

BY-LAWS
ATLANTIC REGION



Atlantic

BY-LAWS

of the

**Public Service Alliance of Canada
Atlantic Regional Council**

**As adopted by the Founding Convention
At Dartmouth, Nova Scotia, October 1 - 4, 1998
And as amended by the
Atlantic Triennial Convention**

at

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TABLE OF CONTENTS

SECTION 1	
Name.....	5
SECTION 2	
Mandate and Objectives.....	5
SECTION 3	
Membership and Membership Rights.....	5
SECTION 4	
Structure of the PSAC Atlantic Regional Council.....	6
SECTION 5	
Atlantic Regional Council Meetings.....	7
SECTION 6	
Roles and Responsibilities of the Atlantic Regional Council.....	8
SECTION 7	
Triennial PSAC Atlantic Regional Convention.....	12
SECTION 8	
Representation & Voting at the Triennial PSAC Atlantic Regional Convention.....	13
SECTION 9	
Eligibility of Nominees for Office - REVP and Alternate REVP.....	14
SECTION 10	
Election of Officers at the PSAC Atlantic Regional Triennial Convention.....	14
SECTION 11	
PSAC Atlantic Regional Council Committees.....	19
SECTION 12	
Area Councils.....	20

PSAC ATLANTIC REGIONAL COUNCIL BY-LAWS

SECTION 13
Regional Conferences.....**20**

SECTION 14
Finances and Collection of Membership Fees.....**20**

SECTION 15
Discipline.....**21**

SECTION 16
Amendments of By-Laws.....**21**

SECTION 1

NAME

Pursuant to Section 16 of the PSAC Constitution, the organization of the PSAC in the Atlantic Region shall be known as the Atlantic Regional Council.

SECTION 2

MANDATE AND OBJECTIVES

Sub-Section (1)

To unite all Atlantic Region members of the Public Service Alliance of Canada in a single democratic organization to include the recognition of the reality and language rights of both official languages.

Sub-Section (2)

To provide for a PSAC structure in the Atlantic Region, that reflects the needs and reality of the membership within the four Atlantic Provinces while respecting the constitutional integrity of the PSAC and its Components.

Sub-Section (3)

To promote the organization of PSAC members in the Atlantic Region into Area Councils that are representative, inclusive, visible, fair, equitable and respectful of the rights of all PSAC members in the region.

Sub-Section (4)

To promote the organization of PSAC members in the Atlantic Region into Regional Women's Committees that are representative, inclusive, visible, fair, equitable and respectful of the rights of all PSAC members in the region.

Sub-Section (5)

To promote the organization of PSAC members in the Atlantic Region into Equity Committees that are representative, inclusive, visible, fair, equitable and respectful of the rights of all PSAC members in the region.

Sub-Section (6)

To promote the organization of PSAC members in the Atlantic Region into Young Worker's Committees that are representative, inclusive, visible, fair, equitable and respectful of the rights of all PSAC members in the region.

SECTION 3

MEMBERSHIP AND MEMBERSHIP RIGHTS

Sub-Section (1)

Membership shall be comprised of the following within the four Atlantic Provinces:

PSAC ATLANTIC REGIONAL COUNCIL BY-LAWS

- (a) All Components, Locals and Branches;
- (b) RWCs;
- (c) Regional Human Rights Committees, or Regional Aboriginal Peoples, Pride, Access, and Racially Visible Persons Committees made up of members of these equity groups, and
- (d) Area Councils;
- (e) Young Worker's Committees;
- (f) Other bodies approved and recognized by the Atlantic Regional Council.

Sub-Section (2)

All members of the PSAC within the Atlantic Region shall be considered members in good standing as defined in the PSAC Constitution Section 4 Sub-Section (2) and are entitled to the membership rights defined in the PSAC Constitution Section 5.

Sub-Section (3)

Members within the Atlantic Region have the right to receive communications in the language or alternate format of their choice. All Conventions and Atlantic Regional Council meetings shall be conducted with simultaneous translation in both official languages.

Sub-Section (4)

All Components, Locals, Branches and Regional Committees have the right to participate in the PSAC Atlantic Regional Council and are encouraged to participate in its activities and decision making processes through their representatives.

