

**Nunavut
Area Council
By-laws**

Section 1 – NAME and LOCATION

Subsection (1)

Pursuant to Section 14 of the PSAC Constitution and the By-laws of PSAC-North, this organization shall be known as the PSAC NUNAVUT AREA COUNCIL.

Subsection (2)

The PSAC NUNAVUT AREA COUNCIL has jurisdiction within NUNAVUT Territory and shall have its headquarters in the City of Iqaluit.

Section 2 – MANDATE and OBJECTIVES

The mandate and objectives of the PSAC NUNAVUT Area Council shall be:

Subsection (1)

To unite all members of the PSAC in NUNAVUT in a single democratic organization.

Subsection (2)

To serve as a vehicle for all members of the Alliance in NUNAVUT to come together to act collectively.

Subsection (3)

To be representative, fair, visible, equitable, accessible and respectful of individual and collective rights of all PSAC members within its jurisdiction.

Subsection (4)

To serve as the liaison between the various PSAC bodies within NUNAVUT.

Subsection (5)

To be responsible for the organization and coordination of official Alliance, PSAC North and Area Council campaigns within NUNAVUT.

Subsection (6)

To co-ordinate the delivery of training on issues directly related to its mandate.

Subsection (7)

To support the activities of the Regional Health And Safety Committee.

Subsection (8)

To support the continuing development of the Alliance Facilitators Network.

Subsection (9)

To foster a network of PSAC activists involved in political action and workers solidarity and participate in coalitions with other social justice advocacy groups in the community.

Subsection (10)

To organize all unorganized labour in NUNAVUT under the Public Service Alliance of Canada.

Subsection (11)

To encourage affiliation of all PSAC locals to the Northern Territories Federation of Labour.

Subsection (12)

To communicate with the Alliance Executive Committee and the National Board of Directors of the Alliance through the Regional Executive Vice President for the North on behalf of NUNAVUT members.

Section 3 – MEMBERSHIP

Subsection (1)

The membership of the PSAC NUNAVUT AREA COUNCIL shall consist of all members of affiliated NUNAVUT Based Locals of the Public service Alliance of Canada.

Subsection (2)

Membership of the PSAC NUNAVUT AREA COUNCIL shall be voluntary.

Section 4 – STRUCTURE

Subsection (1)

The PSAC NUNAVUT AREA COUNCIL shall be comprised of all members of affiliated locals of the Public Service Alliance of Canada in NUNAVUT, the Regional Women Committee, the Alliance Facilitators Network, the Equal Opportunities Committee and the Regional Health and Safety Committee.

Subsection (2)

The PSAC NUNAVUT AREA COUNCIL shall be part of PSAC North.

Section 5 – EXECUTIVE COMMITTEE

Subsection (1)

The Executive Committee shall be made up of these executive officers:

- a) a President
- b) a Vice-President
- c) a Secretary
- d) a Treasurer
- e) one Director for the Alliance Facilitators Network
- f) one Director for Human Rights
- g) one Director for the Regional Women's Committee
- h) one Director for Regional Health and Safety
- i) three Directors to represent members outside of Iqaluit:
one each for Kitikmeot, Kivallik and Qikiqtani
- j) The Regional Executive Vice President of PSAC for the North is ex-officio member of the NUNAVUT Area Council

Subsection (2) – Role of the Executive Committee

- a) manages the business of the Council between Council meetings;
- b) each member of the executive committee must submit a written report of their activities at each AGM of the Nunavut Area Council;

Subsection (3) – General

- a) Special meetings of the Executive Committee may be called by the President of the Council, the Regional Executive Vice-President of PSAC-North or upon written request to the President by a majority of Council Executive members;
- b) If an Executive Officer is absent without justification from more than three consecutive meetings, he or she may be relieved of his or her position;
- c) If an executive position becomes vacant, the remaining Executive may appoint a member in good standing to fill the position until such time as the term for that office expires.
- d) Quorum for a duly called Executive Committee meeting is made up of the majority of elected officers.
- e) Executive Committee members must provide the Council, upon leaving their respective position, with all funds, documents and other goods entrusted to them.

