

**Prince Albert and District Area Council**  
**BY-LAWS**

**Amended: November 14, 2016**

**BY-LAW 1: NAME & LOCATION**

**Section 1 – Name:**

The name of the Area Council shall be the Prince Albert and District Area Council.

**Section 2: Location**

This Area Council shall be located in Prince Albert, Saskatchewan

**BY-LAW 2: OBJECTIVES**

**Section 1: Aims**

The Prince Albert and District Area Council is established in accordance with Sub-Section (5) of Section 11 (Area Councils) of the Constitution of the Public Service Alliance of Canada and shall be governed by the provisions set forth in this section. The Area Council shall maintain liaison with the Alliance through the office of the designated Regional Executive Vice President of the Alliance and will serve as a liaison body for Component Locals in the Prince Albert and District area for the exchange of information on matters of common interest.

**Section 2: Standards**

The Area Council shall concern itself with area problems which are of consequence to Alliance employees and it shall endeavor to promote a better understanding and image of the Alliance employees in the mind of the general public.

**BY-LAW 3: MEMBERSHIP**

**Section 1: Members**

Area Council meetings shall be open to all members in good standing from Locals or Branches of Components within the area of jurisdiction.

Locals not affiliated with the Area Council shall have full voice on all discussions at Area Council meetings. Locals affiliated with the Area Council shall have full voice on all discussions at Area Council meetings, plus voting rights.

Each affiliated Local shall be entitled to two (2) delegates for the first 500 members and (1) additional delegate for each additional 500 members or part thereof. Voting rights at Area Council meetings shall be vested in the delegates (or the designated alternates) from the affiliated Locals and the elected officers of the Area Council.

**Section 2: Other Members**

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.

The Regional Women's Equity and Human Rights Committees shall have the right to one representative to the Area Council and their respective committee. The representative shall have full voice but no vote.

#### **Section 4: Proof of Affiliation**

Locals wishing to affiliate with the Area Council must provide a copy of their Local's minutes showing a carried motion to affiliate. Affiliated Locals must provide written documentation to the Area Council naming their delegates (or designates alternate) to the Area Council in order to have voting rights.

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

#### **Section 1: Officers**

The Officers of the Area Council shall consist of a President, a Vice President, a Secretary, and a Treasurer (or a combination of the two offices); all of whom shall be elected from voting accredited delegates and officers in attendance at the Annual General Meeting, and shall comprise the Executive Committee.

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

#### **Section 1: Election**

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 his or her choice for the office called.

#### **Section 2: Majority**

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

#### **Section 3: Eligibility**

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

#### **Section 4: Voting Rights**

Only accredited delegates of the Area Council shall have the right to vote at any election of the Area Council.

#### **Section 5: Election in Absentia**

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

#### **Section 6: Taking Office**

Officers Elect of the Area Council shall take office at the end of the meeting at which they are elected.

#### **Section 7: Speeches**

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 (3) minutes.

#### **Section 8: Oath of Office**

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

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

### **Section 1: President**

The President Shall:

- a) Preside at the meetings of the Area Council and its Executive Committee.
- b) Uphold the PSAC Constitution and Regulations and the Area Council By-Laws and Regulations
- c) Oversee the work of all officers of the Area Council and shall be a member, ex-officio, of all committees of the Area Council
- d) Report to the Executive Committee and meetings of the Area Council on his/her activities and perform other duties as pertain to the office.
- e) Be responsible for the efficient and proper conduct of the affairs of the Area Council.
- f) Vote only in case of a tie vote on any matter.
- g) 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 Area Council meetings.
- h) With the assistance of the Regional Executive Vice President, carry out active liaison with the various Component Locals in the Prince Albert and District Area.

### **Section 2: Vice President**

The Vice President Shall:

- a) Assist the President in the carrying out of the duties of that office as requested.
- b) In the absence of the President, assume the duties of the President.

