

Coastal North and Interiors, Rights, Community, Leadership and Engagement (CIRCLE) Committee

Terms of Reference

Inception: 2011 ~ Updated: February 2023

Inception

The Public Service Alliance of Canada (PSAC) Coastal North and Interiors, Rights, Community, Leadership and Engagement (CIRCLE) Committee was formed in accordance with Section 15 of the Constitution and was proudly formed by four Components in 2011:

AGRU Agricultural Union

CEIU Canada Employment & Immigration Union

USJE Union of Safety and Justice Employees (formerly USGE)

UVAE Union of Veterans' Affairs Employees

Mandate

The Committee strives to inspire a union perspective on human rights, nurturing diversity, equity, and inclusion. Through projects and initiatives, the Committee is dedicated and centered around the idea that respect and understanding of human rights can serve as a positive force for change – within the Union, and community.

Membership

All PSAC B.C. North Coast, Northern Interior and Southern Interior area members are welcome to participate within the Committee insofar as a safe space is maintained by and for members.

Voting

Voting is limited to one (1) member per Local or Branch who self-identifies as a member of one (1) or more of the Equity Groups enumerated in Section 15, Sub-Section (2) (c) of the PSAC Constitution as well as the elected Committee Executive members.

PSAC B.C.

The CIRCLE Committee is currently one of three constitutionally-recognized Regional Human Rights Committees within the B.C. Region. Committees meet regularly to discuss issues and plan events relating to PSAC's Indigenous Peoples, Access (Persons With Disabilities), 2SLGBTQIA+, and Racially Visible Equity Groups.

PSAC National

The Public Service Alliance of Canada unequivocally supports the principles of human rights as proclaimed in the Universal Declaration of Human Rights, the Canadian Charter of Rights and Freedoms, and the Canadian Human Rights Act. The CIRCLE Committee works within the PSAC structure, which pledges to work toward the achievement of equality for all its members and to eliminate discrimination and increase the participation of disadvantaged groups in the workforce.

Executive

The PSAC CIRCLE Committee Executive is made up of two (2) Co-Chairs, a Secretary and a Treasurer

who are to be elected by secret ballot or by acclamation at the Annual General Meeting (AGM). The term for each elected executive member shall be one (1) year. The responsibility for chairing meetings will be rotated between the two Co-Chairs and be communicated to the Committee membership.

Election Process for the Executive

Nominations for Executive positions shall be taken from the floor at the AGM or be submitted in writing

prior to the election. A nomination must be moved and seconded by voting members of the Committee. A written nomination must be signed by the nominee and two (2) voting members of the Committee (the mover and seconder) to be considered a valid nomination.

A nominee must self-identify as a member of one (1) or more of the Equity Groups enumerated in Section 15, Sub-Section (2) (c) of the PSAC Constitution, reside and/or work in the B.C. North Coast, Northern Interior or Southern Interior area, and must be willing to stand for election to be an eligible candidate for an Executive position.

Voting shall be conducted by secret ballot cast by the voting members of the Committee. A simple majority of the votes cast shall determine the successfully elected candidate for each executive position.

The PSAC Oath of Office as provided in Section 29 of the PSAC Constitution shall be administered to all elected chairs 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.”

On vacating their respective positions, all Executive members shall return all funds, documents and/or other properties of the Committee.

Meetings

The Committee will conduct its business to meet the PSAC participation and financial requirements.

There shall be a minimum of four (4) meetings per year in accordance with Section 15, Sub-Section (4) of the PSAC Constitution. Meetings may be held in person or by virtual means to maximize member participation. One such meeting shall be the Annual General Meeting (AGM). The AGM is typically held in January or February each year. The election of chairs will take place at the AGM.

Notice of at least ten (10) days shall be provided in writing in advance of each general meeting to affiliated members of the Committee. Notice of at least two (2) weeks shall be provided in writing in advance of the Annual General Meeting to the affiliated members of the Committee.

Quorum shall consist of at least two (2) Executive members and a minimum of one (1) delegate from any of the affiliated bodies.

