

# **WEST FRASER VALLEY AREA COUNCIL BY-LAWS**

**As amended November 20, 2001**

**As amended February 18, 2003**

**As amended March 23, 2004**

**As amended September 20, 2005**

**As amended October 16, 2008**

**As amended September 19, 2011**

**As amended October 20, 2014**

**As amended February 27, 2017**

**As amended February 8, 2021**

## **Section 1: Name and Area of Jurisdiction**

The name shall be the West Fraser Valley Area Council. Hereafter mentioned in these bylaws as the Area Council.

The area of jurisdiction of the Area Council shall be Surrey, Delta, Langley, Coquitlam, Port Coquitlam, Pitt Meadows and Maple Ridge.

## **Section 2: Union Support**

The Area Council is established in accordance with Section 14 (Area Councils) of the Constitution of the Public Service Alliance of Canada (PSAC).

## **Section 3: Membership and Dues**

### **Sub-Section (1)**

Membership in the Area Council is open to all Locals and Branches of Components and Directly Chartered Locals (DCLs) that have members who work or reside in Surrey, Delta, Langley, White Rock, Coquitlam, Port Coquitlam, Pitt Meadows, and Maple Ridge and to Regional Women's Committees and other constitutionally-recognized Regional Committees that fall within the Surrey, Delta, Langley, White Rock, Coquitlam, Port Coquitlam, Pitt Meadows and Maple Ridge area. A member may only participate in one Area Council.

Members from affiliated bodies shall have full voice in all discussions at the Area Council meetings.

Each affiliated Local, Branch, and DCL shall be entitled to two (2) delegates for the first five hundred (500) members and one (1) additional delegate for each additional five hundred (500) members or part thereof. Each affiliated Regional Women's Committee and each affiliated constitutionally recognized Regional Committee shall be entitled to one (1) delegate. Voting rights shall be vested in the delegates from the affiliated bodies and elected officers of

the Area Council in accordance with the Section 14 of the PSAC Constitution (Area Councils).

Locals/Branches shall have the right to choose alternates to their Local/Branch delegate(s) to ensure that full representation of delegates from Locals/Branches can be maintained.

### **Sub-Section (2)**

Membership dues to the Area Council shall be one dollar (\$1.00) per member per year of each affiliated Local, Branch, and DCL and ten dollars (\$10.00) per affiliated Regional Women's Committee and ten dollars (\$10.00) per constitutionally-recognized Regional Committee.

Bodies that join the Area Council during the year shall have their dues prorated on a monthly basis. Dues will not accrue to partial months.

Note: *PSAC National has advised that the collection of these dues is not enforceable.*

## **Section 4: Purpose and Role**

### **Sub-Section 1**

The Area Council will serve as a liaison for Locals, Branches, Directly Chartered Locals, Regional Women's Committees and constitutionally-recognized Regional Committees.

The role of the Area Council will include community, social, and recreational activities within the community; the promotion and coordination of PSAC campaigns assigned to the Area Council by the PSAC such as political action; the promotion of affiliation and involvement with the BC Federation of Labour and District Labour Councils; and the dissemination of information including holding workshops and seminars.

### **Sub-Section 2**

The Area Council will encourage participants to communicate any decisions to their Locals, Branches, Directly Chartered Locals, Regional Women's Committee or Constitutionally recognized Regional Committees.

## **Section 5: Meetings**

### **Sub-Section 1**

The Area Council shall hold meetings at least four (4) times a year. One (1) such meeting shall be the Annual General Meeting (AGM), at which time officers shall be elected and financial and activity reports presented. The AGM shall normally be held in the Surrey, Delta, Langley, Pitt Meadows, Maple Ridge, or White Rock geographic area. A thirty (30) day written notice

shall be given for attendance at the AGM. The AGM shall normally be held in Area Council's jurisdiction as defined in Section 1.

Special meetings of the Area Council shall be held at the call of the President, or of the Public Service Alliance of Canada Regional Executive Vice-President for British Columbia, or on request in writing by three (3) delegates from separate Component Locals/Branches or Directly Chartered Locals to the Council President or to the PSAC Regional Executive Vice-President for British Columbia.

The Regional Executive Vice-President for British Columbia shall be considered an Ex-Officio member of the Area Council and have the right to attend the Area Council meetings as a full and participating delegate.