Section 6 – MEETINGS

Subsection (1)

The PSAC NUNAVUT AREA COUNCIL shall hold meetings at regular intervals at least four (4) times a year with one meeting to be held outside of Iqaluit. One such meeting shall be known as the Annual General Meeting. (This is a fundamental requirement of the PSAC Constitution, Section 14, Subsection (2))

The Annual General Meeting will be held within the 60 days prior to the end Of the fiscal year

Subsection (3)

Notice of the Annual General Meeting must be posted 30 days prior to the meeting itself.

Subsection (4)

Meetings are accessible to all members of the Public Service Alliance of Canada residing in NUNAVUT Territory and to all members whose local is based in NUNAVUT Territory.

Subsection (5)

Special meetings of the PSAC NUNAVUT AREA COUNCIL will be held upon request of the President or Regional Executive Vice-President of PSAC-North or upon a written request to the Executive from Six (6) members of the Council with voting rights. Calls for Special meetings of the Council, stating the purpose for the meeting, must be posted 30 calendar days prior to the meeting itself

Subsection (6)

No item may be added to the agenda of special meeting other than those for which the meeting has been called, unless it is authorized by a majority.

Section 7 – DELEGATES TO MEETINGS

- a) Two (2) accredited delegates with voice and vote from each local in good standing for the first 300 members and another delegate for each additional 300 members or major fraction thereof;
- b) One delegate for the Alliance Facilitators Network;
- c) One delegate for the Human Rights Committee;
- d) One delegate for the Regional Women's Committee;
- e) One delegate for the Regional Health and Safety Committee;
- f) Any component national officer who resides in NUNAVUT.

Section 8 – ELECTION OF OFFICERS

Subsection (1)

Elections of the President, Vice-President, Secretary and Treasurer are to be carried out in turn at the Annual General Meeting (AGM) of the PSAC NUNAVUT AREA COUNCIL in accordance with the election procedures of the PSAC. All accredited delegates present at the AGM shall have a right to cast a vote for each of these positions.

Subsection (2)

The Directors for the AFN, RWC, Human Rights and Regional Health and Safety Committee who sit on the Executive Committee shall be elected by each of these groups within their own forums. They shall be sworn in at the meeting at which they officially enter into their function as officers of the Area Council.

Subsection (3)

The President, Secretary and District Directors for Kitikmeot and Qikiqtani shall be elected on odd years. The Vice-President, Treasurer and District Director for Kivalliq shall be elected on even years.

Subsection (4)

Elections of District Directors shall be held by mail-in ballot. Each affiliated locals within the designated district shall receive as many ballots as they would be entitled delegates according to formula in Section 7 a) above – Call for nominations will go out in conjunction with the notice of Annual General Meeting.

Subsection (5)

All officers other than Directors for AFN, RWC, Human Rights, Regional Health & Safety are elected for a two year term and are sworn in at the time of assuming their position.

Subsection (6)

Every reasonable effort will be made to elect members with consideration to geographic location and gender parity.

Subsection (7)

Any outgoing officer or member with full voting rights whose absence from the AGM is justified, may be nominated and elected to a position in accordance with PSAC election procedures.

Section 9 – DUTIES OF OFFICERS

Subsection (1) – The President

- a) chairs Council and Executive Meetings;
- b) works closely with the Regional Executive Vice-President of PSAC-North;
- c) monitors compliance with PSAC Constitution and Regulations, PSAC-North By-laws as well as the PSAC NUNAVUT AREA COUNCIL By-Laws;
- d) is ex-officio member of all Council Committees;
- e) coordinates and ensures efficient and orderly operation of Council business;
- f) ensures, with the assistance of the Executive Committee, communication of activities and decisions of the Council to the appropriate levels of the PSAC and PSAC-North;

- g) is one of the designated signatory officer for the bank account of the Council;
- h) signs all official correspondence of the Area Council;
- i) Promotes the affiliation to the Council of locals within NUNAVUT;
- j) Is a member of the executive of PSAC-North.

