

BY-LAWS OF THE PSAC NOVA SCOTIA AREA COUNCIL 1

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Last revised 13 January 2004

BY-LAW I – NAME

This council shall be known as the PSAC Nova Scotia Area Council 1 hereinafter referred to as the "Area Council"

BY-LAW II – OBJECTIVES

- Section 1 This area council is established in accordance with Section 14 of the Constitution of the Public Service Alliance of Canada and shall maintain liaison with the Alliance through the office of the designated Regional Executive Vice President.
- Section 2 The provisions set forth in Section 14 of the PSAC Constitution shall govern this Area Council.
- Section 3 The Area Council will serve as a liaison for Locals in the Halifax Regional Municipality and Annapolis Valley-South Shore area.
- Section 4 This Area Council shall concern itself with problems which are of consequence to PSAC members and shall endeavor to promote a better understanding and image of PSAC members in the mind of the general public.

BY-LAW III – MEMBERSHIP

- Section 1 Area council meetings shall be open to all members of the affiliated Locals or Branches of Components and Directly Chartered Locals within the area

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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 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.

- Section 2 Locals shall have the right to elect delegate(s) to replace any delegate who is elected to the executive so that full representative of delegates from each local may be maintained.
- Section 3 It shall be the responsibility of each Local to furnish the names of the respective delegates and alternates to the Secretary of the council annually by 31 January.

BY-LAW IV – OFFICERS

The officers of this council shall consist of a President, two Vice Presidents, a Secretary, a Treasurer, a Direct Charter Locals Representative, a Political Action Representative, and a Regional Women’s Committee Representative, all of whom shall be elected from accredited voting delegates and officers in attendance at the Annual General Meeting. These officers shall comprise the Executive of Council.

BY-LAW V – ELECTION OF OFFICERS

- Section 1 The election of officers shall be by secret ballot.
- Section 2 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 of any office, the election shall be by way of elimination of the nominee with the least number of votes on each ballot.
- Section 3 Only accredited delegates (or alternates in the absence of delegates) and officers of the Area Council shall be eligible for any office.
- Section 4 Only accredited delegates (or alternates in the absence of delegates) and officers of the Area Council shall have the right to vote at any election of officers of the Area Council.
- Section 5 Any officer or delegate absent for just cause may stand for election with the approval of the majority of accredited members at the meeting, provided that the delegate or officer submits a written

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statement indicating the reason of their absence and their willingness to stand for office without reservation, if nominated.

- Section 6 Elected officers shall take office upon completion of elections during the meeting in which they were elected.
- Section 7 Notice of election of officers shall be sent to each delegate, alternate, officer, and President of each Affiliated Local at least 30 days prior to the Annual General meeting.
- Section 8 There shall be a separate election for each of the officers as listed in BY-LAW IV with the exception of the Regional Women's Committee Representative which is appointed by the RWC.
- Section 9 At the meeting prior to the AGM, the President shall appoint an Election Chairperson who shall run the Election of Officers portion of the AGM.
- Section 10 Each person nominated for office shall have a nominator and seconder who must be accredited voting delegates of council.
- 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 Elections Chairperson immediately following all the elections.
- Section 13 The term of all officers shall be 2 years.

BY-LAW VI – DUTIES OF OFFICERS

Section 1 – President

- (1) The President shall uphold the PSAC Constitution and Regulations and the Area Council By-Laws and Regulations.
- (2) The President shall oversee the work of all officers of the council and shall be an ex-officio member of all committees of Area Council.
- (3) The President shall report to the executive and members of the Area Council at every meeting on his/her activities as President in the form of a "President's report".
- (4) The President shall be responsible for the efficient and proper conduct of the affairs of the Area Council.
- (5) The President shall vote only in the case of a tie vote on any matter.
- (6) The President shall bring to the attention of the appropriate segment of the Alliance, the policies and views adopted at council meetings.

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- (7) The President shall carry out an active liaison with the various locals in the area to encourage their affiliation to our Area Council.
- (8) The President shall chair all meeting so the Area Council.
- (9) The President shall perform other duties that pertain to that office.
- (10) The President shall be one of three signing officers for the Area Council.

Section 2 – Vice Presidents

- (1) The Vice Presidents shall assist the President in carrying out the duties of that office as requested.
- (2) The Vice Presidents shall assume the duties of the President in his/her absence.
- (3) The Vice Presidents shall chair various committees as required.
- (4) The Vice Presidents shall establish and maintain contact with other labour organizations in the area.
- (5) The Vice Presidents shall be responsible for recruitment of locals to join the area council.

