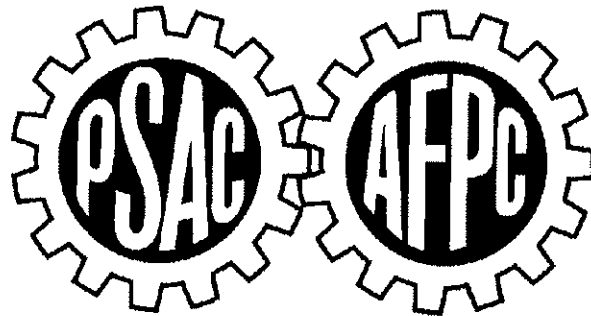


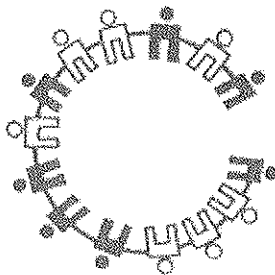
# PSAC Calgary Area Council

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## BY-LAWS



**As adopted February 15, 2000**  
**As amended February 7, 2005**  
**As amended March 31, 2009**  
**As amended May 5, 2010**



PSAC AREA COUNCILS  
CONSEILS RÉGIONAUX DE L'AFPC

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

# **PSAC Calgary Area Council By-Laws**

(Amended May 2010)

## **By-Law 1: Name and Area of Jurisdiction**

### **Sub-Section 1**

The name shall be the Calgary Area Council.

### **Sub-Section 2**

The area of jurisdiction of the Calgary Area Council shall be Calgary and area.

## **By-Law 2: Union Support**

### **Sub-Section 1**

The Calgary Area Council is established in accordance with Section 14 (Area Councils) of the Constitution of the Public Service Alliance of Canada.

### **Sub-Section 2**

The Calgary Area Council will be governed by these by-laws. Such by-laws shall conform to the provisions and principles of the PSAC Constitution.

## **By-Law 3: Membership and Dues**

### **Sub-Section 1**

Membership in the Calgary Area Council is open to all Locals and Branches of Components and Directly Chartered Locals (DCLs) that have members who work or reside in Calgary and area and to PSAC Committees and Constitutionally recognized Regional Committees that fall within Calgary and area. A member may only participate in one Area Council.

Members from affiliated Locals, Branches, Directly Chartered Locals, PSAC Committees and constitutionally recognized Regional Committees shall have full voice in all discussions at the Area Council meetings.

Each affiliated Local, Branch, and Directly Chartered Local 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 affiliated Regional Women's Committee and each constitutionally recognized Regional Committee

shall be entitled to one (1) delegate. Voting rights shall be vested in the delegates from the affiliated bodies and elected officers of the Area Council in accordance with the Section 14 of the PSAC Constitution (Area Councils).

Locals shall have the right to elect alternates to their Local delegate(s) so that full representation of delegates from Locals can be maintained.

## **By-Law 4: Purpose and Role**

### **Sub-Section 1**

The Area Council will serve as a liaison for Locals, Branches, DCLs, Regional Women's Committees, and constitutionally recognized Regional Committees.

The role of the Area Council will include community, social, and recreational activities within the community; the promotion and coordination of PSAC campaigns assigned to the Area Council by the PSAC such as political action; the promotion of affiliation and involvement with the Alberta Federation of Labour and the Calgary District Labour Council; and the dissemination of information including holding workshops and seminars.

### **Sub-Section 2**

The Area Council may organize occupational groups for discussion of policies affecting such groups. The Area Council will encourage participants to communicate any decisions to their Locals, Branches, Directly Chartered Locals, PSAC Committees or constitutionally recognized Regional Committees.

## **By-Law 5: Meetings**

### **Sub-Section 1**

The Calgary Area Council shall hold at least four (4) times a year. One such meeting shall be the Annual General Meeting (AGM), at which time officers shall be elected and financial and activity reports presented. The AGM shall normally be held in February each year or as deemed by motion of the Area Council.

