

# PSAC Lethbridge & District Area Council

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## BY-LAWS



PSAC AREA COUNCILS  
CONSEILS RÉGIONAUX DE L'AFPC

*Uniting Alliance members in their community  
L'Alliance, présente dans notre milieu*

**As adopted at the Annual General Meeting  
held on May 17, 2007, and  
amended at the Annual General Meetings held on:  
October 29, 2008,  
October 13, 2010.**

# PSAC Lethbridge & District Area Council By-Laws

(Proposed March 2010)

## By-Law 1: Name and Area of Jurisdiction

### Sub-Section 1

The name shall be the Lethbridge & District Area Council.

### Sub-Section 2

The area of jurisdiction of the Lethbridge & District Area Council shall be Lethbridge and area.

## By-Law 2: Union Support

### Sub-Section 1

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

### Sub-Section 2

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

## By-Law 3: Membership and Dues

### Sub-Section 1

Membership in the Lethbridge & 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 Lethbridge and area and to Regional Women's Committees and Constitutionally recognized Regional Committees that fall within Lethbridge and area. 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 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 shall have the right to elect alternates to their Local delegate(s) so that full representation of delegates from Locals can be maintained.

## **By-Law 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 Manitoba Federation of Labour and the Lethbridge District Labour Council; and the dissemination of information including holding workshops and seminars.

### **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.

## **By-Law 5: Meetings**

### **Sub-Section 1**

The Area Council shall hold at least four (4) times a year. One 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 month of October.

### **Sub-Section 2**

The quorum of the Lethbridge & District Area Council shall consist of at least two (2) Executive members and one (1) delegate or an additional executive member.

### **Sub-Section 3**

The Lethbridge & District Area Council shall elect a delegate and two (2) alternates 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 4**

The Lethbridge & 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 5**

The Lethbridge & District Area Council shall elect a delegate and two (2) alternates to the Prairie Regional 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 convention.

### **Sub-Section 6**

The Lethbridge & District Area Council must submit any resolutions for the Prairie Regional Convention to the Prairie Regional Executive Vice President (REVP) office at the call of the REVP office.

### **Sub-Section 7**

Special meetings of the Lethbridge & District Area Council shall be held at the call of the President, or on the request in writing by three delegates from separate Component Locals/Branches or Directly Chartered Locals to the Council President or the Regional Executive Vice President.

## **Sub-Section 8**

For the introduction of any additional business at a special meeting other than that for which the meeting was called, a two-thirds (2/3) majority vote shall be required.

## **By-Law 6: Officers**

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

There shall be a President, a Vice President, and a Secretary-Treasurer-Treasurer. There shall be a minimum of three (3) elected officers. These officers shall comprise the Executive Committee.

### **Sub-Section 2**

There shall be separate elections for the offices of: President, Vice President, Secretary-Treasurer as applicable.

Elections of the Lethbridge & 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.

### **Sub-Section 3**

The election of officers shall be by secret ballot. A secret ballot shall be distributed to all members entitled to vote for each office. Each member in attendance, entitled to vote, shall write on the ballot the name of his or her choice for the office called.

### **Sub-Section 4**

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

### **Sub-Section 5**

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

### **Sub-Section 6**

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 a willingness to stand for office.

### **Sub-Section 7**

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

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

## **By-Law 7: Duties of Officers**

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

- (a) The President shall preside at meetings of the Council and its Executive Committee.
- (b) The President shall uphold the PSAC Constitution and Regulations and the Lethbridge & District Area Council By-Laws and Regulations.
- (c) The President shall oversee the work of all officers of the Council and shall be an ex officio member of all committees of the Council.
- (d) The President shall report to the Executive Committee and meetings of the Council on his/her 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 Council.
- (f) The President shall vote only in the case of a tie vote on any matter.
- (g) The President shall with the assistance of the Vice President, bring to the attention of the *Prairie REVP* of the PSAC, the policies and views adopted.
- (h) The President shall, with the assistance of the Vice-President, carry out an active liaison with the various Locals/Branches, DCL, RWC, or Constitutionally recognized Regional Committee in the Lethbridge area.

