

PSAC WESTMAN AREA COUNCIL

BY-LAWS



Adopted Jun 2007
Revised Dec 2007
Revised Feb 2011

PSAC WestMan Area Council By-Laws

INDEX

Section 1	Name and Area of Jurisdiction	3
Section 2	Union Support	3
Section 3	Mandate and Objectives	3
Section 4	Membership and Membership Rights	3
Section 5	Officers, Eligibility and Election of	4
Section 6	Duties of Officers	5
Section 7	Executive Committee	7
Section 8	Conventions & Prairie Region Council	8
Section 9	Meetings	9
Section 10	Finances	10
Section 11	Communications	11
Section 12	Amendment of By-Laws	11
Section 13	Discipline	11
Section 14	Oath of Office	12

PSAC WestMan Area Council By-Laws

Section 1 Name and Area of Jurisdiction

The name shall be the WestMan Area Council (WMAC).

The area of jurisdiction of the WMAC shall be determined by the Prairie Region Council and currently covers the area from the Saskatchewan Border, in the west, to a north/south line following Highway 5, in the east, and the US Border, in the south, to and including Dauphin, in the north.

Section 2 Union Support

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

Section 3 Mandate and Objectives

Sub-Section (1)

The Area Council will serve as a liaison for Locals, Branches, Directly Chartered Locals (DCLs), Regional Women's Committees (RWCs), 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; the promotion of, affiliation to and involvement with the Federation of Labour and District Labour Councils; and the dissemination of information; and the co-ordination of educational opportunities 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.

Section 4 Membership and Membership Rights

Sub-Section (1)

Membership in the WestMan Area Council is open to all Locals, Branches of Components and Directly Chartered Locals (DCLs) that have members who work or reside in the WMAC's area of jurisdiction and to Regional Women's Committees and

Constitutionally recognized Regional Committees that fall within this area. A member may only participate in one Area Council.

Sub-Section (2)

Members from affiliated Locals, Branches, DCLs, RWCs and constitutionally recognized Regional Committees shall have full voice in all discussions at the Area Council meetings.

Sub-Section (3)

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).

Sub-Section (4)

Each affiliated Local, Branch, DCL, RWC and constitutionally recognized Regional Committee within the WMAC area of jurisdiction shall have the right to elect alternates to their Local delegate(s) so that full representation can be maintained.

Section 5 Officers, Eligibility and Election of

Sub-Section (1)

The officers of the WMAC shall consist of a President, a Vice President, a Secretary and a Treasurer. These officers shall comprise the Executive Committee.

Sub-Section (2)

The officers of the WestMan Area Council shall be elected to Office for a period of two years. The President and Treasurer shall be elected in odd numbered years and the Vice President and Secretary shall be elected in even numbered years.

Sub-Section (3)

Election for the position of a WMAC Officer shall take place separately 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 as identified in these By-Laws and officers of the Area Council are eligible to vote.

Sub-Section (4)

Any officer or delegate absent from the AGM for just cause may stand for election provided that they submit a written statement, to the President or Executive Committee, indicating a willingness to stand for office and subject to the majority of the delegates approving such absence.

Sub-Section (5)

The election of officers shall be by secret ballot which shall be distributed to all delegates who shall write, on the ballot, the name of his or her choice for the office called.

Sub-Section (6)

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 (7)

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 (8)

The Oath of Office shall be administered to all newly elected officers at the end of the meeting, or in the case of absence, at the next available meeting they attend. Once the Oath of Office has been administered, they shall assume the office to which they were elected.

Section 6 Duties of Officers

Sub-Section (1) – President:

The President shall:

- a. preside at meetings of the Council and its Executive Committee;
- b. uphold the PSAC Constitution and Regulations and the WestMan Area Council By-Laws and Regulations;
- c. oversee the work of all officers of the Council and shall be an ex-officio member of all committees of the Council;

- d. report to the Executive Committee and meetings of the Council on his/her activities and perform other duties as pertains to that office;
- e. be responsible for the efficient and proper conduct of the affairs of the Council;
- f. vote only in the case of a tie vote on any matter;
- g. with the assistance of the Vice President, bring to the attention of the Prairie Region REVP of the PSAC, the policies and views adopted;
- h. with the assistance of the Vice President, carry out an active liaison with the various Locals/Branches, DCLs, RWC, or constitutionally recognized Regional Committee in the WestMan area of jurisdiction.

Sub-Section (2) – Vice President:

The Vice President shall

- a. assist the President in carrying out the duties of that office as requested;
- b. in the absence of the President, assume the duties of the President;
- c. review the By-Laws annually or as needed and report recommended changes to a General Membership Meeting;
- d. ensure the Area Council resolutions are submitted, through the Prairie Region REVP, to the National Board of Directors 6 months prior to the PSAC National Convention;
- e. be responsible for notifying all WMAC members of all meetings.

