



**PSAC · Prairies**

Public Service Alliance of Canada

**PSAC PRAIRIE REGION  
BY-LAWS**

September 2021

**BY-LAWS**

**of the**

**PSAC PRAIRIE REGION**

**As adopted by the Founding Convention  
in Winnipeg, October 31 and November 1, 1998  
and as amended by the  
Prairie Region Triennial Convention**

**in**

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## SECTION 1

### NAME

Pursuant to Section 16 of the Public Service Alliance of Canada (PSAC) Constitution, the Council of the PSAC in the Prairie Region shall be known as the PSAC Prairie Region Council hereinafter referred to as the PRC.

## SECTION 2

### MANDATE

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

The PRC shall:

- (a) apply the PSAC Constitution, Regulations, Policies and the Prairie Region By-Laws;
- (b) identify, articulate and address all needs and issues important to the Prairie Region members; and
- (c) define the issues that the Regional Executive Vice-President (REVP) will submit to the Alliance Executive Committee (AEC) and the National Board of Directors (NBoD) of the PSAC.

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

The PRC shall:

- (a) encourage elected representatives, who represent PSAC members in the Prairie Region, to participate in the activities and decision making process of the Prairie Region structure;
- (b) encourage all members in the Prairie Region to participate in the activities of the Prairie Region structure;
- (c) promote representation and activism from amongst the membership in the broader labour movement and relevant community and social justice organizations;
- (d) promote the Alliance Facilitator Network (AFN) within the Prairie Region; and
- (e) promote affiliation to and the participation in Federations of Labour and District Labour Councils.

## SECTION 3

### OBJECTIVES

The PRC shall:

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

Strive to unite all Prairie Region members of the PSAC in a single democratic organization.

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

Strive to provide for a PSAC structure in the Prairie Region that reflects the needs and realities of the membership of the Prairie Region while respecting the constitutional integrity of the PSAC.

#### *Sub-Section (3)*

Strive to promote the organization of PSAC members in the Prairie Region and to ensure that the PRC is representative, visible, fair, equitable, respectful of the individual, and collective rights of all PSAC members in the region.

#### *Sub-Section (4)*

Strive to implement an efficient and effective communications structure among PSAC members in the Prairie Region and to facilitate networking among members.

#### *Sub-Section (5)*

Strive to identify the needs and issues of Prairie Region members and ensure the union's regional programs and services meet these needs by setting priorities, policies and direction.

#### *Sub-Section (6)*

Strive to promote the organization, operation and sustainability of Area Councils, Regional Women's, Human Rights, Indigenous Peoples, Racially Visible Persons, Pride, Young Workers and Access Committees within the Prairie Region.

#### *Sub-Section (7)*

Strive to strengthen Locals/Branches as the foundations of the union.

#### *Sub-Section (8)*

Strive to encourage affiliations to, and participation in, the Federations of Labour and Labour Councils in the Prairie Region.

*Sub-Section (9)*

Be guided by the following principles:

- (a) fair and equitable representation of all PSAC members in the Prairie Region;
- (b) accountability to the membership;
- (c) union values;
- (d) recognition of equity seeking groups;
- (e) cost effectiveness, efficiency and transparency; and
- (f) proactive representation of the membership.

**SECTION 4**

**MEMBERSHIP AND MEMBERSHIP RIGHTS**

*Sub-Section (1) – Membership*

Membership is defined in accordance with the PSAC Constitution, Section 4 and Regulation 5.

*Sub-Section (2) – Membership Rights*

Every member in good standing is entitled to:

- (a) all rights in accordance with the PSAC Constitution, Section 5; and
- (b) observe meetings of the PRC, except where matters deemed confidential by the PRC are to be discussed.

**SECTION 5**

**STRUCTURE OF THE PRAIRIE REGION COUNCIL**

The PRC shall consist of:

- (a) Regional Executive Vice-President (REVP);
- (b) Alternate Regional Executive Vice-President (A/REVP);
- (c) representatives or alternate representatives for each of the following six (6) geographical areas:

- (i) one representative from Northern Alberta;
  - (ii) one representative from Southern Alberta;
  - (iii) one representative from Northern Saskatchewan;
  - (iv) one representative from Southern Saskatchewan;
  - (v) one representative from South-East Manitoba; and
  - (vi) one representative from North-West Manitoba.
- (d) one representative for Regional Women's Committees;
  - (e) one representative for Indigenous Peoples;
  - (f) one representative for Persons With Disabilities;
  - (g) one representative for Racially Visible Persons;
  - (h) one representative for Lesbian, Gay, Bisexual, Transgender Persons, Queer, Two-Spirited, + (LGBTQ2+);
  - (i) one representative for Directly Chartered Locals;
  - (j) one representative for Young Workers;
  - (k) one representative for Separate Employer Locals.

