



Prairie Region

**BY-LAWS**  
**of the**  
**SASKATOON and DISTRICT**  
**AREA COUNCIL**

Amended: January 31<sup>st</sup>, 2019  
Reviewed: January 31<sup>st</sup>, 2019  
Reviewed: March 8, 2016 (no changes)  
Amended: March 9, 2015

**SASKATOON and DISTRICT AREA COUNCIL**

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# **SASKATOON and DISTRICT AREA COUNCIL**

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

The name of this Council shall be the “Saskatoon and District Area Council”, here-in after referred to as the Council.

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

### **Section 1**

The Council is established in accordance with Sub- section (5) of Section 14 of the Constitution of the Public Service Alliance of Canada, (PSAC). The Council shall maintain liaison with the Alliance through the office of the designated Regional Executive Vice-President of the Alliance.

### **Section 2**

The Council shall be governed by the provisions set forth in Section 14, “Area Councils” of the Constitution of the Public Service Alliance of Canada, (PSAC).

### **Section 3**

The Council will serve as a liaison for Locals, Branches, Directly Chartered Locals, and constitutionally recognized Regional Committees in the Saskatoon and District area.

### **Section 4**

The role of the Council will include community, social, and recreational activities within the community; promotion and coordination of PSAC campaigns assigned to the Council by the PSAC such as political action; the promotion and involvement with the Saskatchewan Federation of Labour (SFL) and Saskatoon District Labour Council; and the dissemination of information including workshops and seminars.

### **Section 5**

The Council may organize occupational groups for discussions of policies affecting such groups. The Council will encourage participants to communicate any decisions to the members of their Locals, Branches, Directly Chartered Locals, and constitutionally recognized Regional Committees.

## **BY-LAW 3: MEMBERSHIP**

### **Section 1**

Membership in the Council is open to all Locals and Branches of Components and Directly Chartered Locals (DCL's) that have members who work or reside in the Saskatoon and District area and to constitutionally recognized Regional Committees that fall within the Saskatoon and District area. A member may only participate in one Area Council.

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Members in good standing from affiliated Locals, Branches, DCL's, and constitutionally recognized Regional Committees shall have full voice in all discussions at the Council meetings.

### **Section 2**

Each affiliated Local, Branch, and DCL shall be entitled to two (2) delegates for the first five hundred (500) members and one additional delegate for each additional five hundred (500) members or part thereof. 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 Council in accordance with the Section 14 of the PSAC Constitution (Area Councils).

PSAC and Component National Officers, who are not delegates from their Local, have full voice in all debates and discussions of the Area Council but no vote.

## **BY-LAW 4: OFFICERS**

The Officers of the Council shall consist of a President, a Vice-President, a Secretary-Treasurer; all of whom shall be elected from voting accredited delegates and officers in attendance at the Annual Meeting, and shall comprise the Executive Committee.

## **BY-LAW 5: ELECTION OF OFFICERS**

### **Section 1**

The election of officers shall be by secret ballot. A 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 their choice for the office called.

### **Section 2**

Election to any office shall be declared only on receipt of a clear majority of the vote cast.

### **Section 3**

Only accredited delegates of the Council shall be eligible for any office.

### **Section 4**

Only accredited delegates of the Council shall have the right to vote at any election of the Council, as per By-law 3, Section 2.

### **Section 5**

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 the reason for being absent and willingness to stand for office if nominated.

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## **Section 6**

Officers-Elect of the Council shall take office at the end of the meeting at which they were elected.

## **Section 7**

As the election for each office is called, the nominee or their nominator or seconder may speak to the assembly on behalf of the nominee for a period of not more than three (3) minutes.

## **Section 8**

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

## **BY-LAW 6: DUTIES OF OFFICERS**

### **Section 1- President**

- (1) The President shall preside at meetings of the Council and its Executive Committee.
- (2) The President shall uphold the PSAC Constitution and Regulations and the Council By-Laws and Regulations.
- (3) The President shall oversee the work of all officers of the Council and shall be a member ex-officio of all committees of the Council.
- (4) The President shall report to the Executive Committee and meetings of the Council on their activities and perform other duties as pertain to that office.
- (5) The President shall be responsible for the efficient and proper conduct of the affairs of the Council.
- (6) The President shall vote only in case of a tie vote on any matter.
- (7) The President shall with the assistance of the Regional Executive Vice- President, bring to the attention of the appropriate segment of the PSAC, the policies and views adopted at Council meetings.
- (8) The President shall, with the assistance of the Regional Executive Vice-President, carry out an active liaison with the various Component Locals in the Saskatoon and District area.

### **Section 2 - Vice-President**

- (1) The Vice-President shall assist the President in the carrying-out of the duties of that office as requested.
- (2) The Vice-President shall in the absence of the President, assume the duties of the President.

