



PSAC Yukon 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 Yukon Area Council**.

Subsection (2)

The PSAC YUKON AREA COUNCIL has jurisdiction within the Yukon Territory and shall have its headquarters in the City of Whitehorse.

Section 2 – Mandate and Objectives

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

Subsection (1)

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

Subsection (2)

To serve as a vehicle for all members of the Alliance in the Yukon 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 the Yukon.

Subsection (5)

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

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 the Yukon under the Public Service Alliance of Canada.

Subsection (11)

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

Subsection (12)

To define the issues that the Regional Executive Vice President for the North will submit to the Alliance Executive Committee and the National Board of Directors of the Alliance on behalf of Yukon members.

Section 3 - Membership

Subsection (1)

The membership of the PSAC Yukon Area Council shall consist of all members of affiliated Yukon Based Locals of the Public Service Alliance of Canada.

Subsection (2)

Membership in the PSAC Yukon Area Council shall be voluntary

Section 4 - Structure

Subsection (1)

The PSAC Yukon Area Council shall be comprised of all members of affiliated locals of the Public Service Alliance of Canada in the Yukon, each of the Regional Women Committees, the Alliance Facilitators Network, the Yukon Regional Health and Safety Committee, the Yukon Access Committee, the Yukon Racially Visible Committee, the Yukon Pride Committee, the Yukon Aboriginal Peoples Committee, the Yukon Young Workers Committee and the Political Action Committee.

Subsection (2)

The PSAC Yukon 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 President
- A Vice-President
- A Secretary
- A Treasurer
- One Director for the Yukon Alliance Facilitators Network
- One Director for Yukon Access Committee
- One Director for the Yukon Racially Visible Committee
- One Director for the Yukon Pride Committee
- One Director for the Yukon Aboriginal Peoples Committee
- One Director for each Yukon Regional Women’s Committees
- One Director for Yukon Regional Health and Safety Committee
- One Director for the Political Action Committee
- Three Directors at Large
- Youth Director

Subsection (2) - Role of the Executive Committee

- Manages the business of the Council between Council meetings;
- Each member of the executive committee must submit a written report of its activities at each regular meeting of the Council;

Subsection (3) - General

The Executive Committee will meet every two months or as necessary, in person or by telephone conference.

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.

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.

If an executive position becomes vacant, a vacancy notice is given at the next regular meeting of the Council and an election to that position is held by mail ballots of delegates to the previous Annual General Meeting in accordance with these bylaws and rules of order adopted at the Annual General Meeting in question.

Quorum for a duly called Executive Committee meeting is made up of the majority of elected officers.

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 Yukon Area Council shall now hold 1 meeting every 4 months, one of which shall be known as the Annual General Meeting.

Subsection (2)

The Annual General Meeting will be held within 90 days of 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 the Yukon Territory and to all members whose local is based in the Yukon Territory.

Subsection (5)

Special meetings of the PSAC YUKON 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 ten (10) 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 a special meeting other than those for which the meeting has been called, unless it is authorized by a majority.

Section 7 - DELEGATES TO MEETINGS

- 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
- One delegate for the Yukon Alliance Facilitators Network
- One delegate for the Yukon Access Committee
- One delegate for the Yukon Racially Visible Committee
- One delegate for the Yukon Pride Committee
- One delegate for the Yukon Aboriginal People's Committee
- One delegate for each Yukon Regional Women's Committees
- One delegate for the Yukon Regional Health and Safety Committee
- One delegate for the Young Workers Committee
- One delegate for the Political Action Committee
- Any component national officer who resides in the Yukon

Section 8 – Elections 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 YUKON 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 Yukon Alliance Facilitator Network, Yukon Regional Women's Committees, Yukon Racially Visible Committee, Yukon Access Committee, Yukon Pride Committee, Yukon Aboriginal Peoples Committee, Yukon Young Workers Committee, Yukon Regional Health and Safety Committee and Political Action 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 Yukon Area Council.

Subsection (3)

The President, Secretary and three Directors at large shall be elected on odd years. The Vice-President and Treasurer shall be elected on even years.

Subsection (4)

Elections of District Directors shall be held by mail-in ballot. All members of affiliated locals within the designated district shall receive one ballot. Call for nominations will go out in conjunction with the notice of Annual General Meeting. (Note: This expands voting rights as defined by the PSAC Constitution)

Subsection (5)

All officers other than Directors for Yukon Alliance Facilitator Network, Yukon Regional Women's Committees, Yukon Racially Visible Committee, Yukon Pride Committee, Yukon Access Committee, Yukon Aboriginal Peoples Committee, Yukon Young Workers Committee, Yukon Regional Health and Safety Committee and Political Action Committee 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 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

- Chairs Council and Executive Meetings;
- Works closely with the Regional Executive Vice President of PSAC North;
- Monitors compliance with PSAC Constitution and Regulations, PSAC North By-laws as well as the PSAC Yukon Area Council By-Laws;
- Is ex-officio member of all Council Committees;
- Coordinates and ensures efficient and orderly operation of Council business;
- 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;
- Is one of the designated signatory officers for the bank account of the Council;
- Signs all official correspondence of the Area Council;
- Promotes the affiliation to the Council of locals within the Yukon.
- Is a member of the executive of PSAC North.

Subsection (2) - The Vice-President:

- Carries out the functions of the President of the PSAC Yukon Area Council in the absence of the President;
- Is one of the designated signatory officers for the bank account of the Council;

Subsection (3) - The Secretary:

- Upon direction from the Executive Committee, is responsible for calling all meetings of the Council and Executive Committee;
- Drafts minutes of meetings;
- Provides the Regional Executive Vice President of the North, all delegate members and each of the officers of the PSAC Yukon Area Council with copies of minutes of meetings of the Council no later than thirty days after any meeting of the Council;
- Receives all correspondence and circulates it to appropriate officers or at meetings for follow-up;
- Assists the Executive and the Council in writing correspondence pursuant to their directives;
- Maintains copies of correspondence received since the last annual Council meeting so that members may consult it;
- Is one of the designated signatory officers for the bank account of the Council;

Subsection (4)- The Treasurer:

- Receives all money and ensures accounts are maintained on behalf of the PSAC Yukon Area Council;
- Is responsible for accounting and depositing in a federally recognized financial institution pursuant to instructions from the Council;
- Is a designated signatory officer;
- 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;
- Work under the direction of the Executive Committee to prepare the annual budget;
- Monitors the spending of funds based on Council Instructions;
- Co-operates with the Committee as per Section 10, subsection 7 of these bylaws; provides them with any explanations and financial information they might need.

Subsection (5) - Directors:

- Are responsible for the specific portfolio of the caucus they represent on the Council's Executive Committee;
- 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. (1999 Founding Meeting direction be that the maximum spending authority be 17% of each line item)

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 have signing authority for the PSAC YUKON AREA COUNCIL:

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

Subsection (6)

All cheques must be signed by the Treasurer, or in his or her 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 Yukon 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 YUKON 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 Yukon Area Council can be amended at the Annual General Meeting of the Council by a two thirds majority.

Subsection (2)

YUKON AREA COUNCIL BYLAWS

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 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.

GLOSSARY

In Good Standing: Any local which has opted to affiliate to the council and has paid all affiliation fees.