

# **PSAC NORTHWEST TERRITORIES AREA COUNCIL BY-LAWS**

As amended March 27, 2014

## **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 Northwest Territories (NWT) Area Council.

### **Subsection (2)**

The PSAC NWT Area Council has jurisdiction within the Northwest Territories and shall have its headquarters in the City of Yellowknife.

## **Section 2 - MANDATE and OBJECTIVES**

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

### **Subsection (1)**

To foster a network of PSAC activists in the Northwest Territories to be involved with political action, workers' solidarity, and participating in coalitions with other social justice advocacy groups in the community.

### **Subsection (2)**

To serve as a vehicle for all members of the PSAC in the Northwest Territories to come together to act collectively and democratically.

### **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 Northwest Territories.

**Subsection (5)**

To be responsible for the organization and coordination of PSAC National, PSAC North, and NWT Area Council campaigns within the Northwest Territories.

**Subsection (6)**

To encourage and recruit PSAC North members in the NWT to attend training.

**Subsection (7)**

To support the activities of the NWT Health and Safety Committee, NWT Aboriginal Peoples Committee, NWT Women's Committee, NWT Pride Committee, NWT Youth Committee, NWT Access Committee, NWT Racially Visible Committees and the Alliance Facilitator's Network.

**Subsection (8)**

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

**Subsection (9)**

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

**Section 3 - MEMBERSHIP**

**Subsection (1)**

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

**Subsection (2)**

PSAC members residing in the NWT, whose locals are based outside the NWT, may affiliate with the NWT Area Council upon approval by their Local Executive.

### **Subsection (3)**

Membership in the PSAC NWT Area Council shall be voluntary.

## **Section 4 - EXECUTIVE COMMITTEE**

### **Subsection (1)**

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

- a) President
- b) Vice-President
- c) Secretary
- d) Treasurer
- e) Chair of each NWT Regional Committee

- NWT Health and Safety Committee
- NWT Aboriginal Peoples Committee
- NWT Women's Committee
- NWT Pride Committee
- NWT Youth Committee
- NWT Access Committee
- NWT Racially Visible Committee
- NWT Alliance Facilitator's Network

- f) Three Directors to represent members outside of the Yellowknife region:

- North Director
- South Director
- Deh Cho Director

### **Subsection (2) - Role of the Executive Committee**

To manage the business of the PSAC NWT Area Council between meetings; with each member of the Executive Committee submitting a written report of its activities at a general meeting once a year.

## **Section 5 - MEETINGS**

**Subsection (1)**

- a) The Executive Committee shall meet a minimum of six times per year, in person or by telephone conference, with the intent to meet once per month.
- b) Special meetings of the Executive Committee may be called by the President of the PSAC NWT Area Council, the Regional Executive Vice-President of PSAC North, or upon written request to the President by a majority of serving Council Executive Officers.
- c) If an Executive Officer is absent without justification from more than three consecutive Executive meetings of the PSAC NWT Area Council, he or she may be relieved of his or her position.
- d) If an Executive position becomes vacant, a vacancy notice is given at the next Executive meeting of the PSAC NWT Area Council and an election to that position is held at the subsequent general meeting.
- e) Quorum for all PSAC NWT Area Council meetings will require a minimum of three Executive officers.
- f) Executive Committee members must turn over to the PSAC NWT Area Council, upon leaving their respective position, all funds, documents and other properties entrusted to them.

**Subsection (2)**

The PSAC NWT Area Council shall hold General Meetings at regular intervals at least two (2) times a year. One such meeting shall be known as the Annual General Meeting.

**Subsection (3)**

The Annual General Meeting will be held in February. Another General Meeting will be held in September.

**Subsection (4)**

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

**Subsection (5)**

Meetings are open to all members as defined in Section 3 of these By-Laws.

### **Subsection (6)**

Special General Meetings will be held upon request by the President of the PSAC NWT Area Council, Regional Executive Vice-President of PSAC North, or upon written request to the Executive from a minimum of eight (8) members of the Council. Calls for special general 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 of delegate members in attendance.

## **Section 6 - DELEGATES TO GENERAL MEETINGS**

- a) All PSAC NWT Area Council Executive Committee Officers;
- b) 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;
- c) Any Component National Officer who resides in the NWT.

## **Section 7 - ELECTION OF OFFICERS**

### **Subsection (1)**

Elections of the President, Vice-President, Secretary, Treasurer and Directors are to be carried out in turn at the Annual Meeting (AGM) of the PSAC NWT 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 Alliance Facilitator's Network, Regional Women's Committee, Equal Opportunities, Regional Health and Safety Committee who sit on the Executive Committee shall be elected by each of these groups within their own forums.