### **Section 3: Secretary**

The Secretary Shall:

- a) Be responsible for notifying all Area Council officers and delegates and Component Locals of all meetings.
- b) Be responsible for keeping accurate records of all meetings.
- c) 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.
- d) Be responsible for receiving all correspondence and referring it to the appropriate Executive Officer or appropriate meeting(s) for action.
- e) Prepare correspondence as may be directed by the President, Executive Committee or the Area Council.
- f) 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.

#### **Section 4: Treasurer**

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 Prince Albert and District Area Council, PSAC.
- b) Shall be one of the designated signing officers
- c) Present a written statement to the Executive Committee and to the regular Area Council meetings detailing the receipts and expenditures of the previous period.
- d) Submit a detailed and audited financial statement at the Annual General Meeting of the Area Council.
- e) Expend funds only as directed by the Area Council.
- f) Cooperate fully with the auditors and shall provide such explanations and records as they may require.

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

#### **Section 1: Members**

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

#### **Section 2: Special Meetings**

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: Absences**

If a member of the Executive Committee is absent for more than three (3) consecutive meetings for other than valid reasons, he/she shall automatically be relieved of his/her duties.

#### **Section 4: Vacancies**

When a vacancy in the Executive Committee occurs, a notice to fill such vacancy shall be given at the next regular meeting of the Area Council. An election will be held at the following regular Area Council meeting. On vacating their respective positions, all officers of the Area Council shall return all funds, documents or other properties of the Area Council.

#### **Section 5: Quorum**

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

#### **Section 6: Reports**

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

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

### **Section 1: Meetings**

The Area Council shall convene regular Area Council meetings on the third Wednesday of January, April, July, October and December. If these meeting times are not possible the executive shall choose and announce new meeting times and dates on the PSAC Prairies Webpage.

### **Section 2: Quorum**

A quorum shall be the number of members present at any general meeting of the Prince Albert Area Council, of which, one member must be an executive council member.

### **Section 3: Special Meetings**

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

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: Decisions**

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

### **Section 5: Annual General Meeting**

The Prince Albert and District Annual General Meeting shall be held on the third Wednesday in January.

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

### **Section 1: Expenditures**

The expenditures of the Area Council funds shall be vested in the Area Council. All expenditures of Area Council funds shall be approved in accordance with By-Law 9, Section 3. 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 limitation of Section 2.

### **Section 2: Individual Expenditure Cap**

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

### **Section 3: Fiscal Year**

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

### **Section 5: Signing Authorities**

The following officers shall be the signing authorities for the Area Council: President, Vice President, Secretary and Treasurer (or Secretary/Treasurer). All cheques shall be signed by the Treasurer and on other authorized Executive Officer.

## **BY-LAW 11: AUDITOR**

### **Section 1: Independent Auditor**

An independent auditor shall be selected by the Area Council at a regular Area Council meeting prior to the Annual General Meeting to perform the financial audit.

### **Section 2: Audit Report**

The report of the Auditor shall be present, in writing, to the Annual General Meeting of the Area Council.

## **BY-LAW 12: BY-LAW AMENDMENT**

### **Section 1: By-Law Amendments**

By-laws of the Prince Albert and District Area Council may be amended by a two-thirds majority of those accredited voting delegates in attendance at the Annual General Meeting, except such changes as may be necessary by reason of amendment of the PSAC Constitution by Convention.

### **Section 2: Posting of Amendments**

To repeal, amend or add to the Prince Albert and District Area Council By-Laws, a notice shall be posted thirty (30) days in advance and shall require a two-thirds majority vote of those accredited voting delegates at a special meeting.

## **BY-LAW 13: DISCIPLINE**

### **Section 1: Suspension or Expulsion**

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

## **BY-LAW 14: AREA COUNCIL**

### **Section 1: General**

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

## **OATH OF OFFICE**

"I \_\_\_\_\_, having been elected an Officer of the Prince Albert 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."

APPROVED BY AREA COUNCIL MEMBERSHIP

DATE: \_\_\_\_\_