Section 3 – Secretary

- (1) The Secretary may be responsible for notifying all Area Council officers and delegates of all meetings.
- (2) The Secretary shall be responsible for keeping accurate records of all meetings.
- (3) The Secretary shall forward to the Regional Executive Vice President – Atlantic minutes of all meetings not later than (30) days following the date on which each meeting is held.
- (4) The Secretary shall be responsible for receiving all correspondence and referring it to the appropriate executive officer or appropriate meetings for action.
- (5) The Secretary shall prepare correspondence as may be directed by the Presidents, Executive Committee, or the Area Council.
- (6) The Secretary shall have available for perusal by the members and read at regular meetings copies of all correspondence of interest received or dispatched since the previous general meeting.

Section 4 – Treasurer

- (1) The Treasurer shall receive all the money and ensure that they are properly recorded and deposited in the account set up for this purpose at a convenient Credit Union.
- (2) The Treasurer shall be one of three of the designated signing officers.

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- (3) The Treasurer shall present a written statement to the Executive Committee and to the regular Area Council meetings detailing the receipts and expenditures for the previous period.
- (4) The Treasurer shall submit a detailed and audited financial statement at the annual meeting of the Area Council.
- (5) The Treasurer shall expend funds only as directed by the Area Council.
- (6) The Treasurer shall co-operate fully with the auditors and shall provide such explanations and records as they may require.

Section 5 – Political Action Representative

- (1) The Political Action Representative shall coordinate approved political action activities on behalf of the council.
- (2) The Political Action Representative shall liaise with other political action bodies, including the Political Action Committee (PAC) of the Atlantic Council to ensure some degree of coordination of political action activities locally.

Section 6 – Regional Women’s Committee Representative

- (1) The Regional Women’s Committee Representative shall serve as a liaison between the RWC and the Area Council.

BY-LAW VII – EXECUTIVE COMMITTEE

- Section 1 - The executive committee shall be composed of the elected officers as per By-law IV.
- Section 2 - The executive committee shall administer the affairs of the Area Council between meetings.
- Section 3 - Special meetings of the executive committee may be called by the President or on written request to the President by two or more members of the executive committee.
- Section 4 - If a member of the executive committee is absent for more than three consecutive regular or executive meetings for other than valid reasons (as determined by a meeting of Area Council members), he/she shall be automatically relieved of his/her duties.
- Section 5 – When a vacancy occurs in the executive committee occurs, notice to fill such a vacancy shall be given in writing at the next constituted meeting and an election will be held at the following regularly scheduled meeting.

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- Section 6 - A quorum of the executive committee shall consist of 50% of the elected officers representing a minimum of 2 different components.
- Section 7 - On vacating their respective positions, all executive committee members shall return all funds, documents, or other properties of the Area Council within 30 days to another member of the executive.

BY-LAW VIII – MEETINGS

- Section 1 - The Area Council shall hold regular meetings at least four times per calendar year.
- Section 2 - The Annual General Meeting (AGM) shall be held in January or February.
- Section 3 - Special meetings shall be held at the call of the President or on request in writing to the President by three delegates from separate locals. Notice of agenda must be provided to all Area Council members for all “special meetings” and this shall be the only business discussed at this meeting.
- Section 4 - The quorum of an Area Council meeting shall consist of at least two executive members and a minimum of one delegate (or alternate) from three different locals.

BY-LAW IX – FINANCES

- Section 1 - The authority to expend funds shall be vested in the Area Council.
- Section 2 - All expenditures of funds over \$200.00 shall require the approval of a majority vote of the Area Council.
- Section 3 - The fiscal year shall be January 1 to December 31.
- Section 4 - Funds of the Area Council shall be held, except for a small petty cash amount (if required) not to exceed \$50.00 by the Treasurer, in registered financial institution in the name of Area Council.
- Section 5 - At each Annual General Meeting (AGM) the Area Council shall be notified of the signing officers for the term which shall consist of the President, Treasurer and one other executive committee member.
- Section 6 - All cheques and withdrawal of funds on the Area Council account shall have two signatures, one of which shall be the Treasurer.

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Section 7 - In accordance with the PSAC Constitution, the Area Council may charge affiliation fees, as it deems necessary, for the operation of Area Council. Such fees shall be decided by majority vote at the Annual General Meeting.

BY-LAW X – AMENDMENTS

By-laws of the Area Council may be amended by a majority vote of those accredited voting delegates and executive officers in attendance at a regular constituted meeting provided 30-day notice has been given to all accredited locals, except such changes as may be necessary by reason of amendments to the PSAC Constitution.

BY-LAW XI – DISCIPLINE

The Area Council shall have the authority, by a majority vote at a regular meeting, to suspend or expel from Area Council any member for contravening a provision of the PSAC Constitution or the By-laws of this Area Council or for cause, in accordance with the Regulations of the PSAC Constitution.