**Sub-Section 2 - Vice President:**

- (a) The Vice President shall assist the President in carrying out the duties of that office as requested.
- (b) The Vice President shall, in the absence of the President, assume the duties of the President.
- (c) The Vice President shall review the By-Laws annually or as needed and report recommended changes to a General Membership Meeting.

**Sub-Section 3 - Secretary-Treasurer:**

- (a) The Secretary-Treasurer shall be responsible for notifying all Council officers and delegates of all meetings.
- (b) The Secretary-Treasurer shall be responsible for keeping accurate records of all meetings.
- (c) The Secretary-Treasurer shall forward to the Regional Executive Vice President of the PSAC, responsible for Area Councils, the minutes of all meetings not later than 30 days following the date on which the meeting was held.
- (d) The Secretary-Treasurer shall be responsible for receiving all correspondence and referring it to the appropriate executive officer or appropriate meeting for action.
- (e) The Secretary-Treasurer shall prepare correspondence as may be directed by the President, Executive Committee, or the Council.
- (f) The Secretary-Treasurer shall have available and read at regular meetings, copies of all correspondence of interest received or dispatched since the previous general meeting for the perusal by members.
- (g) The Secretary-Treasurer shall receive all monies and ensure that they are properly recorded and deposited as directed by the Council to the credit of the Lethbridge & District Area Council, PSAC.
- (h) The Secretary-Treasurer shall be one of the designated signing officers.
- (i) The Secretary-Treasurer shall present a written statement to the Executive Committee and to the regular Area Council meeting detailing the receipts and expenditures for the previous period.
- (j) The Secretary-Treasurer shall submit a detailed and audited financial statement at the Annual General Meeting of the Area Council.
- (k) The Secretary-Treasurer shall expend funds only as directed by the Council.



## **By-Law 8: Executive Committee**

### **Sub-Section 1**

The Executive Committee shall be composed of the elected officers provided for in By-Law 6.

### **Sub-Section 2**

The Executive Committee shall meet at least once prior to the Area Council meeting and shall administer the affairs of the Council between meetings of the Council.

### **Sub-Section 3**

Special meetings of the Executive Committee may be called by the President, or upon written request to the President by a member of the Executive Committee or the Regional Executive Vice President.

### **Sub-Section 4**

When a vacancy on the Executive Committee occurs, a notice of at least two (2) weeks to fill such vacancy shall be given, and an election will be held at the next regular meeting of the Council.

### **Sub-Section 5**

A quorum of the Executive Committee shall be a majority of the elected officers.

### **Sub-Section 6**

The activities of the Executive Members shall be reported at each regular Council meeting.

### **Sub-Section 7**

On vacating their respective positions, all officers of the Council shall return all funds, documents, or other properties of the Council to the Lethbridge & District Area Council or the PSAC Regional Office.

## **By-Law 9: 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.

## **By-Law 10: Finances**

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

The fiscal year of the Area Council shall be January 1<sup>st</sup> to December 31<sup>st</sup>. The annual budget and financial statements will be presented 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 Lethbridge & District Area Council. The signing officers shall be three (3) of the officers as determined by the executive, except that one of the signing officers must be the Treasurer. The signatures of two signing officers shall be required for all cheques and withdrawals.

### **Sub-Section 3**

The expenditure of funds shall be vested in the Council.

### **Sub-Section 4**

No individual expenditure, unless otherwise specifically pre-authorized by the Council, shall exceed \$150.00.

### **Sub-Section 5**

The Area Council may delegate to the Executive Committee, authority to expend funds up to the amount shown in the annual budget subject to the limitations of Sub-Section 4, above.

### **Sub-Section 6**

A supplementary budget may be submitted by the Executive Committee should it be necessary during the year.

## **By-Law 12: Amendment of By-Laws**

### **Sub-Section 1**

By-Laws of the Council may be amended by a two-thirds (2/3) majority of those accredited voting delegates and officers in attendance at a general meeting provided that one month's written notice has been given.

### **Sub-Section 2**

Proposed amendments must be submitted in writing to the Council Executive at a minimum of 30 days prior to the annual meeting.

### **Sub-Section 3**

In the event that the PSAC constitution or policies are amended (that relate to the Area Councils) the Area Council Executive shall amend their By-Laws accordingly. The amended By-Laws shall be presented for ratification at the next regular meeting of the Council.