Subsection (2) – The Vice-President:

- a) Carries out the functions of the President of the PSAC NUNAVUT AREA COUNCIL in the absence of the President;
- b) Is one of the designated signatory officer for the bank account of the Council;

Subsection (3) – The Secretary:

- a) upon direction from the Executive Committee, is responsible for calling all meetings of the Council and Executive Committee;
- b) drafts minutes of meetings;
- c) provides the Regional Executive Vice President of the North, all delegate members and each of the officers of the PSAC NUANVUT AREA COUNCIL with copies of minutes of meetings of the Council no later than thirty days after any meeting of the Council;
- d) receives all correspondence and circulates it to appropriate officers or at meetings for follow-up;
- e) assists the Executive and the Council in writing correspondence pursuant to their directives;
- f) maintains copies of correspondence received since the last annual Council meeting so that members may consult it;
- g) is one of the designated signatory officer for the bank account of the Council;

Subsection (4) – The Treasurer:

- a) receives all money and ensures accounts are maintained on behalf of the PSAC NUNAVUT AREA COUNCIL; is responsible for accounting and depositing in a federally recognized financial institution pursuant to instructions from the Council;
- b) is a designated signatory officer;
- c) submits to the Annual General Meeting of the Area Council a detailed and reviewed financial statement and sends a copy to the Regional Executive Vice President of the North;

- d) work under the direction of the Executive Committee to prepare the annual budget;
- e) monitors the spending of the funds based on Council Instructions;
- f) co-operates with the Committee as per Section 10, subsection 7 of these bylaws; and provides them with any explanations and financial information they might need.

Subsection (5) – Directors:

- a) are responsible for the specific portfolio of the caucus they represent on the Council's Executive Committee;
- b) act as liaison with the groups they represent and promote their issues.

Section 10 - FINANCES

Subsection (1)

The Council is responsible for disbursement of the Council's funds.

Subsection (2)

Any spending from the Council's fund must be approved by a majority of Council's votes. This Council may delegate to the Executive Committee the power to spend money to a maximum of an amount recorded in the annual budget.

Subsection (3)

The fiscal year is from January 1st to December 31st. The annual budget is submitted to the Council at its annual meeting.

Subsection (4)

Except for the petty-cash, all council's funds are kept in a financial institution, unionized if possible, or a short-term government's bond.

Subsection (5)

These officers shall have signing authority for the PSAC NUNAVUT AREA COUNCIL:

- the President
- the Vice-President
- the Treasurer
- the Secretary

Subsection (6)

All cheques must be signed by the Treasurer, or in their absence, by the President as well as by another signing officer duly authorized by the Council to sign bank forms for the purchase, maintenance and disposal of bonds.

Subsection (7)

The PSAC NUNAVUT AREA COUNCIL elects, in the course of a regular meeting of the Council held two (2) months before the Annual General Meeting, a committee made up of two (2) members responsible for reviewing accounts. They will report to the Executive Committee as well as to the Annual General Meeting of the PSAC NUNAVUT AREA COUNCIL. The reports shall bear the signature of both members.

Subsection (8)

The Council may require fees from affiliated Locals according to monthly dues paying membership numbers to ensure the viability of its operations.

Section 11 – AMENDMENTS

Subsection (1)

Bylaws of the PSAC NUNAVUT AREA COUNCIL can be amended at the Annual General Meeting of the Council by a two thirds majority.

Subsection (2)

Proposed amendments to these by-laws must be submitted in writing to the Executive Committee of the Council at least 30 days prior to the Council's Annual General Meeting.

Section 12 – DISCIPLINE

Subsection (1)

The Council has the power, with a majority of two thirds of the votes as a regular meeting, to recommend to the appropriate body to suspend or expel from the Council a member who has violated a provision of PSAC Constitution, PSAC-North By-laws or Council By-laws.

Subsection (2)

Expelled or suspended members may appeal the decision in accordance with Regulation 19 of the PSAC Constitution.

DEFINITIONS

LOCAL in Good Standing Any local which has opted to affiliate to the council and Has paid all required affiliation fees.