### **Subsection (3)**

All PSAC NWT Area Council Executive members shall be sworn in at the meeting at which they officially enter into their function as officers of the Area Council.

"I.....having been elected an officer of the PSAC, solemnly declare that for my term of office, I shall abide by and uphold the PSAC Constitution, 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."

### **Subsection (4)**

The President, Secretary and Director for the North and Deh Cho shall be elected on odd years. The Vice-President, Treasurer, and Director for the South shall be elected on even years.

### **Subsection (5)**

All officers who are elected at a PSAC NWT Area Council meeting are elected for a two-year term.

### **Subsection (6)**

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

### **Subsection (7)**

Any member, whose absence 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 meetings;
- b) Works closely with the Regional Executive Vice-President of PSAC North;
- c) Interprets PSAC NWT Area Council By-Laws;

- d) Monitors compliance with PSAC Constitution and Regulations, PSAC North By-Laws as well as the PSAC NWT Area Council By-Laws;
- e) Is ex-officio member of all PSAC NWT Committees;
- f) Coordinates and ensures efficient and orderly operation of PSAC NWT Area Council business;
- g) Ensures, with the assistance of the Executive Committee, communication of activities and decisions of the PSAC NWT Area Council to the appropriate levels of the PSAC and PSAC North;
- h) Is one of the designated signatory officers for the bank account of the PSAC NWT Area Council;
- i) Signs all official correspondence of the PSAC NWT Area Council;
- j) Promotes the affiliation to the PSAC NWT Area Council to Locals within the NWT;
- k) Is a member of the Regional Council of PSAC North.

**Subsection (2) - The Vice-President**

- a) Carries out the functions of the President of the PSAC NWT Area Council in the absence of the President;
- b) Is one of the designated signatory officers for the bank account of the PSAC NWT Area Council;
- c) Is responsible to maintain the membership list of affiliated locals.

**Subsection (3) - The Secretary**

- a) Upon direction from the Executive Committee, is responsible for calling all meetings of the PSAC NWT Area Council;
- 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 NWT Area Council with copies of minutes of meetings of the Council no later than 30 days after any meeting;

- d) Receives all correspondence and circulates it to appropriate officers or at meetings for follow-up;
- e) Assists the Executive in writing correspondence pursuant to their directives;
- f) Maintains copies of correspondence received from PSAC NWT Area Council meetings so that members may consult it;
- g) Is one of the designated signatory officers for the bank account of the PSAC NWT Area Council;
- h) Maintains a binder of minutes passed by the PSAC NWT Area Council Executive and brings the binder to Executive and General Meetings.

#### **Subsection (4) - The Treasurer**

- a) Receives all money and ensures accounts are maintained on behalf of the PSAC NWT 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 PSAC NWT Area Council a detailed and reviewed financial statement and sends a copy to the Regional Executive Vice-President of the North;
- d) Works under direction of the Executive Committee to prepare the annual budget;
- e) Monitors the spending of funds based on PSAC NWT Area Council instructions;
- f) Co-operates with the Committee as per Section 9, subsection 7 of these By-Laws; 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 PSAC NWT Area Council's Executive Committee;



b) Act as liaison with the groups they represent and promote their issues.

## **Section 10 - FINANCES**

### **Subsection (1)**

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

### **Subsection (2)**

The PSAC NWT Area Council's budget must be approved by a majority of votes at the Annual General Meeting. This Council may authorize 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 PSAC NWT Area Council at its Annual General Meeting.

### **Subsection (4)**

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

### **Subsection (5)**

The President, Vice-President, Treasurer, and Secretary have signing authority for the PSAC NWT Area Council.

### **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. All bank forms for the purchase, maintenance and disposal of bonds require a signature by the Treasurer.

### **Subsection (7)**

The PSAC NWT Area Council elects, in the course of the September General Meeting, a "Review Committee," made up of two (2) members responsible for reviewing accounts. They will report to the Executive Committee and at the

Annual General Meeting of the PSAC NWT Area Council. The reports shall bear the signature of both members.

**Subsection (8)**

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

**Section 11 - AMMENDMENTS**

**Subsection (1)**

By-Laws of the PSAC NWT Area Council can only 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 complete with rationale to the Executive Committee of the PSAC NWT Council at least 30 days prior to the Council's Annual General Meeting.

**Section 12 - DISCIPLINE**

**Subsection (1)**

The PSAC NWT Area 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 the PSAC Constitution, PSAC North By-Laws or PSAC NWT 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 with the PSAC NWT Area Council and has paid all affiliation fees.

North: All locations North of Rae.

South: All Localities South of Yellowknife.