## **SECTION 6**

### **PRAIRIE REGION COUNCIL MEMBERS ROLES AND RESPONSIBILITIES**

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

The Regional Executive Vice-President (REVP) shall, in addition to Section 13, Sub-Section (4) (b) of the PSAC Constitution:

- (a) uphold and promote the mandate and objectives of the PRC;
- (b) assume responsibility for the production and distribution of minutes from the PRC meetings within a timely manner;
- (c) serve as an ex-officio member of all PRC Committees;
- (d) submit a written report of their activities to the PRC meetings and the Prairie Region Triennial Convention; and
- (e) interpret the Prairie Region By-Laws.

*Sub-Section (2)*

The Alternate Regional Executive Vice-President (A/REVP), shall, but not be limited to:

- (a) uphold and promote the mandate and objectives of the PRC;
- (b) perform the regional duties of the REVP in their absence including PRC activities and other activities within the Prairie Region;
- (c) attend meetings of the PRC;
- (d) submit a written report of their activities to the PRC meetings and the Prairie Region Triennial Convention; and
- (e) perform other duties and responsibilities as determined by the PRC and/or the REVP.

*Sub-Section (3)*

The 2nd Alternate Regional Executive Vice President shall:

- (a) assume the position and the roles and responsibilities of the Alternate Regional Executive Vice-President should the position become vacant between Prairie Region Conventions.

*Sub-Section (4)*

The Geographical Representatives shall:

- (a) uphold and promote the mandate and objectives of the PRC;
- (b) communicate with Locals/Branches and Area Council(s) in their geographic areas;
- (c) attend PRC meetings and shall be the spokesperson for members in the geographic area and Area Council(s) in their geographic areas;
- (d) promote the creation of Area Councils in their geographic areas;
- (e) submit a written report of their activities and those of the Area Council(s) they represent to each regular meeting of the PRC and the Prairie Region Triennial Convention;
- (f) promote representation in groups who defend the interests of members in the geographic areas under their jurisdiction; and
- (g) serve on PRC Committees and perform other roles and responsibilities as determined by the PRC and/or the REVP.



*Sub-Section (5)*

The Regional Women's Committees Representative shall:

- (a) uphold and promote the mandate and objectives of the PRC;
- (b) promote the establishment of Prairie Regional Women's Committees as outlined under Section 15 of the PSAC Constitution;
- (c) communicate with the Prairie Regional Women's Committees;
- (d) attend PRC meetings and shall be the spokesperson for the Prairie Regional Women's Committees;
- (e) submit a written report of the representative's activities and those of the Prairie Regional Women's Committees to the Prairie Regional Women's Committees, the PRC meetings and the Prairie Region Triennial Convention;
- (f) promote representation in groups who defend women's interests; and
- (g) serve on PRC Committees and perform other roles and responsibilities as determined by the PRC and/or the REVP.

*Sub-Section (6)*

The Equity Group Representatives (Indigenous Peoples, Persons with Disabilities, Racially Visible Persons and Lesbian, Gay, Bisexual, Transgender Persons, Queer, Two-Spirited, + (LGBTQ2+)) shall:

- (a) uphold and promote the mandate and objectives of the PRC;
- (b) promote the establishment of Pride, Access, Indigenous Peoples, Racially Visible Persons or Human Rights Committees in the Prairie Region as per Section 15 of the PSAC Constitution including attending a minimum of one meeting in each geographic location per calendar year in person or via phone;
- (c) communicate with the Prairie Region Pride, Access, Indigenous Peoples, Racially Visible Persons or Human Rights Committees;
- (d) attend the PRC meetings and shall be the spokesperson for the Prairie Region equity group members;
- (e) submit a written report of the representative's activities and those of the Prairie Region Pride, Access, Indigenous Peoples, Racially Visible Persons or Human Rights Committees to the Prairie Region Pride, Access, Indigenous Peoples, Racially Visible Persons or Human Rights Committees, the PRC meetings and the Prairie Region Triennial Convention;
- (f) promote representation in the groups who defend the interest of the equity group members; and

- (g) serve on PRC Committees and perform other roles and responsibilities as determined by the PRC and/or the REVP.

*Sub-Section (7)*

The Directly Chartered Locals Representative shall:

- (a) uphold and promote the mandate and objectives of the PRC;
- (b) communicate with the Prairie Region Directly Chartered Locals;
- (c) attend the PRC meetings and shall be the spokesperson for the Directly Chartered Locals;
- (d) submit a written report of the representative's activities and those of the Directly Chartered Locals in the Prairie Region to the Directly Chartered Locals, PRC meetings and the Prairie Region Triennial Convention;
- (e) promote representation in the groups who defend the interests of the Directly Chartered Locals members;
- (f) serve on PRC Committees and perform other roles and responsibilities as determined by the PRC and/or the REVP; and
- (g) promote discussions between DCL's to aid in mutually benefiting projects and priorities within the Prairie Region.