### **Sub-Section 2**

A quorum of the Area Council shall consist of a minimum of three (3) executive members and two (2) delegates from the Locals, Branch, Directly Chartered Locals, Regional Women's Committee and any other Constitutionally recognized Committees that are affiliated to the Area Council.

In order for a delegate to be eligible to vote convention delegates their affiliated body must have sent delegates to at least fifty percent (50%) of the Area Council meetings one year prior to the Annual General Meeting.

### **Sub-Section 3**

The Area Council shall elect a delegate and alternate(s) to the PSAC National Triennial Convention at an AGM held, within a period of not more than twelve (12) months and not less than six (6) months, prior to the commencement of the Convention.

### **Sub-Section 4**

The Area Council must submit any resolutions for the PSAC National Triennial Convention to the National Board of Directors (NBOD) no later than six (6) months prior to the Convention.

### **Sub-Section 5**

The Area Council shall elect delegate(s) and alternate(s) to the B.C. Regional Triennial Convention in accordance with Regulation 1 of the PSAC B.C. Regional By-Laws and Regulations and in advance of the established deadline for submitting delegate names.

### **Sub-Section 6**

The Area Council must submit any resolutions for the B.C. Triennial Regional Convention to the Regional Executive Vice President (REVP) by the deadline

established by the Office of the Regional Executive Vice-President, B.C. Region.

## **Section 6: Officers**

### **Sub-Section 1**

There shall be a President, Vice President, Secretary, and Treasurer.

### **Sub-Section 2**

Elections of the West Fraser Valley Area Council officers shall take place at the AGM. Any member in good standing from an affiliated Local, Branch, DCL, RWC, or constitutionally-recognized Regional Committee is eligible to run. Only delegates from affiliated bodies and officers of the Area Council are eligible to vote.

The positions of President and Treasurer will be elected bi-annually at the AGM on even years. The positions of Vice President and Secretary will be elected bi-annually at the AGM on odd years. Each Area Council Executive position will have a two-year term.

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

Election to any office shall be declared only on receipt of a clear majority of the vote cast. In the event that more than two nominees stand for election for any office, the election shall be by way of elimination.

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 also indicates willingness to stand for office if nominated.

Newly elected officers of the Area Council shall take office at the end of the meeting at which they were elected.

Nominations for Executive positions shall be taken from the floor of the Annual General Meeting or be submitted in writing prior to the election. A nomination must be moved and seconded by voting members of the Area Council. A written nomination must be signed by the nominee and two (2) voting members of the Area Council (the mover and seconder) to be considered a valid nomination. The nominee must be willing to stand for election to be an eligible candidate for an executive position.

The PSAC Oath of Office as provided in Section 29 of the PSAC Constitution shall be administered to all elected officers immediately upon taking office:

“I ..... having been elected an officer of the PSAC, solemnly declare that for my term of office, I shall abide by and uphold this 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.”

### **Sub-Section 3**

President:

- (a) The President shall preside at meetings of the Area Council and its Executive Committee.
- (b) The President shall uphold the PSAC Constitution and Regulations, the PSAC B.C. Regional By-Laws and Regulations, and the Area Council By-Laws and Regulations.
- (c) The President shall oversee the work of all officers of the Area Council and shall be a member ex-officio of all committees of the Area Council.
- (d) The President shall report to the Executive Committee and meetings of the council of her/his activities and perform other duties as pertain to that office.
- (e) The President shall be responsible for the efficient and proper conduct of the affairs of the Area Council.
- (f) The President shall vote at an Area Council meeting only in the case of a tie vote on any matter. In the event of a deadlock, the President has the discretion to defer the vote to the next meeting only, in the following circumstances:
  - 1) to obtain relevant information;
  - 2) to refer to the PSAC.
- (g) The President shall, with the assistance of the Executive Vice-President, bring to the attention of the appropriate segments of the PSAC and the policies and views adopted at Area Council Meetings.
- (h) The President shall, with the assistance of the Executive Vice-President, carry out an active liaison with the various Component Locals/Branches and Directly Chartered Locals in the West Fraser Valley geographic area.