SECTION 4

STRUCTURE OF THE PSAC ATLANTIC REGIONAL COUNCIL

The PSAC Atlantic Regional Council shall be composed of:

- (a) The REVP Atlantic who shall be elected pursuant to the PSAC Constitution and Section 10 of these By-Laws;
- (b) Two Regional Directors from each of the following provinces elected in their respective Caucus at the Triennial PSAC Atlantic Regional Convention:
 - 1) New Brunswick
 - 2) Newfoundland and Labrador
 - 3) Nova Scotia
 - 4) Prince Edward Island

PSAC ATLANTIC REGIONAL COUNCIL BY-LAWS

(c) Two Women Directors elected in a women's caucus at the Triennial PSAC Atlantic Regional Convention; one of which will be from Newfoundland and Labrador; the Women Directors must be affiliated (where established) to an active RWC;

(d) One Director from each of the following equity groups elected in their respective caucus at the Triennial PSAC Atlantic Regional Convention:

- 1) Aboriginal members
- 2) Gay, lesbian, bisexual and transgendered members
- 3) Members with disabilities
- 4) Racially visible members

(e) One Francophone Director elected in caucus at the Triennial PSAC Atlantic Regional Convention;

(f) Two Non-Treasury Board/Separate Employer Directors elected in a Non-Treasury Board caucus at the Triennial PSAC Atlantic Regional Convention, one of which will be from Newfoundland and Labrador;

(g) One Young Workers' Director elected in a youth caucus at Triennial PSAC Atlantic Regional Convention.

SECTION 5

ATLANTIC REGIONAL COUNCIL MEETINGS

(a) The PSAC Atlantic Regional Council shall meet twice a year, at least once shall be in person, and may conduct additional meetings upon the request of two-thirds (2/3) of its members. Every effort will be made to schedule these meetings at equal distances throughout the year. No less than 5 months will elapse between these two meetings unless approval is provided by two-thirds (2/3) of its members.

(b) In the year of the Triennial PSAC Atlantic Regional Convention, the Atlantic Regional Council shall meet immediately prior to the Convention and shall remain in session throughout the Convention.

(c) Additional meetings shall take place through teleconferencing, other available technology, and various cost saving initiatives.

(d) For decision-making purposes, a quorum shall consist of the REVP or the Alternate REVP and a simple majority of the Atlantic Regional Council.

(e) If a director is not in attendance at any two (2) consecutive Atlantic Regional Council meetings, without good cause, that director is deemed not to be fulfilling the role of his/her position and that director's position is deemed to be vacant. Measures in accordance with the By-Laws would then be taken by the REVP Atlantic to fill the vacancy.

SECTION 6

ROLES AND RESPONSIBILITIES OF THE ATLANTIC REGIONAL COUNCIL

Sub-Section (1)

The Atlantic Regional Council structure shall be founded upon and guided by solidarity, inclusiveness, fairness, equity, transparency, accountability, and union principles while recognizing the need to communicate in both official languages.

Sub-Section (2)

The Atlantic Regional Council shall:

- (a) be responsible for the affairs of the PSAC Atlantic Region between Triennial PSAC Atlantic Regional Conventions;
- (b) apply PSAC policies according to the needs and realities of Atlantic members;
- (c) have the power to develop regulations as are necessary for the proper conduct of the business of the union;
- (d) define the issues that the REVP Atlantic should submit to the Alliance Executive Committee and the National Board of Directors of the Alliance;
- (e) address all issues important to the PSAC members in the Atlantic Region;
- (f) ensure that minutes of all Atlantic Regional Council meetings and Directors' reports shall be posted on the Atlantic Regional website no later than 60 days from the date the meeting is held; and
- (g) not interfere in the jurisdictional responsibilities of the Components.

Sub-Section (3)

REVP Atlantic

The REVP Atlantic shall:

- (a) be responsible for the duties outlined in Section 13 of the PSAC Constitution;
- (b) have the sole authority to interpret the PSAC Atlantic Regional Council By-Laws.

Sub-Section (4)

Alternate REVP

The Alternate REVP Atlantic shall:

- (a) perform regional duties of the REVP Atlantic in his or her absence and perform other duties as may be assigned by the REVP Atlantic;
- (b) serve as an ex-officio member of all Atlantic Regional Council Committees as requested by the REVP Atlantic;

(c) attend as an observer all Atlantic Regional Council Meetings.