*Sub-Section (8)*

The Young Workers Representative shall:

- (a) uphold and promote the mandate and objectives of the PRC;
- (b) promote the establishment of Young Workers Committees in the Prairie Region as outlined under Section 15 of the PSAC Constitution;
- (c) communicate with Young Workers Committees in the Prairie Region;
- (d) attend PRC meetings and shall be the spokesperson for the Young Workers in the Prairie Region;
- (e) submit a written report of the representative's activities and those of the Young Workers Committees, PRC meetings and the Prairie Region Triennial Convention;
- (f) promote representation in groups who defend Young Workers interests; and
- (g) serve on PRC Committees and perform other roles and responsibilities as determined by the PRC and/or the REVP.

*Sub-Section (9)*

The Separate Employer Representative shall:

- (a) uphold and promote the mandate and objectives of the PRC;
- (b) communicate with the Prairie Region Separate Employer Locals;
- (c) attend the PRC meetings and shall be the spokesperson for the Separate Employer Locals;
- (d) submit a written report of the representative's activities and those of the Separate Employer Locals in the Prairie Region to the Separate Employer Locals, the PRC meetings and the Prairie Region Triennial Convention;
- (e) promote representation in the groups who defend the interests of the Separate Employer Locals members; and
- (f) serve on PRC Committees and perform other roles and responsibilities as determined by the PRC and/or the REVP.

**SECTION 7**

**PRAIRIE REGION COUNCIL MEETINGS**

- (a) The PRC shall meet in session at least two (2) times a year, or upon the request of two-thirds (2/3) of its members, to conduct a special meeting.
- (b) Additional meetings may take place through teleconferencing, other available technology, and various cost-saving initiatives.
- (c) The PRC meetings will be rotated throughout the Prairie Region.
- (d) For decision making purposes a quorum shall consist of the REVP or the A/REVP and 50 per cent of the Council members, ensuring representation from all three provinces.
- (e) Minutes of all PRC meetings shall be posted on the Prairie Region's website within two months, including approval by the PRC.

## **SECTION 8**

### **PRAIRIE REGION COUNCIL COMMITTEES**

- (a) The PRC shall have the authority to, and the responsibility for establishing operational committees as needed and the following standing committees:

Education Committee  
Health & Safety Committee  
Finance Committee  
Communications Committee  
By-Laws Committee

- (b) Appointments to committees shall be made by the REVP, in consultation with and ratified by the PRC members, keeping in mind gender and equity representation.
- (c) All PRC Committees shall submit a written report of their activities to the PRC meetings and the Prairie Region Triennial Convention.
- (d) The PRC shall establish Terms of Reference to guide the work and activities of each committee. Within the first year of the mandate, the Terms of Reference of each PRC Standing Committee shall be reviewed by the committee to ensure that they are current and relevant. Each committee shall present their Terms of Reference to the PRC for ratification.

## **SECTION 9**

### **PRAIRIE REGION TRIENNIAL CONVENTION**

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

- (a) The Prairie Region shall hold its Triennial Convention in the Prairie Region within the period commencing fourteen (14) months and ending nine (9) months prior to the PSAC National Triennial Convention. The PRC shall make every effort to ensure that the Regional Convention rotates through the three provinces of the Prairie Region.
- (b) The PRC may, at the request of two-thirds (2/3) of its members, call a Special Convention.
- (c) The PRC shall issue a call to Convention to all appropriate bodies, not less than four (4) months prior to the date of the Prairie Region Triennial Convention. Such Convention Call shall include the final date for receipt of resolutions from the appropriate bodies.
- (d) The PRC shall be responsible for producing and distributing the Prairie Region Triennial Convention Report to all Convention delegates, Locals/Branches, Regional Women's Committees, Access, Pride, Indigenous Peoples, Racially Visible Persons, Young Workers or Human Rights Committees and Area Councils within six (6) months of Convention.

*Sub-Section (2)*

The Prairie Region Triennial Convention shall be chaired by the REVP, or, in their absence or on their delegation, any member of the PRC.

*Sub-Section (3)*

The Prairie Region Triennial Convention shall:

- (a) adopt rules of procedure governing the processing of all matters before the Prairie Region Triennial Convention;
- (b) refer to the appropriate Convention Committee and deal with all resolutions and matters submitted to it through the REVP by the PRC, Locals/Branches, Regional Women's, Access, Pride, Indigenous Peoples, Racially Visible Persons, Young Workers or Human Rights Committees and Area Councils; in good standing;
- (c) establish the budgetary provisions between Conventions;
- (d) deal with any other administrative matters placed before it by the delegates, in the manner prescribed by the rules of procedure adopted by the Convention for the orderly conduct of its business;
- (e) elect the representatives of the PRC, as outlined in Section 11 of these By-Laws by caucus; and
- (f) elect the REVP Prairie Region, the Alternate REVP Prairie Region and the 2<sup>nd</sup> Alternate REVP Prairie Region.

*Sub-Section (4)*

Resolutions, except for By-Laws and Finance, that are not dealt with at the Prairie Region Triennial Convention will be deferred to the first meeting of the PRC.

**SECTION 10**

**REPRESENTATION AND VOTING AT THE PRAIRIE REGION TRIENNIAL CONVENTION**

*Sub-Section (1)*

Regional Conventions shall take place over three (3) days commencing on a Friday.

