

EDMONTON AREA COUNCIL

BYLAWS



PSAC · Prairies
Public Service Alliance of Canada

As amended December 2010
As amended February 21, 2024
As amended March 17, 2026



PSAC AREA COUNCILS
CONSEILS RÉGIONAUX DE L'AFPC

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

EDMONTON AREA COUNCIL BYLAWS

SECTION 1: Name and Area of Jurisdiction

The name shall be Edmonton Area Council.

The area of jurisdiction of the Edmonton Area Council shall be determined by the REVP Prairies and currently covers all of Northern Alberta up to and including Red Deer to the south.

SECTION 2: Union Support

The Edmonton Area Council is established in accordance with Section 14 of the PSAC Constitution.

SECTION 3: Mandate and Objectives

Area Councils are designed to serve as liaison for Locals or Branches of Components, DCLs, and constitutionally-recognized regional committees. The role of the Area Council shall consist of such activities as community, social and recreational affairs within the communities in which the Area Council functions; promotion and coordination of PSAC campaigns assigned to them by the NBoD or the AEC, such as political action; promotion of the Alberta Federation of Labour and all District Labour Councils in the area of jurisdiction; dissemination of information as well as workshop and seminar-type education in matters directly relating to the functions of the Area Council.

SECTION 4: Membership and Membership Rights

Sub-Section 1

Area Council meetings shall be open to all members of the Locals or Branches of Components, DCLs, and constitutionally-recognized regional committees within the area of jurisdiction, all of which must be in good standing, who shall have full voice on all discussions at Area Council meetings.

Sub-Section 2

Each Local or Branch of a Component and each 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 constitutionally-recognized regional committee shall be entitled to one (1) delegate. Voting rights at Area Council meetings shall be vested in the elected/selected delegates from the Locals or Branches of Components, DCLs, and constitutionally-recognized regional committees and the elected officers of the Area Council.

Sub-Section 3

Delegate entitlement to the Edmonton Area Council for Locals and Branches that have members in multiple Area Council jurisdictions is determined by the number of members in the geographic area of jurisdiction of the Edmonton Area Council. No member may participate to more than one Area Council.

SECTION 5: Officers

Sub-Section 1

The officers of the Edmonton Area Council shall consist of a President, Vice-President, Secretary, Treasurer and Member at Large. These officers shall comprise the Executive Committee.

Sub-Section 2

The officers of the Edmonton Area Council shall be elected for a period of two years. The President, Treasurer and Member at Large shall be elected in odd numbered years and the Vice-President and Secretary shall be elected in even numbered years. Elected officers shall take office at the end of the meeting at which they were elected.

Sub-Section 3

Election for each position shall take place separately at the AGM. Any member in good standing from a Local or Branch of a component or a DCL is eligible to run. Members elected as President and Vice-President may only hold one position on the Executive Committee. One member may be elected as both Secretary and Treasurer. Should one member hold both the positions of Secretary and Treasurer, for the purpose of voting at an Executive Committee meeting or a general meeting, they will be eligible to cast one vote. Only delegates including Edmonton officers identified in these Bylaws are eligible to vote.

Sub-Section 4

Any member not present at the AGM may stand for election provided that they have indicated in writing a willingness to stand for office to a member of Executive Committee, delegate or PSAC Regional Representative.

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 their choice for the office called. For delegates attending virtually, they will submit their votes to an impartial party and by methods identified prior to the start of the voting process.

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 their nominator or seconder may speak to the assembly on behalf of the nominee for a period of no 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, the Prairie Region Bylaws and Regulations and the Edmonton Area Council Bylaws;
- 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 their 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 REVP Prairies and their Prairie Region Council Geographic Rep any policies or views adopted;
- h) With the assistance of the Vice-President, carry out an active liaison with Locals and Branches of components, DCL's and constitutionally recognized regional committees in the 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 Bylaws annually or as needed and report recommended changes to a general membership meeting
- d) Ensure the Area Council resolutions to the PSAC National Convention are submitted to the National Board of Directors a minimum of six months prior to the PSAC National Convention.

Sub-Section 3 – Secretary

The Secretary shall:

- a) Be responsible for keeping accurate records of all meetings.
- b) Forward to the REVP Prairies and members of the Executive Committee the minutes of all meetings no later than 30 days following the date of the meeting;
- 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 and correspondence as directed by the President or the Executive Committee.
- f) Be responsible for notifying all executive officers and Regional Office of all meetings.

Sub-Section 4 – Treasurer

The Treasurer shall:

- a) Receive all monies and ensure they are properly recorded and deposited as directed by the Council to the credit of Edmonton Area Council;
- b) Be one of the designated signing officers;
- c) Present a written statement to the Executive Committee and at all annual or general meetings detailing the receipts and expenditures for the previous period;
- d) Submit a detailed financial statement to the AGM of the Council.
- e) Annually, prepare and make available all records for a financial review by two impartial members.
- f) Expend funds only as directed by the Council and as pre-approved by the REVP Prairies.
- g) Be responsible for preparing and presenting the proposed budget to a meeting.

