

# PSAC Edmonton Area Council

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## BY-LAWS



Public Service Alliance of Canada  
Alliance de la Fonction publique du Canada



PSAC AREA COUNCILS  
CONSEILS RÉGIONAUX DE L'AFPC

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

# PSAC Edmonton Area Council By-Laws

(amended December 2010)

## By-Law 1: General

### Sub-Section 1

The name of this Council shall be known as the Edmonton Area Council (EAC). Within these By-Laws the Edmonton Area Council shall be referred to as the Area Council. Upon promulgation, previous Edmonton Area Council By-Laws are rescinded.

## By-Law 2: Definitions

### Sub-Section 1

a) Constitution as used in these By-Laws refers to the Constitution of the Public Service Alliance of Canada as amended.

b) Alliance as used in these By-Laws shall refer to the Public Service Alliance of Canada.

*c) Consensus as used in these By-Laws shall mean that the majority of the members of the Area Council in attendance are in agreement, and that all members present accept the decision.*

*c) The Edmonton Area Council will strive to reach decisions (other than financial) by consensus, however where this is not possible a vote will be conducted.*

*d) The quorum of the Edmonton Area Council shall consist of at least two (2) Executive members and a minimum of one (1) delegate from the affiliated bodies.*

## By-Law 3: Mandate and Objectives

### Sub-Section 1

The Edmonton Area Council is established in accordance with the Constitution. The Council shall maintain liaison with the Alliance through the office of the

designated Executive Vice President of the Alliance responsible for Area Councils.

### **Sub-Section 2**

The Area Council shall be governed by the Area Council provisions set forth in the Constitution and shall serve as a liaison for Component Locals in the Edmonton Area for the exchange of information on matters of common interest.

### **Sub-Section 3**

**The general role of the Area Council shall consist of:**

- (a) Community political action;
- (b) Social and recreational affairs within the community;
- (c) Promotion and coordination of Alliance campaigns assigned by the National Board of Directors or the Alliance Executive Committee;
- (d) Dissemination of information and workshops and seminar-type education in matters directly relating to the function of the Area Council.

### **Sub-Section 4**

**The Area Council shall:**

- (a) concern itself with area problems which are of consequence to public sector employees and it shall endeavour to promote better understanding and public image of public sector employees;
- (b) encourage the formation of occupational groups of employees in the federal public service in cooperation with Component Locals, in the Edmonton Area; and
- (c) render assistance to occupational groups in cooperation with the Alliance, Components and Locals of Components. The Council shall inform the Alliance of the occupational groups' views regarding collective bargaining and policies affecting such occupational groups through the Prairie Region Executive Vice-President.

## **By-Law 4: Area Council Membership**

### **Sub-Section 1**

The membership of the Area Council shall be in accordance with the requirements of the Constitution.

### **Sub-Section 2**

Area Council meetings shall be open to all groups and members detailed in the Constitution. Voice and Vote shall be determined by the Area Council

requirements detailed in the Constitution. Any member of the Alliance who is in good standing shall be permitted to attend Area Council Meetings and shall have voice, but not vote.

### **Sub-Section 3**

The Area Council shall not charge membership fees to organizations as defined in the constitution where fiscal resources are provided by the Alliance Executive Vice-President. Notwithstanding the foregoing where the fiscal resources are deemed by the Area Council as insufficient, the Area Council may charge such fees at it deems necessary for the operation of the Edmonton Area Council, to each participating organizations as defined in the Constitution. The Area Council shall only modify the fees during the Annual General Meeting.

### **Sub-Section 4**

Where the Area Council has implemented fees and an organization has not paid the fees by the end of the 3<sup>rd</sup> month of the current year, members of that organization shall have voice but not vote, until the fees have been paid to the Area Council.

## **By-Law 5: Area Council Executive**

### **Sub-Section 1**

**The Area Council Executive shall consist of the following:**

- (a) President;
- (b) Vice-President;
- (c) Treasurer;
- (d) Secretary; and
- (e) Member at Large;

### **Sub-Section 2**

#### **Terms of Office.**

The Terms of Office for the Area Council Executive shall be in accordance with the Constitution. Where the term of office is two years, the President, Treasurer and Member at Large shall be elected during odd years. The Vice-President and Secretary shall be elected during even years. The election of members of the Area Council Executive shall be conducted during the appropriate annual general meeting.

### **Sub-Section 3**

#### **Election of Area Council Executive Members**

The Executive Committee should appoint a Nominations Committee of not less than three members at least 30 days prior to an annual meeting. The Nominations Committee shall elect its own Chairperson.

#### **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**

Written nominations signed by the nominee and by any member of the Area Council with Voice and Vote shall be submitted to the Nominations Committee.