### *Sub-Section (2)*

For the purpose of representation at a PSAC Regional Triennial Convention:

- (a) Each local (components and DCLs) shall be entitled to one (1) delegate for the first one (1) to two hundred and fifteen (215) members and one (1) additional delegate for each additional two hundred and fifteen (215) members or fraction thereof.
- (b) Up to twenty (20) members of their respective Regional Councils shall be delegates;
- (c) Each active Area Council shall be entitled to elect one (1) delegate;
- (d) Each active Regional Women's Committee shall be entitled to elect one (1) delegate;
- (e) Each active Regional Human Rights and Equity Committee shall be entitled to elect one (1) delegate;
- (f) Two (2) elected regional National Indigenous Peoples' Circle representatives shall be delegates;
- (g) Each Regional Young Workers Committee shall be entitled to elect (1) delegate;
- (h) Component national officers shall be delegates in the region in which they live or work.
- (i) Members of the NBoD and full time Component Vice-Presidents shall be entitled to delegate status in the caucus they have elected to participate in as per Section 19, Sub-Section 5 (b) of the PSAC Constitution

### *Sub-Section (3)*

Component officers as defined in Component By-Laws that meet the following criteria shall be delegates to their respective Regional Convention:

- (a) The officer must be a full voting member of the Component executive and elected by the Component Convention delegates or the membership at the national or regional level; and ii) the officer must live or work in the Region.
- (b) Delegation to a Regional Convention of any Component officer not included in (a) above will require a recommendation from the National President and approval from the NBoD.

### *Sub-Section (4)*

Remuneration of delegates shall be in accordance with Section 24, Sub-Section (21) of the PSAC Constitution.

*Sub-Section (5)*

No member shall attend more than one Regional Convention as a delegate per convention cycle.

**SECTION 11**

**ELECTIONS AT THE PRAIRIE REGION TRIENNIAL CONVENTION**

*Sub-Section (1) - Eligibility of Nominees for Office - REVP, A/REVP and 2nd A/REVP*

- (a) All nominees for the office of REVP Prairie Region, A/REVP Prairie Region, and 2<sup>nd</sup> A/REVP Prairie Region shall be members in good standing of the PSAC.
- (b) A nominee for the office of the REVP, A/REVP and 2nd A/REVP shall work or reside in the Prairie Region.
- (c) Nominees for the office of REVP, Prairie Region shall be prepared to live in a location as determined by the AEC.

*Sub-Section (2) - Nomination of REVP, A/REVP and 2nd A/REVP*

- (a) At each Prairie Region Triennial Convention, a Nominations Committee of at least three (3) persons shall be appointed by the PRC from among those present, other than staff.
- (b) The duties of the Nominations Committee shall be to:
  - (i) receive nominations for the offices of REVP, A/REVP and 2nd A/REVP;
  - (ii) verify the eligibility of nominees for office;
  - (iii) ascertain the willingness of nominees to accept and perform the duties of the office to which they may be elected; and
  - (iv) report to the Prairie Region Triennial Convention the names of all such nominees.
- (c) Nominations for the office of REVP, A/REVP and 2nd A/REVP filed with the Nominations Committee shall be in writing, signed by a nominator and a seconder, each of whom shall be an accredited delegate.
- (d) Nominees who are not present at the Convention must submit a nomination form to the Prairie Regional Staff Coordinator prior to the start of the Prairie Region Triennial Convention.

- (e) Nominees who are present at the Prairie Region Triennial Convention can submit a nomination form to the Prairie Regional Staff Coordinator prior to the start of the Prairie Region Triennial Convention, to the Nominations Committee during Convention or be nominated from the floor of the Prairie Region Triennial Convention. The Prairie Regional Staff Coordinator will provide nomination forms received prior to the commencement of Convention to the Chair of the Nominations Committee as soon as the Nominations Committee has been ratified by Convention.
- (f) The Chairperson of the Nominations Committee shall be appointed by the PSAC Prairie Region Council. Either the Chairperson of the Nomination Committee, or a member or former member of the AEC, shall conduct the election of the REVP Alternate REVP and the 2<sup>nd</sup> Alternate REVP. The Election Chairperson shall have the power to appoint scrutineers and assistants as deemed necessary to conduct the elections in an orderly manner, subject to the limitations of Sub-Section (2) (a) above.

