



THE BYE-LAWS OF THE BERMUDA PUBLIC SERVICES UNION

BYE-LAW I – Headquarters

The Headquarters of the Bermuda Public Services Union shall be at 2Angle Street, Hamilton, Bermuda, HM 10. The mailing address shall be P.O. Box HM 763, Hamilton HM CX.

BYE-LAW II – Membership

Application for membership in the Bermuda Public Services Union shall be in accordance with *Article II* Membership of the Constitution.

BYE-LAW III – Dues

The amount of annual dues shall be determined by the Delegates' Conference.

BYE-LAW IV – Conferences

The Union may sponsor, endorse, organize, participate in, or designate conferences, symposia, and programmes as official Union events with the approval of the General Council.

BYE-LAW V – Meeting Frequency

The Executive Committee shall meet bi-monthly on the first and third Tuesday. The President may call additional meetings when necessary.

The General Council shall meet monthly. Divisional Councils shall hold elections in the months of either December or January prior to Triennial Delegates' Conferences (*per Article V Organization, 2 (h) of this Constitution*). The appropriate Vice President must oversee the election of Divisional Councils.

Standing Committees shall meet monthly. Further meetings may be called after consultation with the Executive Committee.

Trustees shall meet quarterly.

BYE-LAW VI – Annual Membership Meetings

There shall be at least one General Membership Meeting per year.

BYE-LAW VII – Finances

- (i) The Treasurer shall be responsible for the proper control of accounts and the recording of receipts and expenditures. The Treasurer shall prepare and present a quarterly financial statement to the General Council and shall advise the Council of any deviations from the approved budget of expenditures.
- (ii) The General Council shall require three (3) quotes prior to the payment of funds related to any capital expenditure.

Expenditures

- (a) The Executive Committee may spend up to \$500.00. Any expenditure over and above must be approved by General Council on recommendation by the Treasurer.
- (b) The Secretariat may spend up to \$250.00 in respect of gifts and flowers to members on behalf of the Union.
- (c) Donations for education purposes over and above the annual Education Awards will be set at \$500.00.
- (d) All donations will be made at the discretion of the General Council.

Excess spending limits must be approved by the General Council.

BYE-LAW VIII – Annual Returns

Annual returns shall be submitted to the Registry General in accordance with the Trade Union Act 1965.

BYE-LAW IX – General Council

Decorum

Decorum at all General Council meetings shall be in accordance with Roberts Rules of Order.

Attendance

Divisions must have fifty percent (50%) divisional attendance at General Council Meetings for General Officers to be remunerated. General Officers shall be paid per meeting that they respectively attend, and in accordance with the *BPSU Honorarium Policy*.

BYE-LAW X – Duties of Executive Officers

Members vying for the posts mentioned in *Article XIII Officers* of this Constitution must have pre-requisite skill sets.

The Treasurer must have an accounting background.

The Recording Secretary and Assistant Recording Secretary must have a basic command of the English language and recording skills.

The Assistant Recording Secretary shall assist the Recording Secretary in his/her duties and be responsible for the maintenance of the action board.

BYE-LAW XI – Acting

The Assistant General Secretary will attend Executive and General Council meetings in the absence of the General Secretary. In the absence of the Assistant General Secretary, a Senior Officer of the Secretariat will be assigned.

The Finance Manager will attend Executive and General Council meetings in the absence of the Treasurer.

BYE-LAW XII – Election of Officers

(see Nomination and Election Rules.)

BYE-LAW XIII – Newsletter

The newsletter will be circulated monthly.

The mailing address shall be: The Editor, c/o Bermuda Public Services Union, P.O. Box HM 763, Hamilton, Bermuda, HM CX.

BYE-LAW XIV – Press Releases

Press releases shall only be issued by the President, General Secretary or their designates.

BYE-LAW XV – Affiliations

The Union may seek to become an affiliate of appropriate bodies as designated by the General Council.

BYE-LAW XVI – Hall Rental

All applications for the rental of the BPSU Hall must be in writing.

Payment

All fees must be paid at least five (5) days in advance of the hiring of the facilities. If the hirer cancels the hiring of the premises, he/she must give at least three (3) days' notice prior to the date of the function. Failure to do so shall render the hirer liable for fifty percent of the fee paid.

The General Secretary may at any time be at liberty to cancel applications within reason.

Sub-Letting

The hirer shall not sub-let the hired premises or any part thereof. Should he-she do so or attempt to do so, the hiring will be cancelled and forfeiture of the fees paid.

Damage to Property

The hirer shall take good care of and shall not cause any damage or permit any damage to be done to the premises or to any part, fitting, equipment or property thereon and shall make good any act or neglect by himself/herself, or any person attending the premises by reason of the use of the hired premises.

Compliance of Requirements of Authorized Officer

The hirer and persons attending the function shall, during such other times as they or any of them shall be in the hired premises for the purpose of the hiring, comply with all reasonable requirements of any duly authorized officer of the BPSU.

Cleaning

The hirer shall at the expiration of the period of the hiring, leave the premises in a clean and orderly state; otherwise a penalty will be imposed.

Complaints

Complaints arising out of the hiring of the Hall must be made in writing to the General Secretary of the BPSU within three (3) days of the occasion of such complaint.

Security

The BPSU will be responsible for securing the building when the applicant has finished the activity.

BYE-LAW XVII – Guest Book

The Bar shall retain a Guest Book for the collection of signatures of guests frequenting the establishment.

BYE-LAW XVIII – Polling Station Hours

Polling Station hours for the election of Executive Officers of the BPSU will be 8:30am to 8:30pm.

BYE-LAW XIX – Staff Negotiations

The Secretariat Staff shall select their Collective Bargaining Agreement (CBA) Negotiations Team (including their Lead Negotiator) from the members within their bargaining unit.

The proposed composition of the Secretariat Staff's Negotiations Team shall be approved by the General Council.

Should the General Council reject the proposed composition of the Secretariat Negotiations Team, the Secretariat Staff shall have the right to appeal this decision to the Appeals Committee.

Approved by the Registrar General this 18th day of March 2024