

**PSAC B.C. Vancouver Regional Women's Committee**  
**Terms of Reference**  
**As Adopted at the General Meeting on May 28, 2020**

**Goals:** Regional Women's Committees (RWCs) serve an important role in our union including increasing the participation of women activists and leaders. RWCs provide "safe spaces" for PSAC women to identify, strategize and work on issues of particular concern in a local area or region to women. RWCs also encourage the development of strong networks of women that cross racial, sexual, gender, ability, and class lines.

**Scope:** The Vancouver Regional Women's Committee, hereafter referred to as "the Committee", is open to any PSAC member who self-identifies as a woman, who lives or works in any areas on the B.C. Mainland, not including the B.C. North and the B.C. Southern Interior.

**Executive:** The Executive is made up of two (2) co-Chairs, a Secretary, and a Treasurer who are elected at the Annual General Meeting (AGM). To encourage involvement, should there be interest, Committee members could also be appointed to ad-hoc roles of Communications Officer as agreed to by the Committee to assist with outreach and communication at the AGM. For clarity, the position of Communication Officer is not considered an Executive position for quorum or decision-making purposes.

For other issues related to some of these roles and responsibilities, see Appendix – *Women of the Union – The PSAC Regional Women's Committee Handbook*, Section II.

Nominations for Executive positions shall be taken from the floor at the AGM or be submitted in writing prior to the election. A nomination must be moved and seconded by voting members of the Committee. A written nomination must be signed by the nominee and two (2) voting members of the Committee (the mover and seconder) to be considered a valid nomination. A nominee must be a member in good standing who is willing to stand for election to be an eligible candidate for an Executive position.

The PSAC Oath of Office as provided in Section 29 of the PSAC Constitution shall be administered to all elected chairs immediately upon taking office:

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

On vacating their respective positions, all Executive members shall return all funds, documents and/or other properties of the Committee.

**Financial Guidelines & Year-End Reporting:** Bank Statements are to be sent monthly to the REVP Office & the PSAC B.C. Regional Staff Rep for Women. For other issues related to financial guidelines and year-end reporting, see Appendix PSAC BC Region – *Area Councils and Regional Committees: Funding and Reporting Procedures*.

The fiscal year of the Committee shall be January 1 to December 31. The annual budget and financial statements will be presented and approved at the AGM.

An audit of the accounts shall be made annual by at least two (2) members who are not on the Committee Executive. The report of the auditors shall be presented in writing at the AGM.

The Executive Members of the Committee shall be signing authorities for the Committee. All expenditures must be paid by cheque or two-party verified e-Transfer, and there shall be no cash withdrawals or use of petty cash. The signatures of two (2) signing authorities shall be required for all cheques. A payee listed on a cheque may not be a signatory on that cheque. Any e-Transfer must involve a verification process where two (2) executive members are required to authorize the transaction through a financial institution app or website. E-Transfers cannot be carried out by one (1) Executive member on their own.

The Executive may approve expenditures of up to one hundred dollars (\$100)

by electronic vote with ratification to occur at the following meeting of the Committee. The quorum for such a vote is at least three (3) Executive members. There shall be no more than three (3) such expenditures between meetings.

The Committee may not use the name of the PSAC for soliciting funds or advertising without the consent of the AEC.

**Minutes:** Draft minutes are to be forwarded within thirty (30) days to the REVP Office and PSAC staff representative assigned to the Committee. Once minutes are approved at the applicable meeting (e.g. next meeting, or next AGM), finalized minutes should be submitted to the REVP Office as soon as possible afterwards.

**Meetings:** The Committee shall hold at least four (4) meetings a year - in accordance with Section 15 of the PSAC Constitution, one of which shall be the Annual General Meeting (AGM). The AGM must include the election of the Executive, the passing of the year-end financials and the adoption of the proposed budget for the current year. Meetings may be held in person or by conference call to maximize member participation.

Notice of at least ten (10) days shall be provided in writing in advance of each general meeting to affiliated members of the Committee. Notice of at least four (4) weeks shall be provided in writing in advance of the Annual General Meeting to the affiliated members of the Committee.

For other issues related to meetings, see Appendix - *Women of the Union – The PSAC Regional Women’s Committee Handbook*, Section II (d).

**Quorum for Committee Meetings:** Defined as a meeting with at least three (3) Executive members and two (2) other Committee members in attendance (either in person or remotely via telephone or web).

### **Voting**

A simple majority of the eligible voting members in attendance is required to pass a motion duly moved and seconded. In accordance with Section 15, Sub-Section (3) (b) of the PSAC Constitution, only one (1) member per Local or

Branch is eligible to vote at Committee meeting. Notwithstanding the foregoing, Executive members are also eligible voting members of the Committee and their votes do not count as the vote for their respective Local or Branch.

In between general meetings, motions of a time-sensitive manner may be passed by email vote. Any such motion must be moved and seconded by eligible voting members of the Committee and sent via email to all affiliated members of the Committee. A simple majority of email votes received by the established deadline is required to pass the motion. All motions approved by email vote must be ratified at the next regular meeting of the Committee.

**PSAC National Women’s Conference:** Active Regional Women’s Committees are each entitled to send one (1) delegate to the National Women’s Conference; which takes place every three (3) years.

The Committee will provide written notice of meeting, four weeks in advance, to elect the Committee delegate to the National Women’s Conference.

**PSAC B.C. Regional Triennial Convention:** Active Regional Women’s Committees in good standing are each entitled to send one (1) delegate to the B.C. Regional Triennial Convention, which takes place every three (3) years.

The Committee will provide written notice of meeting, four weeks in advance, to elect the Committee delegate to the B.C. Regional Triennial Convention in accordance with Regulation 1 of the PSAC B.C. Regional By-Laws and Regulations. The notice for the convention delegate election meeting must clearly state such election so that members are aware in advance. The delegate election meeting is to be held within a period of not more than six (6) and not less than two (2) months prior to the B.C. Regional Triennial Convention. Every effort shall be made to schedule such meeting at a convenient time to permit as many members as possible to attend.

Note: Regional Committees cannot fund observers to PSAC Conventions.

**Leave:** Any Committee Member incurring leave on behalf of the Committee

and the leave was voted on by the Committee for attendance at a Conference/Convention/Event shall submit a leave claim form to the PSAC B.C. REVP Office for payment to ensure proper deductions. The Committee will be invoiced by the REVP Office for such costs, if applicable.

**Terms of Reference:** The Committee will be governed by these Terms of Reference, and these Terms of Reference shall conform to the provisions and principles of the PSAC Constitution and the PSAC B.C. Regional By-Laws and Regulations.

The Committee will provide written notice of meeting, four (4) weeks in advance, with the any proposed changes to these terms of reference. The terms of reference may be amended by a two-thirds majority of those accredited voting delegates in attendance at the Annual General Meeting of the Committee.

**Appendices:**

PSAC BC Region – Area Councils and Regional Committees: Funding and Reporting Procedures – as attached

PSAC Constitution -

<http://psacunion.ca/sites/psac/files/attachments/pdfs/psac-constitution-2018-nov-en.pdf>

PSAC B.C. Regional By-Laws and Regulations -

[http://psacbc.com/sites/bc/files/bylaws\\_and\\_regulations\\_-\\_january\\_2020\\_1.pdf](http://psacbc.com/sites/bc/files/bylaws_and_regulations_-_january_2020_1.pdf)

Women of the Union – The PSAC Regional Women’s Committee Handbook -

<http://psacbc.com/sites/bc/files/regional-womens-committee-handbook-2019.pdf>