

Northern Vancouver Island Area Council

of the

Public Service Alliance of Canada By-Laws

Adopted: Mar. 10,2010 Revised: April 4, 2017

Section I: Name

The name of this council shall be The Northern Vancouver Island Area Council, referred to as “The Area Council”.

Section II: Authority and Objectives

Subsection 1 – the provisions set forth in Section 14 shall govern the area council: Area Councils, of the Constitution of the Public Service Alliance of Canada.

Subsection 2 – The Area Council will serve as one of the liaison bodies for Component Locals/Branches, Directly Chartered Locals, Regional Women’s Committee and Constitutionally Recognized Regional Committees within the Geographic Area of Vancouver Island extending North of the Malahat, including outlying islands and remote communities that have PSAC members. It shall, among other efforts, enhance the exchange of information on matters of common interest, and shall encourage the greater participation of the PSAC members in their union and in their communities

Section III: Members and Dues

Subsection 1 - Membership (Section 14, Sub-Section 3 of the PSAC Constitution) is open to all locals/branches, Regional Women’s Committees and Constitutionally Recognized Regional Committees where members work in the region of the Area Council. Delegates shall be elected/selected from their Local.

Bylaw Section III: Members and Dues

Subsection 2 – Dues may be paid prior to the Annual General Meeting. Dues are suggested at 50 cents per member of each affiliated local per year.

Subsection 3 – Member locals of the Council are responsible to collect dues from their local and pay those dues to area council Treasurer upon acceptance into the Area Council.

Subsection 4 - Rescinded – Now combined with subsection 2

Subsection 5- Rescinded – Now combined with subsection 2

Section IV: Composition of Executive Committee

Subsection 1 - The officers of the North Vancouver Island Area Council shall consist of a President, Vice- President, Secretary and a Treasurer, all of whom shall be elected from voting accredited delegates and officers in attendance at the Annual Meeting, or upon 30 days notice, vacancies may be filled at any regular or special general meeting. President and Secretary will be elected in alternating years from the Treasurer and Vice President. The term of office for each position will be two (2) years.

Section V: Election of Officers

Subsection 1 - The election of officers shall be by secret ballot. A ballot shall be distributed to all delegates and officers to vote for each office. Each delegate and officer in attendance entitled to vote shall write on the ballot the name of their choice for the office called.

Subsection 2 – The delegate is elected by a simple majority of ballots cast. Where no candidate has a clear majority, the lowest ranking delegate is dropped from the ballot and voting repeated until one delegate has a clear majority.

Section V: Election of Officers

Subsection 3 – Only accredited delegates and officers of the area council shall be eligible for any office.

Subsection 4 – Any officer or delegate absent for just cause may stand for election with the approval of the majority of the delegates attending a meeting, provided that the delegate submits a written statement indicating the reason for being absent and indicates a willingness to stand for office if nominated.

Subsection 5 – The oath of office shall be administered to all elected officers immediately upon taking office and newly elected officers shall take office at the end of the meeting at which voting took place.

Oath of Office:

“I _____ having been elected an officer of the Public Service Alliance of Canada, solemnly declare that for my term of office I shall abide by and uphold the PSAC constitution, fulfill the duties of such office, will maintain and uphold the dignity of the Union and will always keep confidential all matters concerning the affairs of the Union that are brought to my attention.”

Section VI: Duties of Officers

Subsection 1 – President:

- . a) The President shall preside at meetings of the Council. The President shall uphold the Public Service of Canada Constitution and Regulations and the Council By-Laws and regulations.
- . b) The President shall oversee the work of all officers of the Council and shall be a member ex-officio of all Committees of the Council.
- . c) The President shall report to the Northern Vancouver Island Area council General Meetings (including annual and Special) all activities of that office.
- . d) The President shall with the assistance of the Executive, bring to the attention of the appropriate segment of the PSAC the policies and views adopted at Council meetings.

