

**LOCAL BY-LAWS TEMPLATE**

**Approved at a Local Meeting with Quorum on (Date):**

**Executive Structure:** Local Executive consists of the following:

* Chairperson
* Vice-Chairperson
* Secretary-Treasurer
* Assistant Secretary-Treasurer
* Senior Trustee
* Senior Trustee Elect
* Trustee
* Conductor
* Warden

Additional Information:

**Shop Stewards,** **JOHSC and Worker Representatives:** (Example: The Local Executive will appoint the Shop Stewards.)

**Local Elections:** (Example: The Local will hold their elections by ballot box)

**Local Meetings**: (Example: Local meetings will be held monthly excluding July, August, and December)

**Memberships and Affiliations:**

**Other:**

**Received by the Provincial Executive [DATE]:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Barb Nederpel, President Betty Valenzuela, Financial Secretary

**Local Spending**

**Local expenses:**

**Donations:**

**Approximate budget based on local by-laws and yearly rebates:**

|  |  |  |
| --- | --- | --- |
| Budget based on Local Spending Standing Motions | | |
| Rebates | $ |  |
| Expenses from standing motions |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| Total Expenses |  | $ |
| Surplus/Deficit |  | $ |