

NORTH CENTRAL BC AREA COUNCIL

OF

The Public Service Alliance of Canada

BYLAWS

Section 1: The name of this council shall be the NORTH CENTRAL BC Area Council.

Section II: Objects

Subsection 1 - The North Central BC Area Council is established in accordance with Section 11 of Subsection (5) of the Constitution of the Public Service Alliance of Canada, and the Area Council shall maintain liaison with the Alliance through the office of the Regional Executive Vice-President for British Columbia and with the British Columbia Regional Council.

Subsection 2 - The Area Council shall be governed by the provisions set forth in Section 11 "Area Councils" of the Constitution of the Public Service Alliance for Canada (PSAC) and by the provisions set forth in these by-laws, which provisions shall not contravene the PSAC Constitution.

Subsection 3 - The Area Council will serve as one of the liaison bodies for the Component Locals, Branches and Directly Chartered Locals with the North Central BC Region of the PSAC. It shall, among other efforts, enhance the exchange of information on matters of common interest, and shall encourage the greater participation of PSAC members in their union and in their community.

Subsection 4 - the North Central BC Region shall be defined as containing the following areas: 100 Mile House, Williams Lake, Quesnel, Prince George, Vanderhoof, Burns Lake, Dawson Creek, Chetwynd and Fort St. John. Component Locals, Branches and Directly Chartered Locals may only affiliate with one Area Council in the North Central BC Region.

Section III: Members and Dues

Subsection 1 – Each Component Local, Branch and Directly Chartered Local in good standing shall be eligible for membership as a Member Local in the Area Council and will be entitled to two accredited voting delegates for the first 500 members, or any portion thereof, and one additional delegate for each additional 500 members or major portion thereof, from each Member Local in the area.

Subsection 2 – Member Locals shall have the right to delegate alternates to replace any delegate who is unable to attend an Area Council meeting so that full representation of delegates from each Member Local may be maintained.

Subsection 3 – It shall be the responsibility of each of the Member Locals of the Area Council to ensure that all dues or fees which shall be agreed upon from time to time shall be paid to the Treasurer upon acceptance into the Area Council, and thereafter in January of each year the Member Local retains membership in the council.

Subsection 4 – Member Locals will not have the right to vote in election of officers, convention delegates, or other business which may arise, until dues are paid.

Subsection 5 – Any Member Local joining the North Central BC Area Council during the year shall have dues pro-rated on a monthly basis per member.

Subsection 6 – Dues are assessed at \$1.00 per member per year.

Section 1V: Officers of the Area Council

Subsection 1 – The officers of the North Central BC council shall consist of President, 1st Vice-President, 2nd Vice-President, 3rd Vice-President, Secretary and Treasurer. All of whom shall be elected from accredited delegates and officers in attendance at the Annual General Meeting or at a Special General Meeting. These officers shall comprise the Executive Committee.

Subsection 2 - Once a delegate has been elected as an officer the delegate's member local may then send a delegate to replace the elected delegate.

Section V: Election of Officers

Subsection 1 – The election of officers shall be by secret ballot. 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 his or her choice for the office called.

Subsection 2 – Election to any office shall be declared only by receipt of a clear majority of the vote cast. In the event that more than two nominees stand for election for an office, the election shall be by way of elimination.

~~**Subsection 3** – Only accredited delegates and officers of the Area Council shall be eligible for any office.~~ REPLACED BY AMENDMENT WORDING PAGE (#9) OF BYLAWS.

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 willingness to stand for office if nominated.

Subsection 6 – Newly elected officers of the council shall take office at the end of the meeting at which they were elected.

Subsection 7 – Nominations for executive shall be taken from the floor of the General Meeting or be submitted in writing prior to the election. Any nomination requires only one delegate to make the nomination. The nominee must be willing to stand for election.

Subsection 8 – Written nominations signed by the nominee and a delegate or officer of the Area Council shall be considered a valid nomination.

Subsection 9 – The Chair of the nominations shall be a delegate or officer of the Area Council that is not going to stand for election

Subsection 10 – The Chair of the nominations shall conduct the elections.

Subsection 11 – There shall be separate elections for each office in the following order: President, 1st Vice-President, 2nd vice-President, 3rd Vice President, Secretary, and Treasurer.

Subsection 12 – As the election of each office is called, the nominee or her/his nominator may speak to the assembly on behalf of the nominee for a period of not more than two minutes.

Subsection 13 – The PSAC Oath of Office shall be administered to all elected officers immediately upon taking office.

Subsection 14 – In order for an area council member designate to be eligible to vote for convention delegates their member local must have sent delegates to at least 50% of the Area Council meetings one year prior to the Annual General Meeting.