Sub-Section (3) – Secretary:

The Secretary shall

- a. be responsible for keeping accurate records of all meetings;
- b. forward to the Prairie Region REVP and the members of the Executive Committee the minutes of all meetings not later than 30 days following the date on which the meeting was held;
- c. be responsible for referring all correspondence received to the appropriate Executive Officer for action;

- d. prepare correspondence as may be directed by the President, Executive Committee or the Council;
- e. have available and read at all meetings, copies of the previous meetings minutes, correspondence, as directed by the President or the Executive Committee, and the PSAC Statement on Harassment.

Sub-Section (4) – Treasurer:

The Treasurer shall

- a. receive all monies and ensure that they are properly recorded and deposited as directed by the Council to the credit of the WestMan Area Council, PSAC;
- b. be one of the designated signing officers;
- c. present a written statement to the Executive Committee and at the regular Area Council meeting detailing the receipts and expenditures for the previous period;
- d. submit a detailed and audited financial statement at the Annual General Meeting of the Area Council;
- e. expend funds only as directed by the Council;
- f. be responsible for preparing and presenting the proposed budget at the Annual General Meeting.

Section 7 Executive Committee

Sub-Section (1)

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

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 2 weeks to fill such vacancy shall be given. The election will be held at the next meeting of the WMAC in accordance with the procedures set out in Section 5 Sub-Section 4 thru 8 of these By-Laws.

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 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 WestMan Area Council or the PSAC Regional Office.

Section 8 Conventions & Prairie Region Council

Sub-Section (1)

The WMAC shall elect a delegate and at least one (1) alternate to the PSAC Triennial Convention at the 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 (2)

The WMAC may submit resolutions to the PSAC National Triennial Convention in accordance with the directions given on the call to convention issued by the PSAC National Office.

Sub-Section (3)

The WMAC shall elect a representative and their alternate to the Prairie Region Council no later than one month prior to the Prairie Region Triennial Convention. The newly elected PRC Area Council Representative shall be the Area Council delegate to the

Prairie Region Triennial Convention and be sworn in and take office at the end of the Prairie Region Triennial Convention. Save and except where the Area Council Representative is reelected, then the delegate entitlement shall follow Regulation 6 of the PSAC Prairie Region Bylaws.

Sub-Section (4)

The WMAC may submit resolutions to the PSAC Prairie Regional Convention in accordance with the directions given on the call to convention issued by the PSAC Prairie Region Council.

Section 9 Meetings

Sub-Section (1)

The WMAC shall hold meetings at least four (4) times a year, ideally in each quarter of the 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 be held in the first quarter of the year.

Sub-Section (2)

Special meetings of the WestMan Area Council shall be held at the call of the President or, on written request, by three delegates from separate affiliated Local, Branch, DCL, RWC, or constitutionally recognized Regional Committee to the Council President or the Regional Executive Vice President.

Sub-Section (3)

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, of attending delegates, shall be required.

Sub-Section (4)

Barring unforeseen circumstances, meetings of the WMAC shall follow the order of business as listed below

- a. Call to Order
- b. Appointment of Harassment Advisor
- c. Reading of the PSAC Harassment Statement
- d. Minutes of previous meeting
- e. Business arising from minutes
- f. Correspondence
- g. Business arising from correspondence
- h. President's Report

- i. Treasurer's Report
- j. Committee Reports:
- k. New Business
- l. Adjournment

Section 10 Finances

Sub-Section (1)

The fiscal year of the WMAC shall be January 1st to December 31st. The proposed 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 WestMan 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 expenditure by the Executive Committee, unless pre-authorized by the Council, shall exceed \$300.00.

Sub-Section (5)

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

Sub-Section (6)

The WMAC shall have an audit conducted of the Council's finances within the two months immediately preceding the AGM. Such audit will be conducted in accordance with the accepted practices of the Prairie Region Council and the PSAC Constitution.

Section 11 Communications

Sub-Section (1)

The WMAC shall communicate with the PSAC through the Prairie Region 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 12 Amendment of By-Laws

Sub-Section (1)

By-Laws of the WMAC may be amended by a two-thirds (2/3) majority of those accredited voting delegates and officers in attendance at the Annual 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 General 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 general meeting of the Council.

Section 13 Discipline

The WestMan Area Council and its officers shall be subject to the disciplinary provisions of Section 25 of the PSAC Constitution.

Original Signed by
G Johnston
President
WestMan Area Council

Original Signed by
S Norman
Vice President
WestMan Area Council

Date: _____

Date: _____

Section 14 Oath of Office

<"I having been elected an officer of the Public Service Alliance of Canada, solemnly declare that for the term of my 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.">