

**THE OKANAGAN AREA COUNCIL
OF
THE PUBLIC SERVICE ALLIANCE OF CANADA

BYLAWS**

Adopted: January 1992
Amended: January 14, 2012
Amended: January 27, 2018
Amended: April 14, 2018

SECTION I: NAME

The name of this council shall be the PSAC Okanagan Area Council, referred to as "The Area Council".

SECTION II: AUTHORITY AND OBJECTIVES

Subsection 1 - The Area Council is established in accordance with Section 14: Area Councils, of the Constitution of the Public Service Alliance of Canada and by the provisions set forth in these bylaws which shall not contravene the PSAC Constitution.

Subsection 2 – The Area Council will serve as one of the liaison bodies for Component Locals, Branches, Directly Chartered Locals, Regional Women’s Committees, constitutionally recognized regional committees and the Association of Public Service Alliance Retirees (APSAR) within the Okanagan and outlying areas.

Subsection 3 – The Area Council shall, among other efforts, enhance the exchange of information on matters of common interest and shall encourage the greater participation of the PSAC members in their Union and in their communities. The Area Council shall concern itself with area problems which are of consequence to public service employees and it shall endeavor to promote better understanding and image of public service employees in the mind of the general public.

SECTION III: MEMBERSHIP

Subsection 1 - Membership (Section 14, Sub-Section 3 of the PSAC Constitution) is open to all Locals, Branches, Directly Chartered Locals, Regional Women’s Committees, constitutionally recognized regional committees and APSAR members who work or reside in the Okanagan Valley and who can

geographically participate in the Area Council. A member may only participate in one Area Council.

Subsection 2 - Delegates designated by their affiliated Locals, Branches, and Directly Chartered Locals shall have full voice in all discussions at the Area Council meetings. Note: In order to be affiliated, a motion to affiliate must be passed at the Annual General Meeting of the Local, Branch or Directly Chartered Local.

Subsection 3 - Each Component Local, Branch and Directly Chartered Local in good standing shall be eligible for membership in the Area Council and will be entitled to one (2) accredited voting delegate for the first 500 members and one (1) additional delegate for each additional 500 members or part thereof. Regional Women's Committees, constitutionally recognized regional committees shall be entitled to one (1) delegate. APSAR shall have full voice in all discussions at Area Council meetings, however, will not be entitled to any accredited voting delegates.

Voting rights at Area Council meeting shall be vested in the elected/selected delegates from the affiliated Locals or Branches of Components, DCL's, Regional Women's Committees and constitutionally-recognized regional committees and the elected officers of the Area Council.

Affiliated bodies shall have the right to elect alternates to their delegate(s) so that full representation of delegates from affiliated bodies can be maintained.

SECTION IV: COMPOSITION OF EXECUTIVE COMMITTEE

The officers of the Area Council shall consist of a President, Vice-President, a Secretary and a Treasurer, all of whom shall be elected from voting accredited delegates and officers in attendance at the Annual Meeting, or upon 30 days' notice, vacancies may be filled at any regular or special general meeting. The term of office is normally 1 year from Annual General Meeting to Annual General Meeting. Note: The position of Secretary and Treasurer may be combined into a single position for Secretary-Treasurer.

SECTION V: ELECTION OF OFFICERS

Subsection 1 - The election of officers shall be by secret ballot. There shall be separate elections for the offices of President, Vice-President, Secretary and Treasurer. A ballot shall be distributed to all delegates and officers entitled to vote for each office. Each delegate and officer in attendance entitled to vote shall write on the ballot the name of their choice for the office called.

Subsection 2 - The officer or delegate is elected by a simple majority of ballots cast.

Where no candidate has a clear majority, the lowest-ranking delegate is dropped from the ballot and voting repeated until one delegate has a clear majority of 50% plus 1.

Subsection 3 – Only accredited delegates and officers of the Area Council shall be eligible for any office.

Subsection 4 – Only accredited delegates and officers of the Area Council shall have the right to vote at any election of the Area Council.

Subsection 5 - Any officer or delegate absent for just cause may stand for election with the approval of the majority of the delegates attending a meeting, provided that the delegate submits a written statement indicating the reason for being absent and also indicates a willingness to stand for office if nominated.