*Sub-Section (3) - Election of the REVP, Alternate REVP and 2nd A/REVP*

- (a) The election of the REVP Prairie Region, and A/REVP Prairie Region and 2nd A/REVP Prairie Region shall be conducted in turn. Each office shall be called in turn and completed before the next office is called.
- (b) As the election for the office of REVP, A/REVP and 2nd A/REVP is called, the nominee, nominator or seconder of each nominee, whether filed previously with the Nominations Committee or nominated from the floor, may speak to the Prairie Region Triennial Convention for not more than three (3) minutes on behalf of that nominee.
- (c) The election to the office of REVP, A/REVP and 2nd A/REVP shall be by secret ballot. Each voting delegate shall indicate by ballot or electronic voting the name of their choice for the office called, from among the nominees for office.
- (d) Election to the office of REVP, A/REVP and 2nd A/REVP shall be declared only on receipt of a clear majority of the ballots cast with standings revealed to voting delegates after each ballot. In the event that more than two (2) nominees stand for election to any one office, the election procedure shall be by way of elimination.
- (e) In the event of a tie vote, the Chairperson shall immediately take a second ballot without recess or adjournment. If this results in a second tie vote, the Chairperson shall call a short recess before taking the third ballot.
- (f) Upon completion of the election of the REVP, A/REVP and 2nd A/REVP, the Nominations Committee will sign a declaration outlining the number of accredited delegates, the number of accredited delegates voting, the vote tally for each candidate and the number of spoiled ballots for each ballot during the election of the REVP, A/REVP and 2nd A/REVP. The signed declaration will be forwarded to the PSAC National President and maintained on file.
- (g) The REVP, A/REVP and 2nd A/REVP shall take office at the end of the Prairie Region Triennial Convention.



- (h) Members elected to the position of REVP shall not hold Component, Local or Branch Executive Officer positions, other than Steward.

*Sub-Section (4) - Vacancy in the Position of REVP, A/REVP and 2nd A/REVP*

- (a) A vacancy in the office of REVP shall be filled by the A/REVP.
- (b) A vacancy in the office of Alternate REVP shall be filled by the 2nd A/REVP.
- (c) In the event that both the A/REVP and 2nd A/REVP become vacant 6 months or more prior to the PR Convention then the position of the A/REVP, shall be filled in the following manner:
  - (i) nominations shall be called by the AEC from amongst all members in the Prairie Region;
  - (ii) the AEC shall ensure that all nominees are members in good standing of the PSAC in the Prairie Region of the PSAC, and that the nominator and seconder were delegates at the previous Prairie Region Triennial Convention;
  - (iii) the nominations process will be concluded within 60 days from the date of notice of vacancy in the position of Alternate REVP;
  - (iv) if there is more than one nominee for the office of A/REVP, and an election is necessary, it shall be conducted by the AEC from amongst those members in good standing who were voting delegates at the preceding Prairie Region Triennial Convention.

*Sub-Section (5) - Nomination and Election of the PRC Representatives, Alternate Representatives, and Second Alternate Representatives*

- (a) Nomination Process for Prairie Region Council Representatives
  - (i) Nominees who are not present at the Convention must submit a nomination form to the Prairie Regional Staff Coordinator prior to the start of the Prairie Region Triennial Convention.
  - (ii) Nominees who are present at the Prairie Region Triennial Convention can submit a nomination form to the Prairie Regional Staff Coordinator prior to the start of the Prairie Region Triennial Convention, to the Nominations Committee during Convention or be nominated from the floor of the applicable caucus at the Prairie Region Triennial Convention. The Prairie Regional Staff Coordinator will provide nomination forms received prior to the commencement of Convention to the Chair of the Nominations Committee as soon as the Nominations Committee has been ratified by Convention.

(b) Election Procedures for Prairie Region Council Representatives

- (i) The elections shall be by secret ballot. Each voting delegate shall indicate by ballot or electronic voting the name of their choice for the office called, from among the nominees for office.
- (ii) The election for Representative, Alternate and Second Alternate shall be declared only on receipt of a clear majority of the ballots cast with standings revealed to voting delegates after each ballot. In the event that more than two (2) nominees stand for election for any one office, the election procedure shall be by way of elimination.
- (iii) The Representatives, Alternates, and Second Alternates shall be sworn in and take office at the end of the Prairie Region Triennial Convention.

(c) The above procedures shall apply to the following positions on the Prairie Region Council:

- (i) The Geographic Representatives, their Alternates, and their Second Alternates shall be elected in caucus at the Prairie Region Triennial Convention by delegates from the geographic area they are to represent.
- (ii) The Regional Women's Committee Representative, her Alternate, and her Second Alternate shall be elected in caucus at the PSAC Prairie Region Triennial Convention by the delegates who have self identified at the time of registration as being a member of a duly established PSAC Prairie Regional Women's Committee.
- (iii) The Equity Group Representative, their Alternate, and their Second Alternate for the Indigenous Peoples, Persons with Disabilities, Racially Visible and Lesbian, Gay, Bisexual, Transgender Persons, Queer, Two-Spirited, + (LGBTQ2+) shall be elected in caucus at the Prairie Region Triennial Convention by delegates who have self-identified on their Convention registration form as being a member of their respective Equity Group.
- (iv) The Directly Chartered Local Representative, their Alternate, and their Second Alternate shall be elected in caucus at the Prairie Region Triennial Convention by delegates representing Directly Chartered Locals within the Prairie Region.
- (v) The Young Workers Representative, their Alternate, and their Second Alternate shall be elected in caucus at the Prairie Region Triennial Convention by delegates who have self-identified at the time of registration as representing Young Workers within the Prairie Region.
- (vi) The Separate Employer Representative, their Alternate, and their Second Alternate shall be elected in caucus at the Prairie Region Triennial Convention by delegates representing Separate Employer Locals within the Prairie Region.

