

# ***Public Service Alliance of Canada***

## ***Yukon Area Council***

### ***Bylaws***



*Founded 1999  
Amended October, 2002  
Amended December, 2004  
Amended December, 2010  
Amended December, 2015  
Amended December, 2018*



## **Section 1 - NAME and LOCATION**

### Subsection (1)

Pursuant to Section 14 of the Public Service Alliance of Canada (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 serve as the liaison between the various PSAC bodies within the Yukon and to unite all members of the PSAC in the Yukon to act collectively and democratically.

### Subsection (2)

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

### Subsection (3)

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

### Subsection (4)

To encourage and recruit members to attend union training.

### Subsection (5)

To support the activities of the constitutionally-recognized regional committees and Alliance Facilitators Network within the Yukon.

### Subsection (6)

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

### Subsection (7)

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

Subsection (8)

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 PSAC and PSAC members who work or reside in the Yukon and who can geographically participate in the Area Council. A member may only participate in one Area Council.

Subsection (2)

Membership in the PSAC YUKON AREA COUNCIL shall be voluntary.

### **Section 4 - STRUCTURE**

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) a President
- b) a Vice-President
- c) a Secretary
- d) a Treasurer
- e) a Director for the Yukon Alliance Facilitators Network
- f) three Directors of Communities outside of Whitehorse
- g) a Territorial Director
- h) Chair of each constitutionally recognized regional committee:
  - i) Yukon Indigenous Peoples' Committee, Yukon Access Committee, Yukon Health and Safety Committee, Yukon Pride Committee, Yukon Racially Visible Committee, each Yukon Women's Committee, and Yukon Young Workers Committee

Subsection (2)

The role of the Executive Committee is to manage the business of the Council between Council meetings;

- a) Each member of the executive committee must submit a written report of its activities at the Annual General meeting (AGM) of the Council.
- 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) Quorum for a duly called Executive Committee meeting is made up of the President or Vice President and any 2 additional Executive members;
  - c) 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 hold 4 meetings a year, 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 as defined in Section 3 of these Bylaws.

### 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 four (4) 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 of delegates in attendance.

## **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) Any component national officer who resides in the Yukon;
- c) Each Executive Committee member.

## **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 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 President, Secretary and three Directors of Communities shall be elected on odd years. The Vice-President and Treasurer shall be elected on even years. These positions are elected for a two-year term and are sworn in at the time of assuming their position.

- a) If an elected officer is absent without justification from more than three consecutive meetings, they may be relieved of their position;
- b) If an elected position becomes vacant, a notice to fill such vacancy shall be given immediately, and an election will be held at the following regular Area Council meeting.

### Subsection (3)

Elections of Directors of Communities shall be held by mail-in ballot. All members of affiliated locals outside of Whitehorse shall receive as many ballots as they would be entitled delegates according to Section 7. Call for nominations will go out in conjunction with the notice of AGM.

### Subsection (4)

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

### Subsection (5)

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.

### Subsection (6)

Delegates of Yukon Regional Committees and Yukon Alliance Facilitators Network 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 (7)

The Territorial Director who sits on the Executive Committee shall be elected by their own forum at PSAC North Triennial Conventions. They shall be sworn in at the meeting at which they officially enter in their function as an officer of the Yukon Area Council.

## 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 YUKON 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 a designated signatory officer
- h) Signs all official correspondence of the Area Council;
- i) Promotes the affiliation to the Council of locals within the Yukon.
- 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 YUKON AREA COUNCIL in the absence of the President;
- b) Is a designated signatory officer

### Subsection (3)

#### The Secretary:

- a) Upon direction from the Executive Committee, is responsible for calling all meetings of the Council and Executive Committee;
- b) draft minutes of meetings;
- c) 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;
- 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 a designated signatory officer

### Subsection (4)

#### The Treasurer:

- a) receives all money and ensures accounts are maintained on behalf of the PSAC YUKON AREA COUNCIL;
- b) is responsible for accounting and depositing in a federally recognized financial institution pursuant to instructions from the Council;

- c) is a designated signatory officer;
- d) 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;
- e) Work under the direction of the Executive Committee to prepare the annual budget;
- f) Monitors the spending of funds based on Council Instructions;
- g) 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 of Communities:

- 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 1<sup>st</sup> to December 31<sup>st</sup>. The annual budget is submitted to the Council at its Annual General Meeting.

#### Subsection (4)

All council's funds are kept in a financial institution, unionized if possible, or a short-term government's bond.

#### Subsection (5)

The President, Vice-President, Treasurer and Secretary have signing authority for the PSAC YUKON AREA COUNCIL.

#### Subsection (6)

All cheques must be signed by any 2 of the signing officers duly authorized by the Council to sign bank forms for the purchase, maintenance and disposal of bonds.

#### Subsection (7)

An audit of the accounts shall be made annually and a written report presented to the Area Council at the meeting immediately following the receipt of all bank statements for the fiscal year end of December 31<sup>st</sup>. A committee of 2 members



in good standing shall be elected by the Area Council at a regular meeting to perform the audit.

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 - BYLAWS**

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)

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 or member which has opted to affiliate to the council and has paid all affiliation fees.