Sub-Section 5 – Member at Large

The Member at Large shall:

- a) Present a statement to the Executive Committee and at all annual or general meetings
- b) Endeavour to attend all Area Council meetings and report
- c) Promote and support Area Council activities and events.

SECTION 7: Executive Committee

Sub-Section 1

The Executive Committee shall be composed of the elected officers provided for in Section 5 of these Bylaws. Should one member hold both the positions of Secretary and Treasurer, for the purpose of voting at an Executive Committee meeting or a general meeting, they will be eligible to cast one vote. A quorum of the Executive Committee shall be a majority of the elected officers.

Sub-Section 2

The Executive Committee may meet prior to each Council meeting and shall administer the affairs of the Council between meetings of the Council. Meetings of the Executive Committee are not considered meetings for the purpose of the Council's requirement of holding four meetings per year as required by the PSAC Constitution.

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 REVP Prairies.

Sub-Section 4

When a vacancy on the Executive Committee occurs, notice of at least 2 weeks to fill such vacancy shall be given. The election will be held at the next meeting of the Edmonton Area Council in accordance with the procedures set out in Section 5 of these Bylaws.

Sub-Section 5

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

SECTION 8: MEETINGS

Sub-Section 1

The Council shall hold meetings at least four times per calendar year. One such meeting shall be known as the annual general meeting (AGM) at which time officers shall be elected and financial and other reports presented. The AGM shall be held in the first quarter of each calendar year.

Sub-Section 2

A minimum of 3 members which includes a minimum of 2 executive members shall constitute quorum.

Sub-Section 3

Special meetings of the Council shall be held at the call of the President or, on written request, by three delegates from separate Locals or Branches of a Component, DCL or a constitutionally recognized body to the Council President or the REVP Prairies.

Sub-Section 4

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

SECTION 9: Finances

Sub-Section 1

The fiscal year of the Council shall be January 1st to December 31st. The annual financial statement must be presented to the AGM for approval.

Sub-Section 2

Funds of the Council shall be held preferably in a Credit Union or a unionized financial institution in the name of Edmonton Area Council. The signing officers shall be a minimum of three officers as determined by the Executive Committee 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. No signatory may sign a cheque payable to themselves without the written consent of the REVP Prairies.

Sub-Section 3

The expenditure of funds shall be vested in the Council.

Sub-Section 4

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.

Sub-Section 5

The Council shall have a financial review conducted of the Council's finances at the end of each fiscal year and any findings of concern are to be reported to the REVP Prairies without delay.

SECTION 10: Communications**Sub-Section 1**

The Council shall communicate with the PSAC through the REVP Prairies and provide minutes to the REVP Prairies no later than 30 days following the date on which such meeting is held.

Sub-Section 2

The Council shall not enter into a contract or commitment in the name of PSAC without first obtaining prior written consent from the REVP Prairies or the Alliance Executive Committee.

SECTION 11: Conventions

Sub-Section 1

The Council shall have the right to elect at a general membership meeting, held within a period of not more than twelve (12) months and not less than six (6) months prior to the commencement of the regular National Triennial Convention of the PSAC, a delegate to the forthcoming PSAC Convention. In order to be eligible for election as delegate, the individual must have attended at least two (2) Edmonton Area Council meetings in the eighteen (18) months prior to the election.

Sub-Section 2

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

Sub-Section 3

The Council shall have the right to elect at a general membership meeting, held within a period of not more than twelve (12) months and not less than six (6) months prior to the commencement of the regular Prairie Region Triennial Convention, a delegate to the forthcoming Prairie Region Convention. In order to be eligible for election as delegate, the individual must have attended at least two (2) Edmonton Area Council meetings in the eighteen (18) months prior to the election.

Sub-Section 4

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

Sub-Section 5

Section 11, Sub-Sections (1) through (4) are only applicable if the Council is in good standing and meets the requirements of the PSAC Constitution and Prairie Region Bylaws.

SECTION 12: Discipline

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

SECTION 13: Amendment of Bylaws

Sub-Section 1

Bylaws of the Edmonton Area Council may be amended by a two-thirds (2/3) majority of delegates eligible to vote in attendance at the AGM provided that a minimum of two weeks notice has been given. Proposed edits shall be available to delegates a minimum of two weeks prior to the meeting upon request.

Sub-Section 2

In the event the PSAC Constitution, policies or the Prairie Region Bylaws are amended, the Edmonton Area Council Bylaws shall be amended and presented for ratification at the next general membership meeting of the Council.

SECTION 14: 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.”

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