Sub-Section (5)
Directors for the provinces

The Directors for the provinces shall:

(a) attend meetings of the PSAC Atlantic Regional Council and the Triennial PSAC Atlantic Regional Convention;

(b) submit a written report of their activities at the PSAC Atlantic Regional Council meetings and the Triennial PSAC Atlantic Regional Convention;

(c) attend meetings and/or support the activities and continued activism of committees within their area of jurisdiction, as circumstances warrant or as determined by the Atlantic Regional Council;

(d) serve on Atlantic Regional Council Committees and/or perform other roles and responsibilities as determined by the Atlantic Regional Council.

Sub-Section (6)
Directors for women

The Directors for women shall:

(a) be responsible for the PSAC Regional Women's Committees and shall promote the creation and activism of such committees;

(b) attend the Atlantic Regional Council meetings and the Triennial PSAC Atlantic Regional Convention and shall be the spokespersons for the PSAC Atlantic Regional Women's Committees in their provinces;

(c) submit at each Atlantic Regional Council meeting a written report of their activities and those of the PSAC Atlantic Regional Women's Committee and report to the Triennial PSAC Atlantic Regional Conventions;

(d) ensure and promote representation of women and their equality goals in the various union bodies, programs and social justice groups;

(e) serve on Atlantic Regional Council Committees including the Atlantic Regional Council Women's Committee and/or perform other roles and responsibilities as determined by the Atlantic Regional Council.

Sub-Section (7)
Directors for equity groups

The Directors for the equity groups shall:

- (a) be responsible for the PSAC Atlantic Regional Equity Group Committees and shall promote the creation and activism of such committees;
- (b) attend the Atlantic Regional Council meetings and attend the Triennial PSAC Atlantic Regional Convention and shall be the spokesperson for the PSAC Atlantic Region equity group members;
- (c) submit at each Atlantic Regional Council meetings a written report of their activities and those of the PSAC Atlantic Regional Equity Group Committees and report to the PSAC Atlantic Triennial Regional Conventions;
- (d) ensure and promote representation of equity group members, their issues and equality goals in the various union bodies, programs and social justice groups;
- (e) serve on Atlantic Regional Council Committees including the Atlantic Regional Council Human Rights Committee and/or perform other roles and responsibilities as determined by the Atlantic Regional Council.

Sub-Section (8)
Directors for Francophones

The Director for Francophones shall:

- (a) attend meetings of the PSAC Atlantic Regional Council and the Triennial PSAC Atlantic Convention;
- (b) submit a written report of their activities at the PSAC Atlantic Regional Council meetings, and the PSAC Atlantic Triennial Convention;
- (c) ensure and promote representation of the interests of the francophone members in the various union bodies, programs and social justice groups;
- (d) serve on Atlantic Regional Council Committees and/or perform other roles and responsibilities as determined by the Atlantic Regional Council.

Sub-Section (9)

Directors for Non-Treasury Board / Separate Employers

The Directors for Non-Treasury Board / Separate Employers shall:

- (a) attend all meetings of the PSAC Atlantic Region Council and the Triennial PSAC Atlantic Convention;
- (b) submit a written report of their activities at the PSAC Atlantic Regional Council meetings; and the PSAC Atlantic Triennial Convention;
- (c) ensure and promote representation of the interests of members other than those employed by Treasury Board in the various union bodies, programs and social justice groups;
- (d) serve on Atlantic Regional Council Committees and/or perform other roles and responsibilities as determined by the Atlantic Regional Council.

Sub-Section (10)

Young Workers' Director

The Young Workers' Director shall:

- a) attend meetings of the PSAC Atlantic Regional Council and the Triennial PSAC Atlantic Convention;
- b) submit a written report of their activities to the PSAC Atlantic Regional Council and to the Triennial PSAC Atlantic Convention.
- c) ensure and promote representation of the interest of young PSAC workers in various union bodies, programs and social justice groups;
- d) serve on Atlantic Regional Council Committees and/or perform other roles and responsibilities as determined by the Atlantic Regional Council.

Sub-Section (11)

Director for Directly Chartered Locals:

- a) attend meetings of the PSAC Atlantic Regional Council and the Triennial PSAC Atlantic Convention;
- b) submit a written report of their activities to the PSAC Atlantic Regional Council;
- c) ensure and promote representation of the interests of members from the Directly Chartered Locals in the various union bodies, programs and social justice groups;

PSAC ATLANTIC REGIONAL COUNCIL BY-LAWS

d) serve on Atlantic Regional Council Committees and/or perform other roles and responsibilities as determined by the Atlantic Regional Council.