The Committee strives to work on a consensus-basis. However, where consensus is not possible a simple majority of the eligible voting members in attendance is required to pass a motion duly moved and seconded. In accordance with Section 15, Sub-Section (3) (b), only one member per Local or Branch is eligible to vote at Committee meetings. Notwithstanding the foregoing, Executive members are also eligible voting members of the Committee and their votes do not count as the vote for their respective Local or Branch.

The minutes of each meeting shall be provided to the REVP Office and PSAC staff representative assigned to the Committee no later than thirty (30) days following the date on which the meeting was held.

Convention Delegate Elections

The CIRCLE Committee shall elect a delegate and alternate(s) to the PSAC B.C. Regional Triennial Convention in accordance with Regulation 1 of the PSAC B.C. Regional By-Laws and Regulations. The delegate election meeting is to be held within a period of not more than six (6) and not less than two (2) 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 is to be provided in writing and is to be given at least four (4) weeks in advance of the meeting date. The notice for the convention delegate election meeting must clearly state such election so that members are aware in advance.

Financial Requirements

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

An audit of the accounts shall be made annually by at least two (2) members who are not on the Committee Executive. The report of the auditors shall be presented in writing at the AGM.

The Executive members of the Committee shall be signing authorities for the CIRCLE Committee. 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. The signatures of two (2) signing officers shall be required for all cheques. A payee listed on a cheque may not be a signatory on that cheque. Any e-Transfer must involve a verification process where two 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.

The Committee may not use the name of the PSAC for soliciting funds or advertising without the consent of the AEC.

Terms of Reference

The CIRCLE Committee will be governed by these Terms of Reference, and these Terms of Reference shall conform to the provisions and principles of the PSAC Constitution and the PSAC B.C. Regional By-Laws and Regulations.

These Terms of Reference may be amended by a two-thirds majority of the accredited voting delegates and executive members in attendance at a general meeting. Notice of any proposed amendments to these Terms of Reference must be made, in writing, at least ten (10) days in advance to the affiliated members of the Committee.

Logo



Appendix: Links and Resources

- Email contact for the CIRCLE Executive
PSACBC-HRC-Okanagan@psac-afpc.com
- REVP Office contact information
revp-bc@psac.com
604-430-0191 or 1-866-953-1050
- PSAC BC Regional Council information and contacts
<http://psacbc.com/our-organization/bc-regional-council>
- PSAC BC Regional Website
psacbc.com
- PSAC BC Human Rights Committee page
<http://psacbc.com/our-organization/human-rights-committees>
- CIRCLE Committee Minutes and historical documents
<http://psacbc.com/meeting-minutes/minutes-okanagan-hrc>
- Human Rights Committee Handbook
http://psacbc.com/sites/bc/files/human-rights-committee-handbook-en-copy_sept2020.pdf
- AGM checklist for PSAC BC Committees and Area Councils
http://psacbc.com/sites/bc/files/preparing_for_an_annual_general_meeting1.pdf
- General meetings checklists for PSAC BC Committees and Area Councils
http://psacbc.com/sites/bc/files/checklist_of_general_meetings.pdf
- PSAC Constitution
<https://psacunion.ca/sites/psac/files/attachments/pdfs/psac-constitution-2018-nov-en.pdf>
- PSAC BC Regional By-Laws & Regulations
http://psacbc.com/sites/bc/files/bylaws_and_regulations_-_september_2020.pdf
- PSAC Rules of Order
http://psacbc.com/sites/bc/files/rules_of_order.pdf
- PSAC BC Regional Committees and Area Councils Funding and Reporting Procedures and Templates
https://psacbc.com/sites/bc/files/bc_region_ac_rc_funding_and_reporting_procedures.updated_2020.pdf
- PSAC Social Justice Fund
<http://psacunion.ca/social-justice-fund>
- PSAC Organizational Structure
<http://psacbc.com/sites/bc/files/2019-psac-organization-map-en.pdf>