

By-Laws of PSAC Nova Scotia Area Council 1

Last revised 15 January 2026

By-Law I – Name	page 1
By-Law II – Objectives	page 1
By-Law III – Membership	page 1
By-Law IV – Officers	page 2
By-Law V – Election of Officers	page 2
By-Law VI – Duties of Officers	page 4
By-Law VII – Executive Committee Officers	page 5
By-Law VIII – Meetings	page 6
By-Law IX – Finance	page 7
By-Law X – Amendments	page 7
By-Law XI – Discipline	page 8

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 for the Locals or Branches of Components, Directed Chartered Locals (DCLs), and constitutionally-recognized regional committees within 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 matters/issues which are of consequence to PSAC members and shall endeavor to promote a better understanding of PSAC values in the mind of the general public.

BY-LAW III – MEMBERSHIP

Section 1

Area council meetings shall be open to all members of the Locals or Branches of Components and Directly Chartered Locals (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. Each Local or Branch of a Component and DCL shall be entitled to two (2) delegates for the first 500 members and one (1) additional delegate for each

By-Laws of PSAC Nova Scotia Area Council 1

500 members or part thereof. 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.

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

Section 1

The officers of this council shall consist of President, 1st Vice President, 2nd Vice President, Secretary, Treasurer, Direct Charter Locals Representative, Political Action Representative, Representatives from constitutionally-recognized and active Regional Committees such as Women's Committees, Young Workers Committees, Human Rights Committees and any other constitutionally recognized committee within the Councils geographical area. These officers shall comprise the Area Council Executive Council.

Section 2

All officers with the exception of the Regional Committee Representatives shall be elected from accredited voting delegates and officers in attendance at the Annual General Meeting. The Regional Committee Representatives shall be selected from the Committee delegates. If there are more than one regional committee for the same group then those committees shall meet and select their representative. For example Halifax Regional Women's Committee and Annapolis Valley regional Women's Committee.

BY-LAW V – ELECTION OF OFFICERS

Section 1

The election of officers shall be by secret ballot of delegates at the AGM.

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.

By-Laws of PSAC Nova Scotia Area Council 1

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 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 Committee Representatives. They shall be selected from their respective Committee delegates.

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 with the President, one vice president and Secretary being elected on even years. The second vice President and Treasurer being elected on odd years. This system will ensure proper knowledge transfer from each executive. All other officer positions will be elected on a two year term.

By-Laws of PSAC Nova Scotia Area Council 1

Section 14

The PSAC National Triennial Convention delegate and alternates shall be elected at the general membership meeting held within a period of not less than six (6) months prior to the commencement of the PSAC National Triennial Convention. In order to be eligible to stand for election, candidates must be a member in good standing having represented a Local, Branch, DCL, or regional committee to this Area Council, and having attended at least 50% (fifty percent) of Area Council meetings in the twelve (12) months prior to that meeting.

Section 15

The PSAC Atlantic Regional Convention delegate and alternates shall be elected at a general membership meeting held within a period of not less than six (6) months prior to the registration deadline for that Convention. In order to be eligible to stand for election, candidates must be a member in good standing having represented a Local, Branch, DCL, or regional committee to this Area Council, and having attended at least 50% (fifty per cent) of Area Council meetings in the twelve (12) months prior to that meeting.

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.
- (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.

By-Laws of PSAC Nova Scotia Area Council 1

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.
- (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 Committees Representatives shall serve as a liaisons between any active and constitutionally-recognized Regional Committees 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.

By-Laws of PSAC Nova Scotia Area Council 1

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.

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-Laws of PSAC Nova Scotia Area Council 1

BY-LAW IX – FINANCES

Section 1

The Area Council will be allotted a yearly budget from PSAC if the criteria is met. 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.

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.

Section 8

An audit of the accounts shall be made annually and presented to the Executive and Area Council membership at the AGM.

Section 9

A committee of two (2) delegates shall be elected by the Area Council at a regular Area Council meeting two (2) months prior to the Annual General Meeting to perform the audit.

Section 10

The report of the auditors shall be made annually and presented to the Executive and the Area Council membership at the AGM.

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

By-Laws of PSAC Nova Scotia Area Council 1

notice has been given to all accredited locals, expect 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.