### **Sub-Section 2**

The quorum of the Calgary Area Council shall consist of at least three (3) Executive members.

### **Sub-Section 3**

The Calgary Area Council shall elect a delegate and two (2) alternates to the PSAC Triennial Convention at an AGM held, within a period of not more than twelve (12) months and not less than six (6) months, prior to the commencement of the Convention.

### **Sub-Section 4**

The Calgary Area Council must submit any resolutions for the PSAC Triennial Convention to the NBOD no later than six (6) months prior to the Convention.

### **Sub-Section 5**

The PRC Representative shall:

1. communicate with their respective Area Council;
2. attend PRC meetings and shall be the spokesperson for members from their respective Area Council;
3. submit a written report of the Representative's activities and those of the Area Council they represent to their respective Area Council, the PRC meetings and the Prairie Region Triennial Convention;
4. promote representation in groups who defend the interests of members of their respective Area Council;
5. serve on PRC Committees and perform other roles and responsibilities as determined by the PRC and/or the REVP;
6. participate in the Alliance Facilitator Network (AFN) in their geographic area to integrate the work of the AFN with the work of the PRC, whenever possible;
7. be responsible for their respective constituencies and/or committees and promote the activism of the members within these constituencies or committees;
8. uphold and promote the mandate and objectives of the PRC;
9. promote affiliation to and participation in Federations of Labour and District Labour Councils.

Election of the PRC Area Council Representative and their alternate shall occur no later than one month before the Prairie Region Triennial Convention. The PRC Representative and their Alternates shall be nominated and elected at an election "meeting" called by the President of the Area Council.

Delegate status to this meeting is outlined in Section 14 Subsection (3) of the PSAC Constitution. The elections shall be by secret ballot. A blank ballot paper shall be distributed to all voting delegates for each office in turn, as it is called. Each voting delegate shall write on the ballot paper the name of their choice for the Representative or Alternate from among the nominees.

The election for PRC Representative and Alternate shall be declared only on receipt of a clear majority of the ballots cast with standings revealed to voting delegates after each ballot. 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.

The newly elected PRC Area Council Representative shall be the Area Council delegate to the Prairie Region Triennial Convention and be sworn in and take office at the end of the Prairie Region Triennial Convention. Save and except where the Area Council Representative is re-elected, then the delegate entitlement follows Section 10 Sub-section 6 of the Prairie Region Bylaws. The Alternate to the Area Council Representative shall be sworn in at their respective Area Council meeting.

### **Sub-Section 6**

The Calgary Area Council must submit any resolutions for the Prairie Regional Convention to the Prairie Regional Executive Vice President (REVP) office six (6) months prior to convention or at the call of the REVP office.

### **Sub-Section 7**

Special meetings of the Calgary Area Council shall be held at the call of the President, or on the request in writing by three delegates from separate Component Locals/Branches or Directly Chartered Locals to the Council President or the Regional Executive Vice President.

### **Sub-Section 8**

For the introduction of any additional business at a special meeting other than that for which the meeting was called, a two-thirds (2/3) majority vote shall be required.

## **By-Law 6: Officers**

### **Sub-Section 1:**

There shall be a President, a Vice-President, a Secretary, and a Treasurer. There shall be a minimum of three (3) elected officers. These officers shall comprise the Executive Committee.

## **Sub-Section 2**

There shall be separate elections for the offices of: President, Vice-President, Secretary and Treasurer as applicable.

Elections of the Calgary Area Council officers shall take place at the Annual General Meeting. Any member in good standing from an affiliated Local, Branch, DCL, PSAC Committee, or Constitutionally recognized Regional Committee is eligible to run. Only delegates from affiliated bodies and officers of the Area Council are eligible to vote.

## **Sub-Section 3**

The election of officers shall be by secret ballot. A secret ballot shall be distributed to all members entitled to vote for each office. Each member in attendance, entitled to vote, shall write on the ballot the name of his or her choice for the office called.

