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**Halifax Young Workers Committee**

# **BY-LAWS**

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**Atlantic**

**HALIFAX YOUNG WORKERS' COMMITTEE**

## **BY-LAWS**

### **BY-LAW 1 - NAME**

The name of this Committee shall be the "Halifax Young Workers' Committee".

### **BY-LAW 2 - OBJECTIVES**

- Represent Young Workers
- Increase visibility of the PSAC and educate members about the labour movement as a whole;
- Seek and recruit young workers;
- Engage, mobilize and retain young workers
- Raise awareness on a series of issues that young workers face today.
- Target and be proactive at ending any discrimination based on age (e.g., lack of experience) or any of the prohibited grounds.

### **BY-LAW 3 - RATIONALE**

In order to plan for the retirement of much of the PSAC's baby boomers and the population as a whole, it is important to engage and mobilize young workers now in order for our voice to be heard on issues that will affect us tomorrow.

### **BY-LAW 4 - MEMBERSHIP**

As defined by the PSAC, young workers who join this committee shall be 35 years of age or younger, and be members in good standing of the PSAC.

### **BY-LAW 5 - EXECUTIVE COMMITTEE**

#### **Section 1**

The Halifax Young Workers' Committee will be comprised of an executive committee, which will consist of a Chair, Vice Chair, Secretary, and Treasurer.

## Section 2

Vacancies on the executive committee that last for less than six months will be filled on an interim basis by the executive committees remaining members. Vacancies that will last for more than six months will be filled by election at an annual or general meeting of the committee. This meeting can be held no later than 45 days from the date at which the executive committee became aware of the vacancy.

## **BY-LAW 6 - ELECTIONS**

### Section 1

The election of officers shall be by secret ballot to be distributed to each member present who is entitled to vote.

### Section 2

Election to any office shall be declared only upon receipt of a clear majority of the votes cast. In the event that more than two (2) nominees stand for election for any office, and there is no clear majority, the election shall be by way of elimination of the nominee with the least number of votes on each ballot.

### Section 3

Only PSAC young workers (35 years of age or younger) and who are a member in good standing shall be eligible for any office.

### Section 4

Any officer or delegate absent for just cause may stand for election with the approval of the majority of accredited members of the meeting, provided that the delegate or officer submits a written statement indicating the reason of their absence and their willingness to stand for office, if nominated.

### Section 5

The Chair and Secretary will be elected on even years. The Vice Chair and the Treasurer will be elected on odd years. This system will ensure proper knowledge transfer from each executive.

### Section 6

Only PSAC young workers (35 years of age or younger) and who are a member in good standing shall have the right to vote.

### Section 7

Elected officers shall take office upon completion of elections during the meeting in which they were elected.

### Section 8

Notice of Election of Officers shall be sent to the membership at least 30 days prior to the Annual General Meeting.

### Section 9

There shall be a separate election for all executive positions.

### Section 10

Each person nominated for office shall have a nominator and seconder who must be a young worker (35 years of age or younger).

### Section 11

Each person standing for office shall have an opportunity to address the assembly prior to the vote.

### Section 12

The Oath of Office shall be administered to all elected officers by the REVP or his/her designate following all the elections.

### Section 13

The term of office of all officers shall be two years.

## **BY-LAW 7 - MEETINGS**

### Section 1

Regular meetings of the executive shall occur quarterly to a minimum of four (4) meetings per annum.

### Section 2

Meetings of the Committee will be called by the Chair quarterly. The quorum for Committee meetings consists of the Chair or Vice Chair, one other executive member, and an additional two (2) committee members.

### Section 3

Annual General Meetings shall be called by the Chair, with thirty (30) days' notice to the general committee members, by the end of the first quarter of each calendar year.

### **BY-LAW 8 - ACTIVITIES**

- Communicate with young PSAC members and encourage their engagement in PSAC activities;
- Promote the labour movement as well as the PSAC to young workers;
- Plan youth-focused community activities in order to engage other young people in the community as well as educate them about the labour movement;
- Develop and maintain partnerships with other labour organizations (universities, federations, associations, etc.), in order to raise awareness and to increase PSAC's visibility.

### **BY-LAW 9 – FINANCES**

#### **Section 1**

The Committee will be allotted a yearly budget from PSAC Atlantic and the expenditure of Committee funds shall be vested in the Committee.

#### **Section 2**

Any expenditure in excess of \$200 must be approved by a simple majority following a vote at a committee meeting.

#### **Section 3**

The fiscal year shall be 1 January to 31 December.

#### **Section 4**

The annual budget shall be presented at the Annual Meeting of the Committee.

#### **Section 5**

Funds of the Committee shall be held, except for petty cash account in such amount as shall be determined from time to time by the Executive, in a chartered bank or in a credit union in the name of the Halifax Young Workers' Committee.

#### **Section 6**

The following officers are the signing authorities for the Halifax Young Workers' Committee:

Section 7

Treasurer and two other executive members.

Section 8

All cheques shall be signed by two executive members that have signing authority.

**BY-LAW 10 – ANNUAL REPORT**

An annual report will be presented to the Atlantic Region in order to provide an update on the successes and progress of the Committee.

**BY-LAW 11 - AMENDMENTS TO THE BY-LAWS**

Amendments to the Terms of reference require the approval of two-thirds (2/3) majority of persons present at the annual general meeting. Proposals to amend the by-laws must be submitted to the Secretary in writing at least two (2) weeks before the annual general meeting at which they are to be considered.

**BY-LAW 12 - ROLES AND RESPONSIBILITIES OF THE EXECUTIVE COMMITTEE**

The Young Workers' Committee is governed by an executive committee, comprised of the following members:

***Chair***

- Report to the PSAC Executives on behalf of YWC members;
- Schedules and chairs YWC general meetings and meetings of the Executive Committee;
- Act as primary contact person for the Committee;
- Act as external liaison for the Committee with other networks and groups;
- Ensure representation of the YWC within PSAC and externally;
- Sets agendas for meetings.

***Vice-chair***

- Acts in Chair's absence;
- Supports the Chair in carrying out his or her duties as requested;
- Ensure representation of the YWC within PSAC and externally.

**Secretary**

- Take minutes at general meetings and meetings of the Executive Committee;
- Prepares records of discussions for each meeting and disseminates to members and maintains a file containing these records;
- Sends meeting notices to members of the YWC for both general and Executive Committee meetings at the Chairs' request;
- Prepares agendas for meetings in collaboration with the Chair and sends the agenda to committee members.

**Treasurer**

- Manages budget and expenditures on behalf of the committee;
- Reports to the committee and executive committee on the financial state of the committee;
- Prepares and co-ordinates funding requests and other administrative and budgetary documents.

**Communication Officer**

- Manages and maintains the committee email address and all social media;
- Develops communication strategy and marketing products as required;
- Calls on the secretary for assistance if and when required.