

**Southern Saskatchewan  
REGIONAL WOMENS' COMMITTEE**

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# **Terms of Reference**



**PSAC · Prairies**  
Public Service Alliance of Canada

**As adopted November 4, 2025**

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**TERMS OF REFERENCE**  
**Adopted November 4, 2025**

**1. OBJECTIVE**

Regional Womens' Committees (RWC) serve an important purpose in our union including increasing the participation of women activists and leaders. RWCs provide "safe spaces" for PSAC members who identify as women to identify, strategize and work on issues of particular concern in a local or region. RWCs also encourage the development of strong networks of women that cross racial, sexual, gender, ability and class lines.

**2. JURISDICTION**

The committee is governed by the PSAC Constitution, Section 15. Any part of the terms of reference that violate or supersede the Constitution, are considered null and void.

**3. PARTICIPATION**

Members in good standing who identify as a woman may participate.

Members from locals or branches in good standing are eligible to participate in one RWC nearest where they reside. In accordance with the Constitution, for voting purposes, only one member per local or branch will represent the local. No member may participate in more than one RWC.

**4. DECISION MAKING**

In the event that more than one member is present from a local or branch, they will need to identify who will be representing the local or branch prior to any decision making.

Members of the RWC executive have full voice and vote in addition to local or branch representatives as outlined in the PSAC Constitution.

While RWC's can use alternate decision-making processes such as consensus, some decisions require a vote to comply with the PSAC Constitution.

To ensure compliance with the Constitution and that no required votes are missed, all decisions will require a motion that is moved and seconded by a voting delegate followed by a vote of all eligible voting delegates. Reminder that the minutes should reflect who was present as a voting or a non-voting delegate.

RWC's can and should have an open discussion with all participants (voting and non-voting) as much as possible before putting a motion forward which may help

reduce any amendments or defeated motions and also allows non-voting delegates to participate.

Process for decision-making:

- The Chair introduces an agenda item and opens the floor to discussion
- Once discussion is concluded, the Chair will ask a voting delegate to move a motion (e.g. adopt the agenda, approval of minutes, budget request, etc.).
- NOTE: The Chair should not move or second a motion.
- NOTE: A voting delegate may introduce a motion at any time.
- The Chair will ask if there is a seconder (must be a voting delegate).
- If the motion is seconded, the Chair will ask if there is any further debate. ONLY voting delegates may participate once a motion has been introduced.
- Once there is no further debate, the Chair will call the vote by asking voting delegates to identify if they vote yes and then those who vote no.
- If the percentage of voting delegates saying yes is higher than 50.0%, the vote is carried. If the vote is a tie, the motion is defeated. If the no votes are a higher percentage than the yes votes, the motion is defeated.

## **5. MEETINGS AND QUORUM**

The committee shall hold a minimum of 4 meetings per calendar year one of which shall be an annual general meeting (AGM). The AGM must be held between January 1<sup>st</sup> and March 31<sup>st</sup> of each year.

The following shall constitute quorum;

A) a minimum of three components/Directly Chartered Locals.

AND

B) a minimum of 3 members which includes a minimum of two executive members, of which one of the executive members must be the chair or vice chair.

Only members representing their local or branch and executive members of the committee are considered for quorum. Where more than 1 member is attending from a local or branch, the additional member(s) cannot be counted to meet the minimum quorum requirement.

## **6. COMMITTEE EXECUTIVE**

The executive will consist of: Chair, Vice-Chair, Secretary, Treasurer.

The executive members of the committee will be elected for a period of 2 years. The Chair and Secretary will be elected in odd numbered years and the Vice-Chair and Treasurer will be elected in even numbered years.

The committee may choose to combine the Secretary and Treasurer positions into 1 position or split a combined position into 2 separate positions by a motion. If the Secretary and Treasurer positions are combined, the member holding that office will only have one vote.

Only members eligible to vote may put forward (nominate) names of members in good standing for candidates for each position. Members not in attendance at the meeting may stand for office provided they have provided in writing (email or text) to the executive or PSAC Regional Representative that they agree to let their name stand. Any member in good standing may be nominated for a position even if they are not a voting delegate.

In the event positions became vacant between AGM's, a notice of election must be included in the meeting notice issued a minimum of 2 weeks prior to the meeting. If the position is filled, the term of office will be until the position is up for election at the next AGM.