## **Sub-Section 4**

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.

As the election for each office is called, the nominee or his/her nominator or seconder may speak to the assembly on behalf of the nominee for a period of not more than three minutes.

## **Sub-Section 5**

Only accredited delegates and officers of the Area Council shall be eligible for any office and have the right to vote at any election of the Area Council.

## **Sub-Section 6**

Any officer or delegate absent for just cause may stand for election with the approval of the majority of the delegates attending a meeting, provided that the delegate submits a written statement indicating a willingness to stand for office.

## **Sub-Section 7**

The Oath of Office shall be administered to all elected officers immediately upon taking office.

Elected officers of the Council shall take office at the end of the meeting at which they were elected.

### **Sub-Section 8**

At least 30 days prior to an annual meeting, the Executive Committee may appoint a Nominations Committee of not less than three (3) members which shall elect its own Chairperson.

### **Sub-Section 9**

Written nominations signed by the nominee and by any two officers or delegates of the Council shall be submitted to the Nominations Committee.

### **Sub-Section 10**

The duties of the Nominations Committee shall be:

- a) to receive nominations for all executive offices;
- b) to verify the eligibility of nominees;
- c) to ascertain the willingness of nominees to accept and perform the duties of any office to which they may be elected;
- d) to submit nominations received by the Nominations Committee Chairperson.

### **Sub-Section 11**

The Chairperson of the Nominations Committee shall conduct the election or may delegate this function with the approval of the Nominations Committee.

### **Sub-Section 12**

The Chairperson of the Nominations committee or his/her alternate shall report to the meeting, the nominations received for each election and shall call for further nominations from the floor.

### **Sub-Section 13**

There shall be separate elections for the offices of: President, vice-President, Secretary, and Treasurer each for two (2) year terms. Election of President and Secretary shall be held in even years. Election of Vice-President and Treasurer shall be held in odd years.

### **Sub-Section 14**

As the election for each office is called, the nominee or his/her nominator may speak to the assembly on behalf of the nominee for a period not more than three minutes.

## **Sub-Section 15**

The Oath of Office shall be administered to all elected officers immediately upon taking office.

## **By-Law 7: Duties of Officers**

### **Sub-Section 1 - President:**

- (a) The President shall preside at meetings of the Council and its Executive Committee.
- (b) The President shall uphold the PSAC Constitution and Regulations and the Calgary Area Council By-Laws and Regulations.
- (c) The President shall oversee the work of all officers of the Council and shall be an ex officio member of all committees of the Council.
- (d) The President shall report to the Executive Committee and meetings of the Council on his/her activities and perform other duties as pertains to that office.
- (e) The President shall be responsible for the efficient and proper conduct of the affairs of the Council.
- (f) The President shall vote only in the case of a tie vote on any matter.
- (g) The President shall with the assistance of the Vice-President, bring to the attention of the Prairies REVP of the PSAC, the policies and views adopted.
- (h) The President shall, with the assistance of the Vice-President, carry out an active liaison with the various Locals/Branches, Directly Chartered Locals, PSAC Committees, or constitutionally recognized Regional Committee in the Calgary area.

### **Sub-Section 2 - Vice-President:**

- (a) The Vice-President shall assist the Chair in carrying out the duties of that office as requested.
- (b) The Vice-President shall, in the absence of the Chair, assume the duties of the Chair.
- (c) The Vice-President shall review the By-Laws annually or as needed and report recommended changes to a General Membership Meeting.