Vice President:

- (a) The Executive 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

Secretary:

- (a) The Secretary shall be responsible for notifying all Area 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 British Columbia, minutes of all meetings not later than thirty (30) days following the date each meeting is held.
- (d) The Secretary shall be responsible for receiving all correspondence and for referring it to the appropriate officer or to the appropriate meetings for action.
- (e) The Secretary shall prepare correspondence as may be directed by the President, Executive Committee, or Area Council.
- (f) The Secretary shall have available and *ready* at regular meetings copies of all correspondence of interest received or dispatched since the previous general meeting for perusal by the members.

Treasurer:

- (a) The Treasurer shall receive all monies and ensure that they are properly recorded and deposited in a registered Credit Union *or a unionized financial institution*, or as directed by the Area Council, to the credit of the Vancouver and District Area Council, Public Service Alliance of Canada.
- (b) The Treasurer shall be one of the designated signing officers.
- (c) The Treasurer shall present a written statement to the Executive Committee and to the regular 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 expend funds only as directed by the Area Council or by the Executive Committee.

(f) The Treasurer shall co-operate fully with auditors and shall provide such explanations and records as they may require.

#### **Sub-Section 4**

The Executive Committee shall be composed of elected officers pursuant to Section 6 of these by-laws.

The Executive Committee shall administer the affairs of the Area Council between the meetings of the Area Council. Special meetings of the Executive Committee may be called by the President of the Area Council, by the PSAC B.C. Regional Executive Vice-President, or on written request to the President by a majority of members of the Executive Committee.

When a vacancy in the Executive Committee occurs, a notice to fill such vacancy shall be given as soon as possible in writing or at the next Area Council Meeting.

A quorum of the Executive Committee shall be the majority of the elected officers present at a duly called executive meeting.

The Executive Committee shall report at each regular Area Council meeting on its activities.

On vacating their respective positions, all officers of the Area Council shall return all funds, documents and/or other properties of the Area Council.

The Executive Committee may form sub-committees for various purposes.

### **Section 7: Communication**

#### **Sub-Section 1**

The Area Council shall forward minutes to the REVP no later than thirty (30) days following the date on which each meeting is held, as per the provisions in Section 14, Sub-Section (13) (b) of the PSAC Constitution.

#### **Sub-Section 2**

The Area Council shall not enter into a contract or commitment in the name of the PSAC without first obtaining written consent from the Alliance Executive Council (AEC). The Area Council may not use the name of the PSAC for soliciting funds or advertising without the consent of the AEC.

## **Section 8: Finances**

### **Sub-Section 1:**

The fiscal year of the Area Council shall be January 1 to December 31. The annual budget and financial statements will be presented at the AGM.

The financial statements shall be audited by two (2) individuals who are not members of the Area Council Executive. The report of the auditors shall be presented in writing at the AGM.

### **Sub-Section 2:**

Funds of the Area Council shall be held, preferably in a Credit Union or a unionized financial institution, in the name of the Area Council. The President, Vice-President, Secretary and Treasurer shall be signing authorities for the Area Council. The signatures of two signing officers shall be required for all cheques and withdrawals. Cheques cannot be signed by the Executive member if the cheque is payable to them.

All expenditures must be paid by cheque or two-party verified e-Transfer, and there shall be no cash withdrawals or use of petty cash. Any e-Transfer must involve a verification process where two (2) Executive members are required to authorize the transaction through a financial institution app or website. E-Transfers cannot be carried out by one (1) Executive member on their own. All expenditures must be in accordance with PSAC purchasing policies and wherever possible utilize goods and services that are unionized/union-made and Canadian/Canadian-made.

### **Sub-Section 3:**

The Executive Committee of the Area Council may make purchases for up to \$200.00 for items or events or the like for requests that occur between meetings but must be agreed on by the majority of the Area Council Executive and must be presented at the next meeting. Disbursements of funds must be supported by receipt(s) or invoice(s).

## **Section 9: By-laws**

The Area Council will be governed by these by-laws. These by-laws shall conform to the provisions and principles of the PSAC Constitution and the PSAC B.C. Regional By-Laws and Regulations. The by-laws of the Area Council may be amended by a two-thirds (2/3) majority of ballots cast by the voting members in attendance at a general meeting. Notice of the meetings and of the proposed amendments and motions shall be provided to affiliated bodies at least fourteen (14) days prior to the meeting to the affiliated members of the Area Council.