Subsection 6 - Newly elected officers of the Area Council shall take office at the end of the meeting at which they were elected. The PSAC oath of office shall be administered to all elected officers immediately upon taking office.

Oath of Office:

“I, (state your name), having been elected an officer of the Public Service Alliance of Canada, 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 up hold the dignity of the Union and will always keep confidential all matters concerning the affairs of the Union that are brought to my attention.”

SECTION VI: DUTIES OF OFFICERS

Subsection 1 – **President:**

- a) The President shall be responsible for notifying all Area Council officers and delegates of all meetings.
- b) The President shall preside at meetings of the Area Council. The President shall uphold the Public Service Alliance of Canada Constitution and Regulations and the Area Council Bylaws.
- c) The President shall oversee the work of all officers of the Area Council and shall be a member ex-officio of all Committees of the Area Council.
- d) The President shall report to Area Council general (including annual, regular, and special) meetings the activities of that office.
- e) The President shall be responsible for the efficient and proper conduct of the affairs of the Area Council.

- f) The President shall, with the assistance of the Area Council Executive, bring to the attention of the appropriate segment of the PSAC the policies and views adopted at Area Council meetings.
- g) The President shall, with the assistance of the Vice-President, carry out an active liaison with the various Component Locals, Branches, Directly Chartered Locals, Regional Women's Committee and constitutionally recognized regional committees in the Okanagan area.
- h) The President shall perform all incidental duties as pertain to that office.
- i) The President shall submit to the Office of the PSAC BC Regional Executive Vice-President: a list of current executive with contact information; the budget request for the current fiscal year; Treasurer's Reports and minutes of all meetings no later than thirty (30) days following the date of which each meeting is held; a current copy of the Area Council bylaws.

Subsection 2 – Vice-President:

- a) The Vice-President shall assist the President in the carrying out of the duties of that office, as requested.
- b) The Vice-President shall, in the absence of the President, assume the duties of the President.

Subsection 3 – Secretary:

- a) The Secretary shall be responsible for keeping accurate records of all meetings.
- b) The Secretary shall be responsible for receiving all correspondence and for referring it to the appropriate officer, committee or meetings for action.
- c) The Secretary shall prepare correspondence as may be directed by the President or Area Council.
- d) The Secretary shall have available at regular meetings copies of all correspondence of interest received since the previous general meeting for perusal by the members.

Subsection 4 – Treasurer:

- a) The Treasurer shall receive all monies and ensure that they are properly recorded and deposited in any financial institution to The PSAC Okanagan Area Council.

- b) The Treasurer shall be one of the designated signing officers.
- c) The Treasurer shall present a written statement at Area Council general meetings (including annual, regular, and special) detailing the receipts and disbursements for the previous period.
- d) The Treasurer shall submit a detailed and audited financial statement to the next Area Council meeting immediately following the receipt of all bank statements for the fiscal year-end of December 31st.
- e) By the designated date, the Treasurer shall submit to the Office of the BC Regional Executive President: copies of all bank statements for the previous year; an annual financial statement for the previous year; a completed audit report for the previous year which the Treasurer shall cooperate fully with the auditors and shall provide such explanations and records as they may require.

SECTION VII: EXECUTIVE COMMITTEE

Subsection 1 – The Executive Committee shall be composed of the elected officers pursuant to Section 6 of these bylaws.

Subsection 2 – The Executive Committee shall administer the affairs of the Area Council between the meetings of the Area Council. Special meetings of the Executive Committee may be called by the President of the Area Council, by the PSAC BC Regional Executive Vice-President, or on written request to the President by a majority of members of the Executive Committee.

Subsection 3 – When a vacancy in the Executive Committee occurs, a notice to fill such vacancy shall be given immediately, and an election will be held at the following regular Area Council meeting.

Subsection 4 – A quorum of the Executive Committee shall be the majority of the elected officers present at a duly called executive meeting.

Subsection 5 – The Executive Committee shall report at each regular Area Council meeting on its activities.

Subsection 6 – On vacating their respective positions, all officers of the Area Council shall return all funds, documents or other properties of the Area Council.