### **Sub-Section 3 - Secretary:**

- (a) The Secretary shall be responsible for notifying all Council officers and delegates of all meetings.
- (b) The Secretary shall be responsible for keeping accurate records of all meetings; minutes of all meeting shall be completed and distributed to the Executive within fourteen (14) calendar days;
- (c) The Secretary shall forward to the Regional Executive Vice-President of the PSAC, the minutes of all meetings not later than 30 days following the date on which the meeting was held.
- (d) The Secretary shall be responsible for receiving all correspondence and referring it to the appropriate executive officer or appropriate meeting for action.
- (e) The Secretary shall prepare correspondence as may be directed by the President, Executive Committee, or the Council.
- (f) The Secretary shall have available and read at regular meetings, copies of all correspondence of interest received or dispatched since the previous general meeting for the perusal by members.
- (g) Minutes shall be posted on the Prairies website once approved by the Executive.

### **Sub-Section 4 - Treasurer:**

- (a) The Treasurer shall receive all monies and ensure that they are properly recorded and deposited as directed by the Council to the credit of the Calgary Area Council, PSAC.
- (b) The Treasurer shall be one of the designated signing officers.
- (c) The Treasurer shall present a written statement to the Executive Committee and to the regular Area Council meeting detailing the receipts and expenditures for the previous period.
- (d) The Treasurer shall submit a detailed and audited financial statement at the Annual General Meeting of the Area Council.
- (e) The Treasurer shall expend funds only as directed by the Council.

## **By-Law 8: Executive Committee**

### **Sub-Section 1**

The Executive Committee shall be composed of the elected officers provided for in By-Law 6.

### **Sub-Section 2**

The Executive Committee shall meet at least once prior to the Area Council meeting and shall administer the affairs of the Council between meetings of the Council.

### **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 Regional Executive Vice President.

### **Sub-Section 4**

When a vacancy on the Executive Committee occurs, a notice of at least two (2) weeks to fill such vacancy shall be given, and an election will be held at the next regular meeting of the Council.

### **Sub-Section 5**

A quorum of the Executive Committee shall be a majority of the elected officers.

### **Sub-Section 6**

The activities of the Executive Members shall be reported at each regular Council meeting.

### **Sub-Section 7**

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

## **By-Law 9: Communication**

### **Sub-Section 1**

The Calgary Area Council shall communicate with the PSAC through the designated REVP and provide minutes to the REVP no later than thirty days following the date on which each meeting is held, as per the provisions in Section 14, Sub-Section (13) (b) of the PSAC Constitution.

### **Sub-Section 2**

No Area Council shall enter into a contract or commitment in the name of the PSAC without first obtaining written consent from the AEC.

## **By-Law 10: Finances**

### **Sub-Section 1:**

The fiscal year of the Area Council shall be January 1<sup>st</sup> to December 31<sup>st</sup>. The annual budget and financial statements will be presented at the AGM.

### **Sub-Section 2:**

Funds of the Area Council shall be held, preferably in a Credit Union or a unionized financial institution, in the name of the Calgary Area Council. The signing officers shall be three (3) of the officers as determined by the executive, 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.

### **Sub-Section 3**

The expenditure of funds shall be vested in the Council.

### **Sub-Section 4**

No individual expenditure, unless otherwise specifically pre-authorized by the Council, shall exceed \$150.00.

### **Sub-Section 5**

The Area Council may delegate to the Executive Committee, authority to expend funds up to the amount shown in the annual budget subject to the limitations of Sub-Section 4, above.

### **Sub-Section 6**

A supplementary budget may be submitted by the Executive Committee should it be necessary during the year.

## **By-Law 12: Amendment of By-Laws**

### **Sub-Section 1**

By-Laws of the Council may be amended by a two-thirds (2/3) majority of those accredited voting delegates and officers in attendance at a general meeting provided that one month's written notice has been given.

### **Sub-Section 2**

Proposed amendments must be submitted in writing to the Council Executive at a minimum of 45 days prior to the annual meeting.

**Sub-Section 3**

In the event that the PSAC constitution or policies are amended (that relate to the Area Councils) the Area Council Executive shall amend their By-Laws accordingly. The amended By-Laws shall be presented for ratification at the next regular meeting of the Council.