

**Vancouver and District Area Council
of
The Public Service Alliance of Canada**

BY-LAWS

As adopted and amended by the General Meeting in Vancouver,
September 20, 2023
November 17, 2021,
February 26, 2020,
March 13, 2019,
February 25, 2015,
October 30, 2013,
October 19, 2011.

Section 1: Name and Area of Jurisdiction

The name shall be the Vancouver and District Area Council.

The area of jurisdiction of the Area Council shall be Metro Vancouver Region of the B.C. Region, which shall be defined as containing the following areas: New Westminister, Burnaby, Coquitlam, Port Coquitlam, Port Moody, Vancouver, North Vancouver, West Vancouver, Squamish and Richmond.

Section 2: Union Support

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

Section 3: Membership and Dues

Sub-Section 1

Membership in the Vancouver and District Area Council is open to all Locals and Branches of Components and Directly Chartered Locals (DCLs) that have members who work or reside in Metro Vancouver Region of the B.C. Region, and to Regional Women's Committees and Constitutionally recognized Regional Committees that fall

within Metro Vancouver Region of the B.C. Region. A member may only participate in one Area Council.

Members from affiliated Locals, Branches, DCLs, Regional Women's Committees and Constitutionally recognized Regional Committees 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 500 members and one additional delegate for each additional 500 members or part thereof. Each affiliated Regional Women's Committee and each constitutionally recognized Regional Committee shall be entitled to one (1) delegate. Voting rights shall be vested in the elected delegates from the affiliated bodies and elected officers of the Area Council in accordance with the Section 14 of the PSAC Constitution (Area Councils).

Affiliated bodies shall have the right to elect alternates to their delegate(s) so that full representation of delegates from affiliated bodies can be maintained.

Sub-Section 2

Membership dues to the Area Council shall be fifty (50) cents per member per year of each affiliated Local, Branch, and DCL and \$25 per year per affiliated Regional Women's Committee and \$25 per year per constitutionally recognized Regional Committee.

It is the responsibility of each affiliated body to pay their dues to the Treasurer of the Area Council no later than the AGM of each year the affiliated body retains membership in the Area Council.

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.

Section 4: Purpose and Role

Sub-Section 1

The Area Council will serve as a liaison for Locals, Branches, DCLs, 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.

It shall, among other efforts, enhance the exchange of information on matters of common interest, and shall encourage the greater participation of PSAC members in their union and in their community.

Sub-Section 2

The Area Council may organize occupational groups for discussion of policies affecting such groups. The Area Council will encourage participants to communicate any decisions to their Locals, Branches, DCLs, Regional Women's Committees or Constitutionally recognized Regional Committees.

Section 5: Meetings

Sub-Section 1

The Area Council shall hold at least four (4) meetings a year. One such meeting shall be the Annual General Meeting, at which time officers shall be elected and financial and activity reports presented. The AGM shall normally be held in January.

Special meetings of the Vancouver and District 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 delegates from separate Component Locals or Directly Chartered Locals to the Council President or to the PSAC Regional Executive Vice-President for British Columbia.

The Regional Executive Vice-President of B.C. 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

The quorum of the Vancouver and District Area Council shall consist of a minimum two (2) executive members and three (3) delegates from affiliated bodies.

Sub-Section 3

In order for a delegate to be eligible to vote for 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 General Meeting.

Sub-Section 4

The Vancouver and District Area Council shall elect a delegate and alternate(s) to the PSAC 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 5

The Vancouver and District Area Council must submit any resolutions for the PSAC Triennial Convention to the NBOD no later than six (6) months prior to the Convention.

Sub-Section 6

The Vancouver and District Area Council shall elect delegate(s) and alternate(s) to the B.C. Regional Triennial Convention at an AGM held not less than two months and not more than six months prior to the B.C. Regional Triennial Convention. Every effort shall be made to schedule such meeting at a convenient time to permit as many members as possible to attend. Notice of the meeting, in writing, is to be given at least four weeks in advance of the meeting date.