### **Sub-Section 4**

Eligibility of vote, stand for election and/or to be elected to the Executive of the Area Council shall be in accordance with the requirements of the Constitution

#### *Sub-Section 5*

*Election of PRC Prairie Region Area Council Representative shall be conducted as per Regulation 6 of the Prairie Region Council Bylaws.*

### **Sub-Section 6**

Where a person who is eligible to stand for election but is unable to attend the general meeting, that person shall submit a written statement to the Nominations Chair indicating the reason for being absent from the general meeting and a willingness to stand for office.

### **Sub-Section 7**

The Chairperson of the Nominations Committee shall conduct the election or may delegate this function with the approval of the members of the Nominations Committee. 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 8**

The elections for each office shall be held separately and in order to seniority.

### **Sub-Section 9**

As the election for each office is called, the nominee shall be offered the opportunity to speak for a period of not more than three minutes. Where the nominee is unable to attend, a person designated by the nominee shall speak on behalf of the absent nominee.

### **Sub-Section 10**

The election shall be by secret ballot, which shall be distributed to all members who have voice and vote. Members who have voice, but not vote shall not cast a ballot during the election of Area Council Executive Members. Eligible members shall write the name of his or her choice for the office called, on the ballot.

### **Sub-Section 11**

The election 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.

### **Sub-Section 12**

The Oath of Office shall be administered to all elected officers immediately upon taking office who shall take office at the conclusion of the meeting at which they were elected.

### **Sub-Section 12**

Where a member is elected to the Executive Committee, the organization shall appoint another member to the Area Council

## **By-Law 6: Duties of the Area Council Executive**

### **Sub-Section 1**

**The President shall:**

- (a) preside at meetings for the Council and its Executive Committee;
- (b) uphold the Constitution, Regulations and the Area Council By-Laws and Regulations
- (c) oversee the work of all officers of the Council and shall be a Member ex-officio if all committees of the Council
- (d) shall report to the Executive Committee and meetings of the Area Council on her/his activities and perform other duties as pertains to the office.
- (e) The President shall be responsible for the efficient and proper Conduct of the affairs of the Area Council.
- (f) vote only in the case of a tie vote on any matter; and
- (g) with the assistance of the Executive Vice-President, bring to the attention of the proper segment of the Alliance, the policies and views adopted

## **Sub Section 2**

### **The Vice President shall:**

- (a) assist the President in carrying out the duties of that office as requested; and in the absence of the President, assume the duties of the President.

## **Sub-Section 3**

### **The Treasurer shall:**

- (a) receive all monies and ensure that they are properly recorded and deposited in a chartered bank or as directed by the Area Council to the credit of the Edmonton Area Council;
- (b) be one of the designated signing officers;
- (c) 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) submit a detailed and audited financial statement at the Annual General Meeting of the Area Council; and expend funds only as directed by the Area Council.

## **Sub-Section 4**

### **The Secretary shall:**

- (a) be responsible for notifying all Area Council officers and delegates of all meetings;
- (b) shall be responsible for keeping accurate records of all meetings;

- (c) forward to the designated Executive Vice - President of the Alliance responsible for Area Councils, the minutes of all meetings not later than 30 days following the date on which the meeting was held;
- (d) be responsible for receiving all correspondence and referring it to the appropriate executive officer or appropriate meeting for action;
- (e) shall prepare correspondence as may be directed by the President, Executive Committee, or the Area Council; and
- (f) have available and read at regular meeting, copies of all correspondence of interest received or dispatched since the previous general meeting for the perusal by members.

### **Sub-Section 5**

The duties of the Member at Large shall be determined by the Area Council Executive Committee

## **By-Law 7: Meetings**

### **Sub-Section 1**

The Executive Committee shall meet as necessary to administer the affairs of the Area Council between Area Council meetings. Special meetings of the Executive Committee may be called:

- (a) by the President, or
- (b) the PSAC Regional Executive Vice President of the Prairie Region Council, or
- (c) on written request to the President by two (2) members of the Executive Committee. A quorum of the Executive Committee shall be the majority of the elected officers present at a duly called executive meeting.

### **Sub-Section 2**

Where a member of the Executive Committee is absent for more than three consecutive meetings without valid reasons, the position occupied by the Executive Committee member shall be declared vacant.

### **Sub-Section 3**

When a vacancy on the Executive Committee occurs, a notice to fill such vacancy shall be given at the next regular meeting of the Area Council. A by-election shall be held at the following regular Council meeting. Where a position occupied by an Executive Committee member has been declared vacant due to non-attendance, that member shall not be eligible to stand for election during the by-election.



#### **Sub-Section 4**

The actions of the Executive Committee shall be reported at each regular Council meeting by the President.

