

The NWT Regional Women's Committees of the Public Service Alliance of Canada North

1. Name

The name of this Committee of the Public Service Alliance of Canada North shall be the NWT Regional Women's Committee.

2. Aims and Objectives

To assist the PSAC North Region, Components and Locals in carrying out the actions outlined in the PSAC Statement of Principles on Women's Rights.

- To work with organizations representing women and other like-minded organizations to advocate and network at all levels.
- To support women in their struggle to reach equality in the workplace, within the PSAC and our communities at large.
- To act as a resource to the PSAC North in lobbying for the development, adoption and enforcement of progressive policies in workplaces with respect to affirmative action on workplace discrimination, harassment and violence and to support said campaigns and initiatives.
- To help build and participate in a strong network of women union members within the PSAC, the Canadian labour movement and the International labour movement as a whole.
- To provide the PSAC North, Components, Locals, and the National Human Rights Committee Representatives guidance on issues of importance to women members and the impact these issues have on women.
- To assist PSAC North in identifying, developing and negotiating contract language that is of particular concern to women members.
- To promote inclusiveness of women and actively oppose discrimination, harassment and violence in the workplace, the PSAC and our communities.
- To promote and encourage participation in the NWT Regional Women's Committee by all PSAC women members.
- To encourage and support women to be leaders in the workplace, PSAC, different levels of government and the community at large.

3. Membership

The NWT Regional Women's Committee is open to all PSAC women who are members in good standing in the respective Territory of the PSAC North Region.

4. Organization and Structure

From amongst its members in good standing the Committee shall choose people to serve as: Chair, Secretary and Treasurer

Chairperson

The Chairperson shall be responsible for the affairs of the Committee between meetings. The Chairperson will facilitate any meetings of the Committee held during their term. The Chair will ensure that issues of importance are communicated to the members of the Committee in a timely fashion.

The Chairperson will be responsible for the agenda and the callout for agenda items at least one week before the meeting date. The membership must be given as much advance notice as possible to allow for optimum participation.

If the Chairperson is unavailable, the Secretary or Treasurer may assume the duties of the Chairperson for Women's Committee activities.

The Chairperson will sit on other PSAC Committees as a Representative for the Committee. (ie; Area Council & Regional Council)

Secretary

The Secretary shall be responsible for all non-financial administrative functions of the Committee including: the production and distribution of Minutes of all regular and special meetings of the Committee.

Treasurer

The Treasurer shall be responsible for all the financial affairs of the Committee including: The preparation and presentation of an annual financial report to the Committee and to the PSAC North Regional Council. The presentation of an annual budget – to be approved by the Committee before it is presented to the REVP for the PSAC North.

5. Meetings

The Regional Women's Committee shall meet at least four (4) times a year, the last of which shall be the AGM. Additional meetings shall be scheduled as required.

The Annual General Meeting of the Committee shall be held in the last quarter of the calendar year. The purpose of the AGM shall be to:

- select its officers, once every three years;
- table and discuss activity and expenditure reports of the NAPC;
- review the Committees achievements, challenges and activities;
- review financial statements of the Committee expenditures and plan the next year's activities and approve annual budget;

Special meetings of the Committee may be called by the Chair at the request of a significant number of members of the Committee or by the NHRC Representative.

The Committee encourages its members to invite guests and speakers who encompass our aims and objectives. As such, members are asked to provide at least two week's advance notice to the Chair.

PSAC policies on harassment, childcare and other policies that may be required are in force at all times during all Committee's activities and meetings.

6. Selection of Officers

The officers of the Committee will be elected at the Annual General Meeting following the PSAC North Regional Convention, if consensus on the positions cannot be reached by committee members. The Executive Committee (Chairperson, Secretary, and Treasurer) will hold their position for a period of 1 year.

Should any of the officers be unable to fulfill their duties the other officers can select a replacement pending the next AGM.

7. Finance

Two of the Executive Committee shall not exceed an unbudgeted expense of more than \$200.00 without a consensus of its members. All receipts for expenses must be sent to the Treasurer to be recorded then forwarded to the APC for their action.

8. Decision making

The Committee will use consensus in its decision making process.

9. Quorum

Quorum shall consist of at least either: Two Executive members and one member at large or one Executive member and two members at large.

10) Additional

Representatives of the PSAC Regional Women's Committees see:

PSAC Constitution / Section 15

PSAC North Bylaws / Section 6, Sub-Section (5)