*Sub-Section (6) - Vacancy in the Position of Representative*

- (a) In the event of a vacancy, the position of a PRC Representative shall be filled by the Alternate and the Second Alternate shall assume the Alternate Representative position.
- (b) In the event there is no Alternate to assume the PRC Representative position, the vacancy, occurring six (6) months or more prior to the Prairie Region Triennial Convention, shall be filled in the following manner:
  - (i) nominations shall be called by the Prairie Regional Staff Coordinator from amongst the members in the Prairie Region;
  - (ii) the Prairie Regional Staff Coordinator shall ensure that all nominees are members in good standing of the PSAC in the Prairie Region of the PSAC, and that the nominator and seconder were delegates at the previous Prairie Region Triennial Convention;
  - (iii) the nominations process will be concluded within 60 days from the date of notice of vacancy in the position; and
  - (iv) if there is more than one nominee for the PRC Representative position and an election is necessary, it shall be conducted by the Prairie Regional Staff Coordinator from amongst those members in good standing who were voting delegates at the preceding Prairie Region Triennial Convention.
- (c) Should a vacancy occur in the position of Alternate or Second Alternate, at least one year before the next Prairie Region Triennial Convention, the appropriate caucus delegates will elect a representative in the same manner as identified in Sub-Section (6) (b).

**SECTION 12**

**AREA COUNCILS**

*Sub-Section (1)*

Area Councils will be the primary link between the PRC and Locals/Branches.

*Sub-Section (2)*

A Representative of a Prairie Regional Women's Committee shall have the right to join the Area Council that falls within their geographic jurisdiction, with full voice and vote.

*Sub-Section (3)*

A Representative from an Access, Pride, Indigenous Peoples, Racially Visible Persons, Young Workers or Human Rights Committees shall have the right to join the Area Council that falls within their geographic jurisdiction, with full voice and vote.

## SECTION 13

### FINANCES AND COLLECTION OF MEMBERSHIP FEES

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

The PRC shall be funded from the budget allocated by the PSAC to the Prairie Region and from the membership fees levied, pursuant to Section 16, Sub-Section (2) of the PSAC Constitution.

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

Membership fees levied by the PRC shall be established by the Prairie Region Triennial Convention.

#### *Sub-Section (3)*

The fiscal year of the PRC shall be from January 1 to December 31. A detailed audited statement of receipts and expenditures prepared by a certified accountant shall be undertaken for each fiscal year of the PRC. This financial statement and recommendations from the Finance Committee shall be presented at the PRC meeting immediately following the completion of the audit for PRC approval. A financial report, including a detailed audited statement of receipts and expenditures prepared by a certified accountant, shall be presented at the Prairie Region Triennial Convention.

#### *Sub-Section (4)*

Any expense not accounted for in the budget will require a two-thirds (2/3) majority vote by the PRC.

#### *Sub-Section (5)*

The Prairie Region Council budget, as passed by Convention, shall be posted on the Prairies website.

#### *Sub-Section (6)*

The Prairie Region Council budget variance report shall be posted on the Prairie Region's website quarterly and presented to all regularly scheduled PRC meetings.

## **SECTION 14**

### **DISCIPLINE**

The Prairie Region Council shall have the authority by a two thirds (2/3) majority vote at a regular or special meeting to temporarily relieve of their duties, until such time as an investigation has been completed and a decision rendered, an officer of the PRC from their position on the PRC for contravening a provision of the PSAC Constitution and/or these By-Laws, in accordance with Section 25 and Regulation 19 of the PSAC Constitution.

Furthermore, the Prairie Region Council shall have the authority by a two thirds (2/3) majority vote at a regular or special meeting to recommend to the appropriate body to suspend the membership of any Prairie Region Council officer for contravening a provision of the PSAC Constitution and/or these By-laws in accordance with Section 25 and Regulation 19 of the PSAC Constitution.

## **SECTION 15**

### **AMENDMENT OF PRAIRIE REGION BY-LAWS**

Any amendment of, deletion from, or addition to these By-Laws shall become effective by approval of two-thirds (2/3) of the delegates voting at a Prairie Region Triennial Convention.

Unless otherwise specified, any amendment of, deletion from, or addition to these By-Laws shall become effective at the time of its adoption.

## **SECTION 16**

### **INTERPRETATION OF PRAIRIE REGION BY-LAWS**

Only the REVP is empowered to interpret the By-Laws, except that the PRC or Prairie Region Triennial Convention may reverse the interpretation given.

## **SECTION 17**

### **OATH OF OFFICE**

"I ..... having been elected an officer of the Public Service Alliance of Canada, Prairie Region, 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."

# **GLOSSARY**

By a clear two-thirds (2/3) majority, PRC can add, amend or rescind a definition.

