

**PSAC North
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 PSACNORTH NUNAVUT AREA COUNCIL.

Subsection (2)

The PSAC *NORTH* 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 *NORTH* 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 support the activities of the Regional Health and Safety Committee.

Subsection (7)

To support the continuing development of the Alliance Facilitators Network.

Subsection (8)

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 (9)

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

Subsection (10)

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 NORTH 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 NORTH NUNAVUT AREA COUNCIL shall be voluntary.

Section 4 – STRUCTURE

Subsection (1)

The PSAC NORTH NUNAVUT AREA COUNCIL shall be comprised of all members of affiliated locals of the Public Service Alliance of Canada in NUNAVUT and the Nationally recognized committees. (Women's, Aboriginal, Racially Visible, Pride, Access, Young Workers, Alliance Facilitators and Health & Safety) and the 3 Regional Directors.
(Simplified to also include the Young Workers)

Subsection (2)

The PSAC NORTH 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 chair from each of the Nationally recognized committees.
(Women's, Aboriginal, Racially Visible, Pride, Access, Young Workers, Alliance Facilitators and Health & Safety) and the 3 Regional Directors.
- f) three Regional Directors to represent members outside of Iqaluit:
one each for Kitikmeot, Kivallik and Qikiqtaaluk
- g) 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) 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;

- b) 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.
- c) Quorum shall consist of the President or Vice-President and at least 2 elected members. However, spending authority will be limited to \$500 when less than the majority of the entire council (Section 5) is present.

d) **E-Voting**

(i) In the event a majority of members are needed to pass a motion or increase spending on a previously approved project and time is a factor the council may engage in e-voting.
(email)

(ii) The President (or in the absence of the Vice-President) will forward an email to all members outlining the request with all the particulars.

(iii) A deadline, date/time to reply (ie: 5 days to allow sufficient time) will be provided and the majority of the members who have replied will constitute quorum on the decision regarding the increase spending limit or motion.

- 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.

One such meeting shall be known as the Annual General Meeting

Subsection (2)

The Annual General Meeting shall be held 60 days prior to the end of the calendar year at which time officers shall be elected and financial and other reports presented.

Subsection (3)

The PSAC North 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 4)

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

Subsection (5)

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 (6)

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 (7)

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

Section 7 – 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 NORTH 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 Chairs for the Nationally recognized committees (Women's, Aboriginal, Racially Visible, Pride, Access, Young Workers, Alliance Facilitators and Health & Safety) 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.

- *Simplified to also include the Young Workers*

Subsection (3)

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

Subsection (4)

Elections of Regional Directors shall be held by mail-in ballot. Call for nominations will go out in conjunction with the notice of Annual General Meeting.

Subsection (5)

All officers other than chairs of the Nationally recognized committees. (Women's, Aboriginal, Racially Visible, Pride, Access, Young Workers, Alliance Facilitators and 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 8 – 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 officers 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 Regional Council.

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 officers 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 Nunavut 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 officers 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 9, subsection 7 of these bylaws; provides them with any explanations and financial information they might need.

Subsection (5) – Chairs and Regional 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 9 - 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 calendar 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 recognized 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 Council may request fees from affiliated Locals according to monthly dues paying membership numbers to ensure the viability of its operations.

- No Area Council can deny participation or demand fees.

Section 10 – 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 11 – DISCIPLINE

Subsection (1)

The Council has the power, with a majority of two thirds of the votes at 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.

Section 12 - Additions

Subsection (1)

And any other expectations and responsibilities adopted in Section 14 of the PSAC Constitution pertaining to Area Councils.