Section VI: Duties of Officers

Subsection 1 – President

- (a) The President shall preside at meetings of the Area Council and its Executive Committee.
- (b) The President shall uphold the PSAC Constitution and Regulations and the Area Council By-Laws and Regulations.
- (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 the Executive Committee and meetings of the council of her/his activities and perform other duties as pertaining to 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 vote at an Area Council meeting only in the case of a tie vote on any matter.
- (g) The President shall, with the assistance of the Executive Vice-Presidents, bring to the attention of the appropriate segments of the PSAC and the policies and views adopted at Council Meetings.
- (h) The President shall, with the assistance of the Executive Vice-Presidents, carry out an active liaisons with the various Component Locals and Direct Locals in the North Central B.C. District Area.

Subsection 2 – 1st, 2nd and 3rd Vice Presidents

- (a) The Executive Vice-Presidents shall assist the President in the carrying out of the duties of that office as requested.
- (b) The 1st Vice-President shall, in the absence of the President, assume the duties of the President.

- (c) The 2nd Vice-President shall, in the absence of the 1st Vice-President assume the duties of the 1st Vice-President.
- (d) ~~The 3rd Vice-President shall in the absence of the 2nd Vice President, assume the duties of the 2nd Vice President.~~

Subsection 3 – Secretary

- (a) The Secretary shall be responsible for notifying all Council officers and delegates of all meetings.
- (b) The Secretary shall be responsible for keeping accurate records of all meetings.
- (c) The Secretary shall forward, to the Regional Executive Vice-President for British Columbia, minutes of all meetings not later than 30 days following the date each meeting is held.
- (d) The Secretary shall be responsible for receiving all correspondence and for referring it to the appropriate officer or to the appropriate meetings for action.
- (e) The Secretary shall prepare correspondence as may be directed by the President, Executive committee, or Area Council.
- (f) The Secretary shall have available and read at regular meetings copies of all correspondence of interest received or dispatched 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 a registered Credit Union, or as directed by the Area Council, to the credit of the North Central B.C. and District Area Council of the Public Service Alliance of Canada.
- (b) The Treasurer shall be one of the designated signing officers.
- (c) The Treasurer shall present a written statement to the Executive Committee and to the regular Area Council meetings detailing the receipts and disbursements for the previous period.
- (d) The Treasurer shall submit a detailed and audited financial statement at the Annual General Meeting of the Area Council.
- (e) The Treasurer shall expend funds only as directed by the Area Council or by the Executive Committee.
- (f) The Treasurer shall co-operate fully with auditors and shall provide such explanations and records as they may require.
- (g) The auditor shall be any PSAC member in good standing who is not part of the Executive.

Section VII: Executive Committee

Subsection 1 – The Executive Committee shall be composed of elected officers pursuant to Section IV of these by-laws.

Subsection 2 – The Executive Committee shall administer the affairs of the Council between the meetings of the Council.

Subsection 3 – 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 4 – 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 5 – A quorum of the Executive Committee shall be the majority of the elected officers present at a duly called executive meeting.

Subsection 6 – The executive committee shall report at each regular Area Council meeting on its activities.

Subsection 7 – On vacating their respective positions, all officers of the Council shall return all funds, documents or other properties of the Area Council.

Subsection 8 – An executive position shall be deemed vacant if the elected member in that position fails to attend three consecutive meetings of either the Area Council or Executive Committee without notification and/or a valid reason.

Subsection 9 -

- (a) The Executive Committee may form sub-committees for various purposes. The Executive Committee shall have the authority over and the responsibility for establishing operational/standing committees of the Area Council.
- (b) The Executive Committee shall appoint committee members, bearing in mind gender and equity representation
- (c) All Area Council committees shall submit a written or oral report of their activities to Area Council meetings.
- (d) Each Area Council Committee may establish Terms of Reference to guide the work and activities of each committee.

(e) The North Central BC Area Council has created the following committees:

1. Steward Network Committee (Nov. 29th 2003)
2. Political Action Committee (1984)
3. Health and Safety Committee (1984)
4. Bylaws Committee (1984)
5. Education Committee (1984)

(f) the recognized committees will be reviewed annually to ensure that committees are viable and active. Inactive committees will be rescinded.

Section VIII: the Area Council shall be the governing authority on actions of the Area Council within the PSAC Constitution, Regulations and these By-Laws.

Section IX: Meetings

Subsection 1 – The Area Council shall convene regular and/or general meetings not less than four times per year.

