office of RVP and Alternate RVP

a) In the event of a complete vacancy in the position of both Alternate Regional Vice-Presidents, an Alternate Regional Vice-President shall be elected at a meeting of delegates from Locals within the region and chaired by the Regional Vice-President. Delegates shall be determined in accordance with Sections 5, 6 and 7 of Bylaw 10. In the event a meeting fails to elect an Officer, the matter shall be referred to the National Executive.

b) In the event of a vacancy in the position of Regional Vice-President, the Alternate Regional Vice-President shall assume the duties of the Regional Vice-President for the remainder of the unexpired term of office. Where the position of Alternate Regional Vice-President is also vacant, elections for both positions shall be conducted in accordance with paragraph (a) except that the National President shall appoint the chair.

c) Notwithstanding anything else in this section, in a region where the position of Alternate Regional Vice-President is vacant but the position of Regional Vice-President is filled, no election shall be held in the six-month period prior to the opening of Convention unless otherwise decided by the National Executive.

BY-LAW 10

CONVENTION

Section 1 – Governing Body

The supreme governing body of USJE shall be the Triennial National Convention.

Section 2 – Business of Convention

a) Convention shall deal with all resolutions and matters brought before it and shall establish the general policies of the USJE.

b) An extra day immediately prior to Convention be added as a “caucus day”.

Section 3 – Place and Date

The place and date of each Convention shall be decided by the National Executive and that decision shall be transmitted to the Locals not later than six months prior to the opening date of Convention.

Section 4 – Convention Committees

At least three months prior to the opening date of Convention, the National Executive shall appoint from amongst accredited delegates the necessary committees for the conduct of Convention business. The National President shall assign Convention Committee Chairpersons from amongst the National Executive

Section 5 – Delegate Entitlement

a) At least four months prior to the opening date of convention, each Local shall elect from amongst its members at a general meeting one accredited delegate

for each 150 members in good standing, or portion thereof.

b) When several Sections are to be merged under one Local, this Local shall maintain the pro rata of each Section to determine the number of delegates to Convention.

c) Locals comprised of one or more Sections may decide to elect delegates based on the above formula for each Section.

d) All members of the National Executive shall be accredited delegates of Convention.

Section 6 – Alternate Delegates

Each Local shall elect alternate delegates who shall replace any accredited delegates who cannot attend Convention.

Section 7 – Eligibility

Locals shall ensure that no delegates shall be nominated who have not attended at least 75% of the Local's general membership meetings during the previous 12-month period unless a satisfactory reason is given for such absence.

Section 8 – Notification of Delegates

Immediately following election of Local delegates to Convention, the Local shall submit to the National President the name of the Local's accredited delegates as per direction of the National Office.

Section 9 – Rules of Order

Notwithstanding Bylaw 13, Section 3, Convention may adopt its own rules of order.

Section 10 – Observers

Locals shall have the right to send observers to Convention at Local expense. Observers shall not have the right to vote nor to participate in debate.

Section 11 – Special Convention

A Special Convention shall be called at the request of a two-thirds' majority of the Executive or a clear majority of the Locals and at a time and place to be determined by the National Executive.

Section 12 – Delegates to Special Conventions

Special Conventions shall be composed of delegates elected in accordance with Bylaw 10, Sections 5 and 6.

Section 13 – Special Convention Agenda

A Special Convention shall deal only with matters for which it was called unless that Convention agrees, by a two-thirds' majority vote, to consider other matters of an urgent or necessary nature within the time limits set for that Convention.

Section 14 – PSAC Convention Delegates

Delegates to the Triennial National Convention of the PSAC shall be elected at the USJE Convention.

BYLAW 11

FINANCES

Section 1 – Fiscal Year

The fiscal year of USJE and its Locals shall be the calendar year.

Section 2 – Audited Records

The financial records of the USJE shall be audited once annually by a firm of chartered or certified accountants approved by the National Executive. A copy of the financial statement shall be forwarded to each Local upon completion of the annual audit.

Section 3 – Financial Records

All financial records of the USJE and its Locals shall be maintained in a manner determined by the National Executive.

Section 4 – Legal Requirements

All financial records of USJE and its Locals shall be retained for the legal period prescribed by the Income Tax Act.

Section 5 – Signing Officers

The signing officers of USJE shall be the National President, the Director of Finance and Administration and any Regional Vice-President designated by the National Executive, two of whom shall sign all cheques.

Section 6 – Local Financial Statements

a) Local dues rebates shall be paid by the National Office on a monthly basis. Local Treasurers or Secretary-Treasurers shall submit to the National Executive annual financial statements of Local finances and membership before March 31st of each year. Notwithstanding paragraph (a), the Director of Finance and Administration shall make no remittance of Local dues rebates until that statement has been received.