SECTION 7

TRIENNIAL PSAC ATLANTIC REGIONAL CONVENTION

Sub-Section (1)

(a) The Atlantic Regional Council shall hold its Triennial Convention during the year preceding or following the PSAC Triennial Convention.

(b) The Atlantic Regional Council may, at the request of two-thirds ($\frac{2}{3}$) of its members, call a special Convention.

(c) The Atlantic Regional Council shall be responsible for the production and distribution of the PSAC Atlantic Triennial Convention proceedings to all Convention delegates, Locals/Branches, Regional Women's Committees, Equity Seeking Group Committees and Area Councils, within six months of Convention.

(d) The Atlantic Regional Council shall issue a call to Convention to all appropriate bodies, not less than 4 months prior to the date of the PSAC Atlantic Triennial Convention. Such a Convention call shall include the final date for receipt of resolutions from the appropriate bodies.

Sub-Section (2)

The Triennial PSAC Atlantic Regional Convention shall be chaired by the REVP Atlantic or, in her or his absence, by the Alternate REVP Atlantic, or a member of the PSAC Atlantic Regional Council.

Sub-Section (3)

The Triennial PSAC Atlantic Regional Convention shall:

(a) adopt rules of procedure governing the processing of all matters before the Triennial Convention;

(b) deal with all resolutions and matters submitted to it by the Locals, Branches, Regional Women's Committees, Maritimes Women's Conference, Newfoundland and Labrador Women's Conference, Area Councils in good standing, Atlantic Regional Council, duly constituted Committees of the Atlantic Regional Council as per Section 11, Sub-Section (1) a) of the Atlantic Regional Council By-laws, and recognized PSAC Equity Committees and Alliance Facilitator Networks;

(c) elect the REVP Atlantic and first (1st) and second (2nd) Alternates to the REVP Atlantic;

(d) elect the Directors on the Atlantic Regional Council (as outlined in Section 4) and Alternates to these positions as follows:

PSAC ATLANTIC REGIONAL COUNCIL BY-LAWS

first (1st) and second (2nd) Alternates for all Directors of Council and be a PSAC member in good standing;

(e) establish the budgetary provisions of the ensuing period, including the membership fees to be paid by each participating Local or Branch;

(f) deal with any other administrative matters placed before it by the delegates, in the manner prescribed by the procedural rules adopted by the Convention for the orderly conduct of its business.

SECTION 8

REPRESENTATION AND VOTING AT THE TRIENNIAL PSAC ATLANTIC REGIONAL CONVENTION

Sub-Section (1)

Each Local or Branch shall be entitled to one delegate up to the first 200 members and one additional delegate for each additional 100 members or any part thereof. Sending bodies shall provide a copy of the monthly report confirming their membership numbers in any one of the twelve (12) months preceding the call-out to the PSAC Atlantic Regional Triennial Convention in order to determine their delegate entitlement.

Sub-Section (2)

One delegate from each active Regional Women's Committee, with a minimum of two (2) delegates from each of the four Atlantic Provinces.

Sub-Section (3)

One delegate entitlement from each of the four Atlantic Provinces (i.e. four (4) delegates from each province) to represent each of the following equity groups:

- 1) Aboriginal members;
- 2) Gay, lesbian, bisexual and transgendered members;
- 3) Members with disabilities; and
- 4) Racially visible members.

Sub-Section (4)

One francophone delegate from each of the four Atlantic Provinces to represent francophone groups.

Sub-Section (5)

All Component National Officers who are members of an Atlantic Region Local shall be entitled to attend the Triennial PSAC Atlantic Regional Convention as delegates.

Sub-Section (6)

(a) One delegate for each active Area Council from each of the four Atlantic Provinces to represent Area Councils.

PSAC ATLANTIC REGIONAL COUNCIL BY-LAWS

(b) PSAC members who hold a position as a National Aboriginal Peoples Circle (NAPC) Representative, or as a Component National Officer and who are members of the PSAC Atlantic Regional Caucus, shall be entitled to attend the Triennial PSAC Atlantic Regional Convention as delegates.

(c) All Officers outlined above who are unable to attend the Atlantic Regional Convention are entitled to be replaced by an Alternate recognized from their organization's structure providing they are a member of the Atlantic Regional Caucus.

Sub-Section (7)

PSAC Atlantic Regional Council members shall have delegate status to the Triennial PSAC Atlantic Regional Convention.