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## **Section 3- Secretary/Treasurer**

- (1) The Secretary-Treasurer shall be responsible for notifying all Council Officers and delegates and Component Locals of all meetings
- (2) The Secretary-Treasurer shall be responsible for keeping accurate records of all meetings.
- (3) The Secretary-Treasurer shall forward to the Regional Executive Vice-President, minutes of all meetings no later than thirty (30) days following the date on which each meeting is held.
- (4) The Secretary-Treasurer shall be responsible for receiving all correspondence and referring it to the appropriate Executive Officer or appropriate meetings for action.
- (5) The Secretary-Treasurer shall prepare correspondence as may be directed by the President, Executive Committee or the Council.
- (6) The Secretary-Treasurer shall have available and read at regular meetings, copies of all correspondence of interest received or dispatched since the previous general meeting for perusal by the members.
- (7) The Secretary-Treasurer shall receive all monies and ensure that they are properly recorded and deposited in a chartered bank or as directed by the Council to the credit of the Saskatoon and District Area Council, PSAC.
- (8) The Secretary-Treasurer shall be one of the designated signing officers.
- (9) The Secretary-Treasurer shall present a written statement to the Executive Committee and to the regular Council Meetings detailing the receipts and expenditures for the previous period.
- (10) The Secretary-Treasurer shall submit a detailed and audited financial statement at the annual meeting of the Council.
- (11) The Secretary-Treasurer shall expend funds only as directed by the Council.
- (12) The Secretary-Treasurer shall cooperate fully with auditors and shall provide such explanations and records as they may require.

## **BY-LAW 7: EXECUTIVE COMMITTEE**

### **Section 1**

The Executive Committee shall be composed of the elected officers provided in By-Law 4.

### **Section 2**

Special meetings of the Executive Committee may be called by the President, or the PSAC Regional Executive Vice-President, or on written request to the President by members of the Executive Committee.

### **Section 3**

If a member of the Executive Committee is absent for more than three (3) consecutive meeting for other than valid reasons, they are automatically relieved of their duties.

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## **Section 4**

When a vacancy in the Executive Committee occurs, a notice to fill such vacancy shall be given at the next regular meeting of the Council. An election will be held at the following regular Council meeting.

## **Section 5**

A quorum of the Executive Committee shall be the majority of the elected officers present at a duly called Executive meeting.

## **Section 6**

The actions of the Executive Committee shall be reported to each regular Council meeting.

## **Section 7**

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

## **BY-LAW 8: COMMITTEES**

The Council shall have the authority to establish sub-committees as required. These sub-committees shall conduct their affairs in accordance with these By-Laws. The Council President shall be ex-officio member of any sub-committee.

## **BY-LAW 9: MEETINGS**

### **Section 1**

The Council shall convene meetings at least four (4) times a year.

### **Section 2**

Special meetings of the Council shall be held at the call of the President, or the PSAC Regional Executive Vice-President, or on request in writing by three (3) delegates from separate Component Locals to the Council President or the PSAC Regional Executive Vice-President.

### **Section 3**

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

### **Section 4**

All decisions of the Council shall be by consensus. Should consensus not be possible, the President shall have the authority to request a vote of the accredited delegates.

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## **BY-LAW 10: FINANCES**

### **Section 1**

The expenditure of Council funds shall be vested in the Council.

### **Section 2**

All expenditure of Council funds shall be approved in accordance with By-Law 9, Section 4.

### **Section 3**

The Council may delegate Executive Committee authority to expend funds up the amount shown in the annual budget subject to the limitation of Section 4.

### **Section 4**

No individual expenditure unless otherwise specifically authorized by the Council shall exceed \$100.00.

### **Section 5**

The fiscal year shall be January 1<sup>st</sup> to December 31<sup>st</sup>.

### **Section 6**

A proposed budget shall be presented at the first monthly meeting following the Annual General Meeting of the Council.

### **Section 7**

Changes to the budget may be submitted by the Executive Committee should it be necessary during the year.

### **Section 8**

The following officers are the signing authorities for the Council: President, Vice-President, and Secretary-Treasurer.

### **Section 9**

All cheques shall be signed by the Secretary-Treasurer and one other authorized Executive Officer.

## **BY-LAW 11: AUDITORS**

### **Section 1**

A committee of two (2) members in good standing shall be appointed by the voting members of the Council, as per By-law 3, Section 2, at a regular meeting to perform the annual audit prior to March 1<sup>st</sup>.



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## **Section 2**

This report of the auditors shall be presented in writing at a general meeting of the Council and shall be signed by both members of the audit committee.

## **BY-LAW 12: AMENDMENTS**

### **Section 1**

By-Laws of the Council may be amended by a 2/3 majority of those accredited voting delegates in attendance at the Annual Meeting, except such changes as may be necessary by reason of amendment of the PSAC Constitution by Convention.

### **Section 2**

To repeal, amend or add to these By-Laws outside of the Annual Meeting, a notice shall be posted thirty (30) days in advance and shall require two-thirds (2/3) majority of those accredited voting delegates at a special meeting.

## **BY-LAW 13: CONVENTIONS**

To be eligible for election as the Council Delegate to the Prairie Region Convention and/or PSAC Triennial Convention, Council members must have attended at least 50% of the Council meetings held in the last twelve (12) month period, or have provided, to the satisfaction of Council members, a justified reason for not meeting this criterion. In the event that no qualified members meet these criteria, elections will be open to any member in good standing.

## **BY-LAW 14: DISCIPLINE**

The Council shall have the authority by a majority vote at a regular meeting to suspend or expel from the Council any member for contravening a provision of the PSAC Constitution or the By-Laws of the Council.

## **BY-LAW 15: COUNCIL**

Nothing in these By-Laws shall be construed to conflict with the Constitution of the Public Service Alliance of Canada.

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## Appendix 1

### **OATH OF OFFICE:**

“I, \_\_\_\_\_ having been elected an Officer of the Saskatoon and District Area Council of the Public Service Alliance of Canada, solemnly declare that for my term of office, I shall fulfill the duties of such office, will maintain and uphold the dignity of the Union and will always keep confidential all matters concerning the affairs of the Union that are brought to my attention”