Section 7 – National Strike Fund

Strike pay is a joint responsibility of PSAC, USJE and Locals.

a) USJE will establish and maintain a National Strike Fund.

b) Strike pay top-up will be in the amount of $50 per day, payable to striking USJE members in compliance with PSAC strike procedures. Strike pay top-up will be paid until such time as the fund is exhausted. No additional USJE funds will be allocated to strike pay top-up beyond the Strike Fund.

c) A special levy will be initiated at the passing of this By-law in the amount of $5 per member per month to establish and maintain the strike fund.

d) The special levy will remain in place until the National Strike Fund reaches $5,000,000, at which time, contributions will cease.

e) Subsequent to any round of collective bargaining, strike activity and/or modification in level of Strike Pay by PSAC, the National Strike Fund will be reviewed

by the National Executive to determine whether a special levy is required, and at what rate, to properly resource the Strike Fund, and to ensure adequate resourcing relative to the negotiated Essential Service Agreements.

f) The USJE National Strike Fund will be a separate, restricted account of the USJE.

g) No loans can be taken from the National Strike Fund

h) The top-up shall be payable from the first day of the strike. Using attendance lists provided by the PSAC, top up will be paid retroactively for the full period to each member participating in the strike for the authorized duration of the strike in accordance with the PSAC Constitution and Regulations, subject to the limitations of the fund itself.

BYLAW 12

DISCIPLINE

Section 1 – National Executive Authority

The National Executive shall have authority, by a two-thirds' majority of the votes cast, to remove from USJE offices any officer contravening any provision of the PSAC Constitution, the USJE Bylaws or Local Bylaws.

Section 2 – Local Authority

A Local shall have the authority, by a two-thirds' majority of the votes cast at a membership meeting, to recommend to the USJE National Executive, removal from Local or USJE offices any officer contravening any provision of the PSAC Constitution, the USJE Bylaws or Local Bylaws.

Section 3 – Appeal Process

An Officer removed under Sections 1 or 2 of this Bylaw may appeal in accordance with the PSAC Constitution.

Section 4 – List of Offences

No member shall:

a) commit an offence under the PSAC Constitution or violate any provision of the USJE or Local Bylaws;

b) use the name or logo of USJE or its Locals for soliciting funds, advertising or other similar actions without the consent of the National Executive;

c) engage in any conduct prejudicial to the good order and welfare of USJE.

BYLAW 13

GENERAL

Section 1 – Amendments to Bylaws

The USJE Bylaws may be amended by a two-thirds' majority vote of delegates at Convention.

Section 2 – Voting

Unless otherwise expressly provided in these Bylaws, all decisions requiring a vote shall be decided by clear majority. Proxy votes shall not be permitted.

Section 3 – Rules of Order

Unless otherwise expressly provided in these Bylaws, PSAC rules of order will apply at all USJE meetings. For all matters not governed by the PSAC rules of order, "Bourinot's Rules of Order" will apply.

Section 4 – Interpretation

a) Nothing in these Bylaws shall be construed to conflict with the PSAC Constitution;

b) Unless the context otherwise requires, the following interpretations shall apply in these Bylaws:

"Convention" means the Triennial National Convention of USJE;

"May" is to be construed as permissive;

"National Executive" means the National Executive of the USJE

"PSAC" means the Public Service Alliance of Canada;

"RVP" means Regional Vice-President

"Shall" and "will" are to be construed as imperative;

"Union" or "USJE" means Union of Safety and Justice Employees – Public Service Alliance of Canada;

Section 5 – Official Versions

These Bylaws are published in English and in French and both are considered official.

Section 6 – Language at Meetings

At meetings organized by the USJE National Office, all members have the right to speak the official language of

their choice, and simultaneous interpretation will be provided where there is an identified need.

Section 7 – Bilingual Positions

There shall be a minimum of two bilingual staff positions at the National Office.

The President of USJE will endeavour to become bilingual and language training will be given or offered to attain this goal.

Section 8 – National Local Presidents

A National Local Presidents' meeting shall be held in the year following the year in which Convention takes place.

The National President, Regional Vice-Presidents, Local and Section Presidents will be eligible to attend the National Local Presidents' Meeting.

Section 9 – Regional Conferences

A series of five regional conferences shall be held during the year prior to the year in which the Convention is held.

Section 10 – Equity Conference

(a) A National Equity Conference will be held in the twelve (12) months prior to the National Triennial Convention, in every three-year cycle. The conference be 3.5 days plus travel time.

(b) A USJE Women's Conference be held as a one-day event appended to the beginning of the USJE National Equity Conference, ensuring equity, leadership, empowerment, and engagement goals are achieved during the upcoming triennial cycle.

Section 11 – Bilingualism

The USJE is a bilingual organization.

Oath of Office

I ……..having been elected an officer of the USJE-PSAC, solemnly declare that for my term of office, I shall fulfill the duties of such office, will maintain and uphold the dignity of the office and will always keep confidential all matters concerning the affairs of the organization that are brought to my attention.