**AEC** – Alliance Executive Committee: The Alliance Executive Committee shall be composed of the National President, one National Executive Vice-President and seven Regional Executive Vice- Presidents, all nine of whom shall be elected in accordance with the provisions of Section 23. (PSAC Constitution Section 7 Sub-Section (1) (c))

**Alliance Facilitators’ Network (AFN)** – PSAC members trained as facilitators to educate other Alliance members to provide local, regional and workplace based training opportunities (Policy Statement on the PSAC Membership Education Program - September 1997).

**Area Councils (AC)** – A duly recognized and established council comprised of PSAC members who have organized in any area of the Prairie Region that can reasonably encompass one Area Council. (PSAC Constitution, Section 14)

**A/REVP** – PSAC Alternate Regional Executive Vice-President for the Prairie Region.

**Branches** – The name given to groupings of members who are in the Customs and Immigration Union (CIU) Component. “Branches” are similar to “Locals”.

**Directly Chartered Local** – Directly Chartered Local means an organized group of members established by the Alliance Executive Committee in accordance with the PSAC Constitution and deriving its jurisdiction, authority and rights from Section 11 of the PSAC Constitution. (PSAC Constitution, p. 19)

**Geographic Area** – As identified in the PR Bylaws Section 5 (c), the area of jurisdiction has been defined as follows:

Northern Alberta  
Southern Alberta  
Northern Saskatchewan  
Southern Saskatchewan  
South-East Manitoba  
North-West Manitoba

**Human Rights Committee** – A duly recognized and established committee comprised of PSAC members who self identify as being representative of Racially Visible Persons, Indigenous Peoples, Persons with Disabilities, or Lesbian, Gay, Bisexual and Transgender Persons, Queer, Two-Spirited, + (LGBTQ2+) and who have organized in any area of the Prairie Region that can reasonably encompass a Human Rights Committee. (PSAC Constitution, Section 15). (Amended November 1, 2019)

**In Good Standing** –

- A Local/Branch that is not in trusteeship.
- As defined in the PSAC Constitution Section 4 Sub-Section (2)

**Local** – Includes within its meaning a Directly Chartered Local or when identified as such a Component Local.

**NBoD** – National Board of Directors

## **Prairie Region Triennial Convention – PSAC Prairie Region Triennial Convention**

**PRC** – Prairie Region Council

**PSAC Prairie Region (PR)** – The region includes the provinces of Alberta, Saskatchewan, Manitoba and remote areas in other provinces and territories, where members pay dues and are served by the PSAC Prairie Region.

**PSAC Prairie Regional Office Area** – The area serviced by the regional office in question. (For enquiries call the office closest to your work location.)

**Regional Health and Safety Committee** – A duly recognized and established committee comprised of PSAC members in accordance with the Terms of Reference as approved by Prairie Region Council. (PSAC Constitution, Section 15) (Added November 1, 2019)

**Regional Women’s Committee (RWC)** – A duly recognized and established committee comprised of a group of PSAC members who self identify as a woman who have organized in any area of the Prairie Region that can reasonably encompass one Regional Women’s Committee. (PSAC Constitution, Section 15). (Amended November 1, 2019)

**REVP** – PSAC Regional Executive Vice-President for the Prairie Region.

**Separate Employer Locals (SEL)** – For the purposes of Prairie Region Council Elections, Separate Employer Locals means the following: Locals for bargaining units falling within the Prairie Region such as SRG Services Corp., Bouygues Canada, Freshwater Fish Marketing Corp., Hudson Bay Port Company, Churchill Marine Tank Farm, Canadian Museum for Human Rights, All Nations’ Healing Hospital Inc., Aramark Canada Ltd. 15 Wing Moose Jaw, ATCO Structures & Logistics Ltd. 15 Wing Moose Jaw, Sodexo Canada Limited, Saskatoon Airport Authority, Regina Airport Authority Inc., Calgary Airport Authority, Winnipeg Airports Authority Inc., and Edmonton Regional Airports Authority.

Separate Employer Locals do not include Locals in bargaining units and employers covered by the Federal Public Sector Relations Act (Treasury Board or Separate Agencies), Directly Chartered Locals, or Code certified bargaining units that are national in scope, such as, Canada Post, NAV Canada and the Royal Canadian Mint.

(Amended November 1, 2019)

**Young Worker Committee** – A duly recognized and established committee comprised of PSAC members who are thirty-five (35) years of age and younger and have organized in any area of the Prairie Region that can reasonably encompass a Young Workers Committee. (PSAC Constitution, Section 15) (Added November 1, 2019)



# REGULATIONS

By a clear two-thirds (2/3) majority, PRC can enact a Regulation, amend or rescind a Regulation

**REGULATION 1**  
(Amended November 1, 2019)

**REGIONAL COMMITTEE / AREA COUNCIL**

Each Committee/Council shall hold at least four meetings per year in order to meet the definition of in good standing in accordance with Section 14, Sub-Section [10] and Section 15 Sub-Section (4) of the PSAC Constitution.