SECTION VIII - MEETINGS

Subsection 1 – The Area Council shall hold a minimum of four (4) meetings a year. One such meeting shall be the Annual General Meeting, at which time officers

shall be elected, financial reports presented and the voting delegate for each local shall be confirmed.

Subsection 2 – The Annual Meeting shall be held in the month of January unless, in a year prior to the PSAC Triennial Convention, adjustments are required by provisions of Section 14, Subsection 12 of the PSAC Constitution in which case 30 days' notice will be given prior to the meeting.

Subsection 3 – Special General meetings of the Area Council shall be held at the call of the President, or the PSAC Regional Executive Vice-President, or by three written requests by any combination of Affiliated Component Locals, Branches from separate Components, affiliated Directly Chartered Locals, affiliated Regional Women's Committee or constitutionally recognized regional committees to the Area Council President or to the PSAC Regional Executive Vice-President for British Columbia.

Subsection 4 – The quorum for a general or special meeting shall consist of at least two (2) Executive members and a minimum of two(2) delegates from the affiliated bodies.

Subsection 5 – A simple majority of those present entitled to vote is required to pass a motion at a general meeting (including regular, annual, or special), except in the case of Bylaw revision where a 2/3 majority is required.

Subsection 6 – Every effort shall be made to schedule meetings at a convenient time to permit as many members as possible to attend. In the event a meeting cannot be held, an electronic email vote may be conducted to deal with Area Council business in a timely manner.

SECTION IX: FINANCES

Subsection 1 – The fiscal year shall be the 1st of January to the 31st of December.

Subsection 2 – The annual budget shall be presented at the Annual General Meeting. A supplementary budget may be submitted by the Executive Committee should it be necessary during the year.

Subsection 3 – Funds of the Area Council shall be held in any financial institution in the name of The PSAC Okanagan Area Council or in a short term government bond.

Subsection 4 – The expenditure of Area Council funds shall be vested in the Area Council. All expenditures of Area Council funds shall be approved by a majority vote of the Area Council.

Subsection 5 – The signing authorities shall be determined by the Executive Committee. Two signatures of the authorized signing authorities must be on all cheques.

Subsection 6 – All cheques shall be signed by the Treasurer and, in his/her absence, two of the three other authorized officers who are empowered to sign the bank's forms for purchases, safekeeping and disposal of bonds, when authorized by the Area Council.

Subsection 7 – The Executive Committee is empowered to spend up to \$200 for necessary expenses. Expenditures over \$200 are to be approved by a membership meeting.

SECTION X: AUDITORS

Subsection 1 – An audit of the accounts shall be made annually and presented to the Executive Committee and the Area Council. The report of the auditors shall be presented in writing to the next Area Council meeting immediately following the receipt of all bank statements for the fiscal year-end of December 31st.

Subsection 2 – A committee of two shall be elected by the Area Council at a regular Area Council meeting to perform the audit.

SECTION XI: BYLAWS

Bylaws of the Area Council may be amended by a two-thirds majority vote of those accredited voting delegates and officers in attendance at a general meeting by notices of motion which have been presented on a 30 day notice, except such changes as may be necessary by reason of amendment of the PSAC Constitution by Convention.

SECTION XII: CONVENTIONS

Subsection 1 – The Area Council shall elect a delegate and alternate(s) to the PSAC Triennial Convention within a period of not more than twelve (12) months and not less than six (6) months, prior to the commencement of the Convention.

Subsection 2 – The Area Council shall elect a delegate and alternate(s) to the BC Regional Triennial Convention not less than two months and not more than six months prior to the BC Regional Triennial Convention.

Subsection 3 – Every effort shall be made to schedule meetings at a convenient time to permit as many members as possible to attend. In the event a meeting

cannot be held in time to meet the deadline, an electronic email vote may be conducted to elect a delegate and alternate(s). In such a case, the vote will be conducted by a member who is not seeking delegate status to the said convention.

SECTION XIII: DISCIPLINE

The Area Council shall have the authority, by a two-thirds majority vote at a regular meeting of the Area Council, to implement conflict resolution measures, which may include suspensions, with regards to any officer, delegate, or other union member, who has contravened a provision of the PSAC Constitution, these bylaws, or for cause.