Subsection 2 – The Annual General Meeting shall be held in the month of September especially in the year of PSAC Convention where the Annual General Meeting must be held at least six (6) months prior to the PSAC Convention.

Subsection 3 – Special meetings of the North Central BC Area Council shall be held at the call of the President, or of the Public Service Alliance of Canada Regional Executive Vice-President for British Columbia, or on request in writing by three delegates from separate Component Locals or Directly Chartered Locals to the Area Council President or to the PSAC Regional Executive Vice-President for British Columbia.

Subsection 4 – A quorum for an Annual General or Special General Meeting shall be a majority of 50% plus one of the eligible delegates including elected officers of the Area Council and affiliated Component Locals and Directly Chartered Locals.

Subsection 5 – The Regional Executive Vice-President of BC, and the two PSAC Regional Council representatives for the North shall be considered an Ex-Officio member of the Area Council and have the right to attend the Area Council Meetings as a full and participating delegate.

Section X: Finances

Subsection 1 – The expenditure of Area Council funds shall be vested in the Area Council.

Subsection 2 – The fiscal year shall be the 1st of September to the 31st of August.

Subsection 3 – The annual budget shall be presented at the Annual General Meeting.

Subsection 4 – A supplementary budget may be submitted by the executive committee should it be necessary during the year.

Subsection 5 – Funds of the Area Council shall be held, except for a small petty cash account, in a credit union in the name of the North Central BC Area Council, Public Service Alliance of Canada.

Subsection 6 – The President, 1st, 2nd and 3rd Vice Presidents, Secretary and Treasurer shall be signing authorities for the Area Council. The Treasurer's signature must be on all cheques along with that of any other signing authority of the Area Council.

Subsection 7 – Special accounts for various purposes may be opened and administered by the signing officers of the Executive Committee. The Treasurer's signature must be on all cheques for these special accounts, along with that of another signing authority of the Area Council.

Section XI: Auditors

Subsection 1 – The by-laws of the Area Council may be amended by a two-thirds majority of those accredited voting delegates and officers in attendance at a General meeting of the North Central BC Area Council and District Area Council.

Section XIII: Discipline

Subsection 1 – 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, or delegate, or other union member, who has contravened a provision of the PSAC Constitution, or these by-laws, or for cause.

Section XIV - These by-laws supersede and replace any proposed, revised, or amended by-laws in effect prior to this publication.

President

D. Pat Holmes

1st Vice-President

Brian Murphy

2nd Vice-President

A. Stephens

3rd Vice-President

Valerie Bunge

Signed this Date

August 24/04

NORTH CENTRAL AREA COUNCIL BY LAW
AMMENDMENTS

I.

Section V Subsection 3 (page #3)

Changed to

Any member in good standing from a local that is affiliated to the North Central BC Area Council can run for office as an Area Council officer.

(This was changed per Christine Beynon's input. See Christine's e-mail dated 27 Sept 2004 that is attached.)

Holmes, Patt K [BC-YT]

From: Christine Beynon [beynonc@psac-afpc.com]
Date: 2004-09-27 11:42 AM
Subject: Jayne - home Johns
Area Council elections

This email is in response to a question that came up during the Regional Council meeting this past weekend. This email is blind-copied to the Regional Council and staff in BC.

The question was who could run for Area Council office. At least one Area Council has a by-law provision that states that only local delegates to the Area Council could run for office.

The interpretation from Ottawa is that any member from a local that is affiliated can run for office as an Area Council officer, in other words, a member does NOT have to be an "official delegate" to run for office. However, only official delegates can vote for officers.

So if your Area Council has a provision in your AC bylaws that contradicts the above, please remove it.

Thanks
Christine

North Central BC Area Council By-law Amendments:

Section IX Subsection #5:

Bylaw change on Feb 18/06

The Regional Council representative for the NE will have full voice and vote at the NE Area Council meetings.

The Regional Council rep for the NW shall have voice but no vote.

The rep for the NW will have voice and vote at the Area Council in the north west region of BC.

The PSAC REVP will have voice but no vote at the North Central BC Area Council.

Bylaw Change from the PSAC Convention:

New addition to Section IX Subsection #6

Each PSAC Regional Womens Committee is entitled to elect one RWC member who is entitled to both voice and vote at the North Central BC Area Council meetings.

Bylaw change from April 22/06

Section IX: Meetings Subsection 4

The quorum for the North Central BC Area Council at a general meeting shall be 50% of the executive and 10% of the local delegates.

(3 executive and 1 Member at large)

*It appears all's that Sec X Sub Sect #2
was changed back to Jan to Dec years.
See statements on file.*