Sub-Section (8)

One young worker delegate from each active Young (youth) Workers Committee, with a minimum of two (2) delegates from each of the four Atlantic Provinces has a seat as a delegate to the PSAC Regional Convention to represent young workers.

SECTION 9

ELIGIBILITY OF NOMINEES FOR OFFICE – REVP AND ALTERNATE REVP

Sub-Section (1)

All nominees for the offices of REVP Atlantic and Alternate REVP Atlantic shall be members in good standing of the PSAC.

Sub-Section (2)

(a) A nominee for office as the REVP Atlantic or Alternate REVP Atlantic shall work or reside in the Atlantic.

(b) Nominees for the office of REVP Atlantic shall be prepared to live in a location as determined by the Alliance Executive Committee.

SECTION 10

ELECTION OF OFFICERS AT THE PSAC ATLANTIC REGIONAL TRIENNIAL CONVENTION

Sub-Section (1)

At each Triennial PSAC Atlantic Regional Convention, a Nominations Committee of at least three (3) persons shall be appointed by the Atlantic Regional Council from among those present, other than staff.

Sub-Section (2)

The duties of the Nominations Committee shall be to:

PSAC ATLANTIC REGIONAL COUNCIL BY-LAWS

- (a) receive nominations for the offices of REVP Atlantic and Alternate REVP Atlantic;
- (b) verify the eligibility of nominees for office;
- (c) ascertain the willingness of nominees to accept and perform the duties of the office to which they may be elected; and
- (d) report to the Triennial PSAC Atlantic Regional Convention the names of all such nominees.

Sub-Section (3)

Nominations for the offices of REVP Atlantic and Alternate REVP Atlantic filed with the Nominations Committee shall be in writing, signed by a nominator and a seconder, each of whom shall be an accredited delegate.

Sub-Section (4)

(a) Nominees who are not present at the Triennial PSAC Atlantic Regional Convention must submit a nomination form to the PSAC Regional Staff Coordinator prior to the start of the Triennial PSAC Atlantic Regional Convention.

(b) Nominees who are present at the Triennial PSAC Atlantic Regional Convention can submit a nomination form to the Regional Staff Coordinator prior to the start of the Triennial PSAC Atlantic Regional Convention or to the Nominations Committee during Convention or be nominated from the floor of the Triennial PSAC Atlantic Regional Convention. The Regional Staff Coordinator will provide nomination forms received prior to the commencement of Triennial PSAC Atlantic Regional Convention to the Chair of the Nominations Committee as soon as the Nominations Committee has been ratified by Triennial PSAC Atlantic Regional Convention delegates.

Sub-Section (5)

The Chairperson of the Nominations Committee shall be appointed by the Atlantic Regional Council and shall conduct the election of REVP Atlantic and Alternate REVP Atlantic. The Chairperson shall have the power to appoint scrutineers and assistants deemed necessary to conduct the elections in an orderly manner, subject to the limitations of Sub-Section (1) above.

Sub-Section (6)

(a) The election of the REVP Atlantic and the Alternate REVP Atlantic 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 offices of REVP Atlantic and Alternate REVP Atlantic is called, the nominee, nominator or seconder of each nominee, whether filed previously with the Nominations Committee or nominated from the floor, may

PSAC ATLANTIC REGIONAL COUNCIL BY-LAWS

speak to the Triennial PSAC Atlantic Regional Convention for not more than three (3) minutes on behalf of that nominee.

(c) The election to the offices of REVP Atlantic and Alternate REVP Atlantic shall be by secret vote. Each voting delegate shall vote for the person of his/her choice for the office called from among the nominees for office.

(d) Election to the offices of REVP Atlantic and Alternate REVP Atlantic shall be declared only on receipt of a clear majority of the votes cast with standings revealed to voting delegates after each vote. 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 vote without recess or adjournment. If this results in a second tie vote, the Chairperson shall call a short recess before taking the third vote.

(f) Upon completion of the election of the REVP Atlantic and Alternate to the REVP Atlantic, 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 votes for each vote. The signed declaration will be forwarded to the PSAC National President and maintained on file.

(g) The REVP Atlantic and the Alternate REVP Atlantic shall take office at the end of the Triennial PSAC Atlantic Regional Convention.

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

Sub-Section (7)

(a) A vacancy in the office of REVP Atlantic shall be filled by the Alternate REVP Atlantic.