## **7. RESPONSIBILITIES OF EXECUTIVE MEMBERS**

### **a) Chair**

- Responsible for conducting and leading meetings in accordance with the PSAC Constitution and these Terms of Reference
- Responsible for preparing the agenda and forwarding to the assigned PSAC Regional Representative a minimum of two weeks prior to the meeting date
- Review minutes of the meeting for accuracy before they are distributed to the committee
- To work with the assigned PSAC Regional Representative to ensure that all information pertaining to the Committee's mandate and jurisdiction is disseminated to all committee members.
- Ensure that all budget requests are complete and submitted to the REVP Prairies for approval prior to activities or events taking place.
- Ensure that a notice of upcoming meeting is submitted to the PSAC Regional Representative for posting to the website a minimum of 2 weeks prior to the meeting.

### **b) Vice-Chair**

- Assist the Chair in carrying out their duties as requested.
- Chair meetings of the committee in the event the Chair is not available.
- Assume the position of Chair in the event the Chair resigns or is no longer eligible to hold office.

### **c) Secretary**

- To capture discussion, decisions and other matters raised during the meetings in minutes.
- To ensure minutes are prepared and forwarded to the committee executive within 2 weeks following the meeting.
- Ensure that minutes (approved or draft) are submitted to the assigned PSAC Regional Representative for posting to the website within 30 days of the meeting.
- Ensure that records of meetings are maintained and accessible.

**d) Treasurer**

- Ensure that the financial statements are prepared and distributed to all committee members at each meeting.
- Prepare year-end financial statements and reports to be forwarded to the applicable PRC representative.
- Ensure that cheques or e-transfer payments are issued in a timely manner after the committee meetings.
- Ensure the safe keeping of bank statements and cheques (blank and voided).
- Ensure that expenses paid are approved prior to payment.
- Responsible for contacting bank and initiating the changing of signing authority, if need be, after an election.

**8. FINANCES**

The committee annual reporting period will be January to December of each year. All committee executive members are responsible to ensure the reporting package is complete and submitted in accordance with the Prairie Region Bylaws.

A minimum of 3 executive members will be signing officers for the committee's bank account. No executive member will sign a cheque where they are the payee without prior written consent of the REVP Prairies. Signing authority must be completed within 30 days following their election.

Expenses should be paid in the year in which they were incurred where possible. An expense claim must be created for each cheque or e-transfer payment issued including VOID cheques.

Only expenses pre-approved by the REVP Prairies on the annual budget allocation or as a supplementary budget request are to be paid.

An annual budget request must be presented to the AGM or a general meeting for approval of all voting delegates before submission for consideration to the REVP Prairies. A supplementary budget may be submitted for consideration of the REVP Prairies at any time during the year following approval of voting delegates.

The Chair and Treasurer are to coordinate a minimum of 2 members in good standing who are not executive members to do a financial review at the end of the calendar year. The members are to be provided with all vouchers, receipts, bank statements, minutes, approved budget requests and any other information requested.

## **9. CONVENTIONS**

The RWC has the right to elect at a general membership meeting, a delegate to the forthcoming Prairie Region Triennial Convention in accordance with the directions on the call to convention issued by the REVP Prairies.

The RWC may submit resolutions to the Prairie Region Triennial Convention in accordance with directions on the call to convention issued by REVP Prairies.

This section is only applicable if the RWC is in good standing and meets the requirements of the PSAC Constitution and Prairie Region Bylaws.

## **10. DISCIPLINE**

Conduct at meetings or events of the committee are subject to all provisions of the PSAC Statement on Harassment and Section 25 of the PSAC Constitution.

## **11. AMENDMENT TO TERMS OF REFERENCE**

- Terms of Reference will be presented to each AGM for review. Any changes made will require 2/3 majority vote. If no changes are proposed or adopted, the terms of reference will be ratified. The Terms of Reference will be submitted to the REVP Prairies office with the annual reporting package and sent to the assigned PSAC Regional Representative for posting to the website.
- In the event changes are required prior to an AGM, revisions can be made at a general committee meeting provided that the changes requested are identified on a notice of meeting which is circulated a minimum of 2 weeks prior to the meeting.

## **12. 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.”