#### **Sub-Section 5**

All documents and other properties of the Area Council and Executive Committee remain the property of the Area Council/Executive Committee. On vacating a position on the Executive Committee, all funds, documents and other properties shall be returned to the Executive Committee within 7 seven calendar days of vacating position

#### **Sub-Section 6**

*The Area Council shall meet a minimum of quarterly and the Annual General Meeting should be held in the month of December. All decisions at Area Council meetings except those involving financial matters shall be by consensus. Members who disagree with the decision shall be afforded the opportunity to record their disagreement into the meeting minutes. At the Chairs discretion, decisions may be made by vote.*

#### **Sub-Section 7**

**Special general meetings of the Area Council shall be held:**

- (a) at the call of the President, or
- (b) the Regional Executive Vice President - Prairies, or
- (c) on the request in writing by three delegates from separate Component Locals to the Council President

#### **Sub-Section 8**

The introduction of any additional business at a special meeting other than that for which the meeting was called, shall require a two-thirds (2/3) majority vote by those members eligible to vote under the Constitution.

#### **Sub-Section 9**

The minutes of all meetings shall be forwarded to the applicable Executive Vice - President of the Alliance responsible for Area Councils, not later than 30 days following the date on which the meeting was held.

#### **Sub-Section 10**

Delegate to Alliance National Triennial Conventions. An Area Council delegate to the regular National Triennial Convention shall be elected in accordance with the requirements of the Constitution.

### **Sub-Section 11**

National Triennial Convention Resolutions. Area Council resolutions shall be submitted in accordance with the requirements of the Constitution.

## **By-Law 8: Occupational Groups**

### **Sub-Section 1**

Occupational groups formed under the auspices of the Area Council shall conduct their affairs in accordance with mandate established by the Executive Committee and approved by Area Council.

## **By-Law 9: Rules of Order**

### **Sub-Section 1**

All meetings of the Area Council, Executive Committee and/or Committees formed by the Area Council/Executive Committee shall be governed by the Rules of Order established in the Constitution. With respect to the tabling of agenda items or issues, said items or issues may be tabled for a stated period of time after which the item or issue will be discussed or they may be tabled for an unspecified period of time.

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

### **Sub-Section 1**

The fiscal year shall be from January 1 to December 31.

### **Sub-Section 2**

The annual proposed budget shall be presented at the first monthly meeting of the Area Council following the Annual Meeting. A supplementary budget shall be submitted to the Area Council for authorization by the Executive Committee should it be necessary during the year.

### **Sub-Sections 3**

The expenditures of funds shall be vested in the Council and all shall be approved by a majority vote of the Area Council in accordance with the requirements of the Constitution.

#### **Sub-Section 4**

The Area Council may delegate to the Executive Committee, the authority to expend funds up to the amount shown in the annual budget subject no individual expenditure exceeding the greater of \$100.00 or one twelfth (1/12) of the budget item. The restriction imposed by this paragraph may be waived by the Area Council where authorized by a two-thirds (2/3) majority vote by those members eligible to vote under the Constitution.

#### **Sub-Section 5**

Funds of the Area Council shall be held, except for a Petty Cash account in a chartered bank or in short term government bonds or in a Credit Union in the name of the PSAC Edmonton Area Council.

#### **Sub-Section 6**

All members of the Executive Committee shall have signing authority. All cheques shall be signed by Treasurer and shall normally be signed by President or in the Presidents absence, the Vice-President shall have signing authority.

#### **Sub-Section 7**

The Area Council shall elect a committee consisting of three members during a regular Council meeting two months prior to the Annual Meeting to perform an audit of the Area Council's accounts. The audit report which shall be signed by all members of the Audit Committee shall be presented to the Executive Committee and the Area Council, and shall be presented by the auditors at the Area Council Annual Meeting

## **By-Law 11: Discipline/Harassment**

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

All members of the Area Council shall govern themselves in accordance with the requirements of the Constitution and the Chair shall ensure that meetings and activities of the Area Council are free of harassment. Where a member attending a meeting behaves in a manner that is deemed by the Chair to be inappropriate the Chair shall offer the individual an opportunity to apologize to the meeting. Where an individual refuses, the Chair shall request that the individual remove themselves from the meeting and where the individual refuses to remove them

self, the Chair shall make a motion calling for the expulsion of that individual from the meeting. There shall be no debate on the motion, which shall not require a seconder and the motion shall pass by a simple majority.

### **Sub-Section 2**

By a vote of two-thirds of the members present, the Chair may suspend a member for a specified period of time, or may permanently expel a member from the Area Council. Suspensions or expulsion from the Area Council shall be ratified by the Prairie Region Council, which may uphold, alter or rescind the original decision.

### **Sub-Section 3**

All misconduct shall be investigated and resolved in accordance with the requirements of the Constitution.

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

### **Sub-Section 1**

Proposed amendments must be submitted in writing to the Area Council at a meeting a minimum of 1 month prior to the annual general meeting or a special general meeting. Amendments to these By-Laws shall require a two-thirds (2/3) majority of eligible persons under the Constitution present who are from a minimum of three Component Locals. Amendments made to the PSAC Constitution at PSAC Convention, shall be immediately incorporated into the By-Laws of the Council.