(b) A vacancy in the office of the Alternate REVP occurring six months or more prior to the Triennial PSAC Atlantic Regional Convention shall be filled in the following manner:

- 1) Nominations shall be called by the Alliance Executive Committee from amongst all members in the Atlantic Region.
- 2) The AEC shall ensure that all nominees are members in good standing of the PSAC in the Atlantic Region of the PSAC, and that the nominator and seconder were delegates at the previous Triennial PSAC Atlantic Regional Convention.
- 3) The nominations process will be concluded within 60 days from the date of

~~notice of vacancy in the position of the Alternate REVP Atlantic.~~

PSAC ATLANTIC REGIONAL COUNCIL BY-LAWS

- 4) If there is more than one nominee for the office of Alternate REVP Atlantic 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 Triennial PSAC Atlantic Regional Convention.

Sub-Section (8)

Nomination and Election of the Atlantic Regional Council Directors and Alternates

(a) Election Procedures for Atlantic Regional Council Directors

- (i) All nominees for elected office shall be members in good standing of the PSAC Atlantic Region.
- (ii) The elections shall be by secret vote. Each voting delegate shall vote for the person of their choice for the Director or Alternate from among the nominees.
- (iii) The election for Director and two Alternates shall be declared only on receipt of a clear majority of the votes cast with standings revealed to voting delegates after each vote. 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.
- (iv) The Director and Alternates shall be sworn in and take office at the end of the Atlantic Regional Triennial Convention.

(b) The above procedures apply to the following positions on the Atlantic Regional Council:

- (i) The Provincial Directors and their Alternates shall be nominated and elected in caucus at the Atlantic Region Triennial Convention by delegates from the province they are to represent.
- (ii) The Maritime Women's Director and Newfoundland and Labrador Women's Director and their Alternates shall be elected in caucus at the PSAC Atlantic Regional Triennial Convention by the women delegates from their regions at Convention.
- (iii) The Directors and their Alternates for Aboriginal Members, Members with Disabilities, Racially Visible Members and Gay, Lesbian, Bi-Sexual, and Transgendered Members shall be nominated and elected in caucus at the Atlantic Regional Triennial Convention by delegates who have self-identified prior to the caucus as being a member of their respective Equity Group.

PSAC ATLANTIC REGIONAL COUNCIL BY-LAWS

(iv) The Maritime Non-Treasury Board/Separate Employer Director and Newfoundland and Labrador Non-Treasury Board/Separate Employer Director and their Alternates shall be nominated and elected in caucus at the Atlantic Regional Triennial Convention by delegates representing Non-Treasury Board members which includes Directly Chartered Locals from their regions at Convention.

(v) The Young Workers' Director and her/his Alternates shall be nominated and elected in caucus at the Atlantic Regional Triennial Convention by members ages 35 and under within the Atlantic Region.

(vi) The Francophone Director and her/his Alternates shall be nominated and elected in caucus at the Atlantic Regional Triennial Convention by francophone delegates within the Atlantic Region.

Sub-Section (9)

In the event that a position on the PSAC Atlantic Regional Council is not filled at Convention, the Regional Executive Vice-President shall fill the vacancy and that of the Alternate in accordance with the following procedures:

- (i) Nominations shall be called for from amongst all eligible Atlantic Region PSAC members from the constituency group in question who are in good standing.
- (ii) Nominations shall be called for not more than sixty (60) days from the closing of Convention.
- (iii) If an election is necessary, it shall be conducted by the Regional Executive Vice-President, in accordance with the procedures adopted by the PSAC Atlantic Council, except that only those members from the constituency group in question who were eligible for delegate status as per Section 8 of these By-Laws will be entitled to vote.
- (iv) In the event that there were no delegates at Convention from the constituency group in question, then those members who could have been eligible for delegate status, as per section 8 of the By-Laws, will be entitled to vote.

Sub-Section (10)

(a) In the event of a vacancy in an office of a PSAC Atlantic Council Director, the vacancy shall be filled with the Alternate for that position.