Section 6: Officers

Sub-Section 1

The officers of the Vancouver and District Area council shall consist of President, Vice-President, Secretary, and Treasurer.

The term of office shall be for two years for the President, Vice President, Secretary and Treasurer. In odd numbered years the President and Secretary shall be elected. In even numbered years the Vice President and Treasurer shall be elected.

Once a delegate has been elected as an officer the delegate's affiliated body may then send a delegate to replace the elected delegate.

Sub-Section 2

Elections of the Vancouver and District 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 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 entitled to vote shall write on the ballot the name of his or her 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 council shall take office at the end of the meeting at which they were elected.

Nominations for executive shall be taken from the floor of the General Meeting or be submitted in writing prior to the election. A nomination can be made by a delegate or executive member and requires another delegate or executive member to second. The nominee must be willing to stand for election.

Written nominations signed by the nominee, nominator, and seconder shall be accepted. Email nominations with confirmation from the nominee, nominator, and seconder are also accepted.

There shall be separate elections for each office in the following order: President, Vice-President, Secretary, and Treasurer.

As the election of each office is called, the nominee or her/his nominator may speak to the assembly on behalf of the nominee for a period of not more than two minutes.

The PSAC Oath of Office shall be administered to all elected officers immediately upon taking office.

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 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.

(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 Council Meetings.

(h) The President shall, with the assistance of the Executive Vice-President, carry out an active liaison with the various Component Locals and Direct Locals in the Vancouver and District 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 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 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 Council between the meetings of the 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 immediately, and an election will be held at the following regular 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 Council shall return all funds, documents or other properties of the Area Council.

An executive position shall be deemed vacant if the elected member in that position fails to attend three consecutive meetings of either the Area Council or Executive Committee without notification and a valid reason.

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

Section 7: Communication

Sub-Section 1

The Area Council shall communicate with the PSAC through the designated REVP and provide minutes to the REVP no later than thirty 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

No Area Council shall enter into a contract or commitment in the name of the PSAC without first obtaining written consent from the AEC.

Section 8: Finances

Sub-Section 1

The fiscal year of the Area Council shall be 1st of January to the 31st of December. The annual budget and financial statements will be presented at the AGM. A supplementary budget may be submitted by the executive committee should it be necessary during the year.

The expenditure of Area Council funds shall be vested in the Area Council.

The executive may approve expenditures up to one hundred dollars (\$100) by electronic vote with ratification by the Area Council to occur at the following meeting. The quorum for such a vote is a majority of the executive. There shall be no more than three such expenditures between meetings.

Sub-Section 2

Funds of the Area Council shall be held in a Credit Union or a unionized financial institution, or as directed by the Area Council, in the name of the Vancouver and District Area Council, Public Service Alliance of Canada. 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, one of which must be the Treasurer.

Special accounts for various purposes may be opened and administered by the signing officers of the Executive Committee. The signatures of two signing officers shall be required for all cheques and withdrawals for these special accounts, one of which must be the Treasurer.

Sub-Section 3

An audit of the accounts shall be made annually and presented to the Executive Committee and the Area Council. The report of the auditors shall be presented in writing to the Annual General Meeting of the Area Council.

Section 9: By-laws

The Vancouver and District Area Council will be governed by these by-laws. Such by-laws shall conform to the provisions and principles of the PSAC Constitution.

The by-laws of the Area Council may be amended by a two-thirds majority of those accredited voting delegates and officers in attendance at a General Meeting of the Vancouver and District Area Council.

These by-laws supersede and replace any proposed, revised, or amended by-laws in effect prior to this publication.

Section 10: Discipline

The Area Council shall have the authority, by a two-thirds majority vote at a regular meeting of the Area Council, to implement conflict resolution measures, which may include suspensions, with regards to any officer, or delegate, or other union member, who has contravened a provision of the PSAC Constitution, or these by-laws, or for cause.