Section VI: Duties of Officers

- . (e) The President shall with the assistance of the Vice-President, carry out an active liaison with the various Component Locals and directly Chartered Locals in the Area council's jurisdiction (see Section II subsection 2.)
- . f) The President shall perform all incidental duties as pertain to that office.

Subsection 2- Vice-President:

- . a) The Vice-President shall assist the President in the carrying out of the duties of that office as requested.
- . b) The Vice-President shall, in the absence of the President, assume the duties of the President.

Subsection 3 – Secretary:

- . a) The Secretary shall be responsible for notifying all Council officers and delegates of all meetings.
- . b) The Secretary shall be responsible for keeping accurate records of all meetings.
- . c) The Secretary shall forward, to the Regional Executive Vice-President for B.C. of the PSAC, all minutes of all meetings not later than thirty (30) days following the date of which each meeting is held
- . d) The Secretary shall be responsible for receiving all correspondence and for referring it to the appropriate officer, committee, or meetings for action.
- . e) The Secretary shall prepare correspondence as may be directed by the President or Council.
- . f) The Secretary shall have available at regular meetings copies of all correspondence of interest received since the previous general meeting for perusal by the members.

Subsection 4 – Treasurer:

- . a) The Treasurer shall receive all monies and ensure that they are properly recorded and deposited in any financial institution to the Northern Vancouver Island Area Council, PSAC
- . b) The Treasurer shall be one of the designated signing officers.
- . c) The Treasurer shall present a written statement at the General Regular (including Annual) Area Council meetings detailing the receipts and disbursements for the previous period.
- . d) The Treasurer shall submit a detailed and audited financial statement at the Annual General Meeting of the Area Council.
- . e) The Treasurer shall distribute funds only as directed by the simple majority vote of executive Council following the governing rules set forward by the PSAC. Notwithstanding the Area Council Executive can without prior approval of membership spend up to but not to exceed \$300 (three hundred dollars)
- . f) The Treasurer shall cooperate fully with the auditors and shall provide such explanations and records as they may require.

Section VII: Meetings

Subsection 1 – The Area Council shall convene regular meetings on a quarterly basis

Subsection 2 – The Annual Meeting shall be held in the month of January unless in a year prior to the PSAC Triennial Convention adjustments are required by provisions of Section 14, Subsection 12 of the PSAC Constitution in which case 30 days notice will be given prior to the meeting.

Subsection 3 – Special General meetings of the northern Vancouver Island Area Council shall be held at the call of the President, or the PSAC Regional Executive Vice-President, or by three written requests by any combination of Affiliated Component Local/Branches from separate Components, or affiliated Directly Chartered Locals to the Area Council President or to the PSAC Regional Executive Vice-President for British Columbia.

Section VII: Meetings

Subsection 4 – A quorum for General Meetings (including regular, annual or special) is to consist of 50% of the executive and 1 delegate member.

Subsection 5 – A general meeting (with the exception of the Annual General Meeting) held by telephone or computer conference shall be considered a meeting provided the quorum is achieved.

Subsection 6 – A simple majority of those present entitled to vote is required to pass a motion at a general meeting (regular including annual or special), except in the case of by-law revision (see section 10) where a 2/3 majority is required.

Section VIII: Finances

Subsection 1 – The fiscal year shall be the 1st of January to the 31st of December.

Subsection 2 – The annual budget shall be presented at the annual general meeting

Subsection 3 – Funds of the area council shall be held, in any financial institution in the name of the Northern Vancouver Island Area Council

Subsection 4 - The officers of the area council shall be signing authorities for the northern Vancouver Island Area Council. Each cheque / expenditure of the area council shall be signed by 2 approved officers. An officer may not be a signatory on any and all cheques made out in their name.

Section IX: Auditors

Subsection 1 – Auditors shall make a written report of the Northern Vancouver Island financial accounts for presentation at the annual general meeting.

Section X: Amendment

Subsection 1 – By-laws of the council may be amended by a two-thirds majority of those accredited voting delegates and officers in attendance at a general meeting by notices of motion which have been presented on 30 days notice, except such changes as may be necessary by reason of amendment of the PSAC