(b) With the exception of the Alternate to the Regional Executive Vice-President, a vacancy in the position of an Alternate occurring six (6) months or more prior to

PSAC ATLANTIC REGIONAL COUNCIL BY-LAWS

the next PSAC Atlantic Regional Convention shall be held in accordance with the following procedure:

- (i) Nominations shall be called for from amongst all eligible Atlantic Region PSAC members from the constituency group in question who are in good standing.
- (ii) A period of not more than sixty (60) days from the date of notice of the vacancy shall elapse and the Regional Executive Vice-President shall ensure that the nominees are members in good standing.
- (iii) If an election is necessary, it shall be conducted by the Regional Executive Vice-President in accordance with the procedures adopted by the PSAC Atlantic Regional Council except that only those delegates that were entitled to vote for that position at the last Regional Convention and that are still in good standing shall be eligible to vote.

SECTION 11

PSAC ATLANTIC REGIONAL COUNCIL COMMITTEES

Sub-Section (1)

(a) The PSAC Atlantic Regional Council shall establish the following Committees:

- 1) Education
- 2) Finance
- 3) Women
- 4) Human Rights
- 5) Health and Safety
- 6) Environment
- 7) Political Action

(b) Both the Triennial PSAC Atlantic Regional Convention and the Atlantic Regional Council shall have the authority to establish Committees of the Council.

(c) The REVP Atlantic, in consultation with the Atlantic Regional Council, shall coordinate democratic processes to ensure that Committee members are selected by the constituencies and groups they represent. Once the Atlantic Regional Council is satisfied that a democratic process has been followed, the appointments of Committee members shall be ratified by the Atlantic Regional Council.

(d) All PSAC Atlantic Regional Council Committees shall submit a written report of their activities at Atlantic Regional Council meetings and the Triennial PSAC Atlantic Regional Convention.

(e) The PSAC Atlantic Regional Council shall establish terms of reference to guide the work and activities of each Committee.

SECTION 12

AREA COUNCILS

Sub-Section (1)

Area Councils shall be established in accordance with PSAC Constitution Section 14.

Sub-Section (2)

(a) Area Council meetings shall be open to all members of the affiliated Locals or Branches of Components and Directly Chartered Locals within the area of jurisdiction who shall have full voice on all discussions at Area Council meetings. Each affiliated Local shall be entitled to two delegates for the first 500 members and one additional delegate for each additional 500 members or part thereof. Voting rights at Area Council meetings shall be vested in the elected delegates from the affiliated Locals and the elected officers of the Area Council.

(b) Area Councils shall forward to the REVP Atlantic, minutes of all their meetings no later than thirty (30) days following the date on which each meeting is held.

Sub-Section (3)

(a) Area Council delegates shall have the right to elect a delegate to Triennial PSAC Atlantic Regional Conventions at an annual meeting.

(b) Area Council resolutions to Triennial PSAC Atlantic Regional Conventions must be submitted to the office of the REVP Atlantic within the timeframes provided in the Convention call.

SECTION 13

REGIONAL CONFERENCES

The Newfoundland and Labrador Women's Conference and the Maritime Women's Conferences shall be held at least six (6) months prior to the National Women's Conference and the Triennial PSAC Atlantic Regional Convention.

SECTION 14

FINANCES AND COLLECTION OF MEMBERSHIP FEES

Sub-Section (1)

The PSAC Atlantic Regional Council shall be funded from the budget allocated by PSAC to the PSAC Atlantic Regional Council.

Sub-Section (2)

Membership fees levied by the PSAC Atlantic Regional Council pursuant to Section 16, Sub-Section (2) of the PSAC Constitution may be established by the Triennial PSAC Atlantic Regional Convention.

PSAC ATLANTIC REGIONAL COUNCIL BY-LAWS

Sub-Section (3)

The fiscal year of the PSAC-Atlantic Regional Council shall be from January 1 to December 31. A committee of three members may be elected from and by the PSAC Atlantic Regional Council to serve as the Finance Committee. The Finance Committee shall perform an annual audit of Council finances and expenditures. The Finance Committee shall submit a written report at PSAC Atlantic Regional Council meetings and the Triennial PSAC Atlantic Regional Convention and to Locals and Branches.

SECTION 15

DISCIPLINE

The PSAC Atlantic Regional Council shall have the authority, by two-thirds ($\frac{2}{3}$) majority vote at a regular meeting, to suspend or expel from the Atlantic Regional Council any officer for contravening a provision of the PSAC Constitution.

SECTION 16

AMENDMENTS OF BY-LAWS

Sub-Section (1)

(a) Any amendment of, deletion from, or addition to these By-Laws shall become effective by approval of two-thirds ($\frac{2}{3}$) of the delegates voting at a Triennial PSAC Atlantic Regional Convention.

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