One such meeting shall be known as the Annual Meeting and shall be held in the first quarter of each calendar year. The selection/election of officers shall occur at this meeting in accordance with the procedures as outlined in each Committees Terms of Reference or Councils Bylaws.

Each Committee/Council shall present its financial documents at a meeting to be held on or before 28 February of each calendar year in order to be accepted and/or approved by the membership in attendance at said meeting. These documents shall include a budget for the current calendar year and the previous year end financial statement.

Each Committee/Council shall forward their complete financial package to their respective PRC Rep by 1 March of each calendar year in order to ensure enough time for the review and completion of the package by the PRC Rep and subsequent transmittal to the REVP office for receipt by 15 March of each calendar year.

Committees/Councils shall forward to the REVP, minutes of all meetings no later than thirty (30) days following the date on which each meeting is held as per Section 14, Sub-Section (13) (a) of the PSAC Constitution.

In order to ensure a consistent approach for each Committee/Council, the reporting and operations of each Committee/Council shall be conducted in accordance with the Committee/Council Operational Guidelines and Financial Procedures booklet which further expands the procedures outlined above.

This Regulation does not apply to the Prairies Regional Health and Safety Committee.

**REGULATION 2**  
(Amended November 1, 2019)

**PRAIRIE REGION CONVENTION RESOLUTIONS COMMITTEES**

The PSAC Prairie Region Triennial Convention Resolutions Committees will meet no less than three (3) months prior to the Prairie Region Convention.

The Convention Finance Committee report to the Prairie Region Triennial Convention shall include the proposed budget for the ensuing period.

All Convention Committee Reports to the Prairie Region Triennial Convention will be distributed to all appropriate bodies at least two (2) months prior to the Prairie Region Triennial Convention.

### **REGULATION 3**

(January 31, 2014)

#### **DELEGATE STATUS FOR THE REGIONAL WOMEN'S COMMITTEE CAUCUS AT PRAIRIE REGION CONVENTION**

In order to attend the Regional Women's Committee Caucus the delegate must be a member of a PSAC Regional Women's Committee, which is in good standing, and have attended at least two RWC meetings within the 12-month period immediately preceding the Prairie Region Convention.

### **REGULATION 4**

(Amended June 24, 2021)

#### **REGIONAL COUNCIL / COMMITTEE COMMUNICATION**

The REVP shall chair a minimum of two (2) conference calls per calendar year with each of the following individually:

- PRC Geographical Representatives and Area Council Chairpersons/Presidents or Alternate
- PRC Regional Women's Committee Representative and Regional Women's Committee Chairpersons/Presidents or Alternate
- PRC Regional Young Worker Representative and Regional Young Worker Committee Chairpersons/Presidents or Alternate
- PRC Equity Representatives and Regional Human Rights Committee Chairpersons/Presidents or Alternate
- Prairie Region Health and Safety Committee as a whole

The Alternate REVP will be invited to participate in each call.

**RESOLUTIONS  
OF  
RECORD**

**1) LABOUR COUNCIL**

**BE IT RESOLVED THAT** all Prairie Region Council members contact and work with their local Labour Council to launch a campaign to get more locals affiliated to not only their local Labour Council but also to their respective Federation of Labour.

**2) POLITICAL ACTION**

**BE IT RESOLVED THAT** the Prairie Region Council and Area Councils establish political action as their top priority for the next round(s) of bargaining and beyond.

**BE IT RESOLVED THAT** the Prairie Regional Education Officer(s) develop a series of modules to train members around political action and that these modules include, but not be limited to:

- Lobbying Members of Parliament;
- Effective Communication for Political Action; and
- Campaign Development Training.

**BE IT FURTHER RESOLVED THAT** these modules be incorporated into the national education programs.

**BE IT FURTHER RESOLVED THAT** the Prairie Region Council set aside funds from the Education Fund and Alliance Facilitator funding to implement this resolution.

**3) EQUITY FUNDING**

**BE IT RESOLVED THAT** the PRC Equity Group Representative draft procedures for members to follow when requesting such funding to ensure equitable and transparent distribution of funds. Final approval of the procedures document will be the responsibility of the REVP.

**4) PRAIRIE REGION TRIENNIAL CONVENTION FINANCE COMMITTEE**

**BE IT RESOLVED THAT** the Finance Committee's Report to the Prairie Region Triennial Convention be distributed to all appropriate bodies at least two (2) months prior to the Prairie Region Triennial Convention.

**BE IT RESOLVED THAT** the Finance Committee report to the Prairie Region Triennial Convention include the proposed budget for the ensuing period.

**5) AREA COUNCIL PRESIDENTS CONFERENCE**

**BE IT RESOLVED THAT** the Regional Executive Vice-President for the Prairie Region chair a minimum of one (1) conference call per year for all Area Council Presidents; and

**BE IT FURTHER RESOLVED THAT** the Prairie Region fund a face-to-face conference for Area Council Presidents (or respective alternates) and the REVP once during each three (3) year period between Regional Conventions.