

**THE Victoria Area Council**  
**OF**  
**THE PUBLIC SERVICE ALLIANCE OF CANADA**

BY-LAWS

***ADOPTED: 29<sup>th</sup> OF JANUARY 2002***  
***Amended: 25<sup>th</sup> of January 2005***  
***Amended: 30<sup>th</sup> of August 2005***  
***Amended: 15<sup>th</sup> of August 2006***  
***Amended: 30<sup>th</sup> of September 2008***  
***Amended: 21<sup>st</sup> of September 2010***  
***Amended: 1<sup>st</sup> of June 2015***

**Section I: Name**

The name of this council shall be The Victoria Area Council, referred to as “The Area Council”.

**SECTION II: AUTHORITY AND OBJECTIVES**

Subsection 1 - The Victoria Area Council shall be governed by the provisions set forth in Section 14: Area Councils, of the Constitution of the Public Service Alliance of Canada.

Subsection 2 – The Area Council will serve as one of the liaison bodies for Component Locals/Branches, Directly Chartered Locals, Regional Women’s Committee and Constitutionally Recognized Regional Committees within the Greater Victoria Area of the Vancouver Island 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 the PSAC members in their Union and in their communities.

**SECTION III: MEMBERS AND DUES**

Subsection 1 - Membership (Section 14, Sub-Section 3 of the PSAC Constitution) is open to all locals/branches, Regional Women’s Committees and Constitutionally Recognized Regional Committees where members work from Victoria to south of the Malahat.

Subsection 2 - 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 two accredited voting delegates for the first 500 members and 1 additional delegate for each additional 500 members or part thereof. Delegates shall be elected/selected from their Local.

Each Regional Women's Committee and Constitutionally Recognized Regional Committee in good standing will be entitled to one accredited delegate elected/selected from their respective committee.

Subsection 3 – Dues may be paid prior to the Annual General Meeting.

Subsection 4 - Dues are suggested at *25 cents* per member per year for each member that a Local identifies as being a member who can geographically participate in the Area Council. The Regional Women's Committee and Constitutionally Recognized Regional Committees are not required to pay dues.

#### **SECTION IV: COMPOSITION OF EXECUTIVE COMMITTEE**

The officers of The Victoria 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. President and Secretary will be elected in alternating years from the Treasurer and Vice President. The term of office for each position will be two (2) years.

#### **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 their choice for the office called.

Subsection 2 - The 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 – 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 5 – The oath of office shall be administered to all elected officers immediately upon taking office.

Oath of Office:

I \_\_\_\_\_ 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 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.”

## **SECTION VI: DUTIES OF OFFICERS**

Subsection 1 – President:

- a) The President shall preside at meetings of the Council. The President shall uphold the Public Service Alliance of Canada Constitution and Regulations and the Council By-laws and regulations.
- b) The President shall oversee the work of all officers of the Council and shall be a member ex-officio of all Committees of the Council.
- c) The President shall report to The Victoria Area Council General (including annual, regular, and special) Meetings the activities of that office.
- d) The President shall be responsible for the efficient and proper conduct of the affairs of the Council.
- e) The President shall vote at General (including annual, regular, and special) Council Meetings only in case of a tie vote on any matter.
- f) The President shall, with the assistance of the Executive, bring to the attention of the appropriate segment of the PSAC the policies and views adopted at 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 Victoria area.
- h) The President shall perform all incidental duties as pertain to that office.

### 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 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 BC of the PSAC, minutes of all meetings not later than thirty (30) days following the date of which each meeting is held.
- d) The Secretary shall be responsible for receiving all correspondence and for referring it to the appropriate officer, committee or meetings for action.
- e) The Secretary shall prepare correspondence as may be direct by the President or Council.
- f) 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 Victoria Area Council, PSAC.
- b) The Treasurer shall be one of the designated signing officers.
- c) The Treasurer shall present a written statement at the General Regular (including Annual) 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 spend funds only as directed by the Council or to the sum of \$250.00.
- f) The Treasurer shall co-operative fully with the auditors and shall provide such explanations and records as they may require.

## **SECTION VII: MEETINGS**

Subsection 1 – The Area Council shall convene regular meetings on a quarterly basis.

Subsection 2 – The Annual Meeting shall be held in the Fall 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 Victoria 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 – A quorum for General Meetings (including regular, annual, or special) is to consist of 50% of the Executive and 10% of the delegate members.

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 By-Law revision (see Section 10) where a 2/3 majority is required.

## **SECTION VIII: FINANCES**

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

Subsection 2 – The annual budget shall be presented at the annual general meeting.

Subsection 3 – Funds of the Area Council shall be held, in any financial institution in the name of The Victoria Area Council.

Subsection 4 – The Officers of the Area Council shall be signing Authorities for The Victoria Area Council.

## **SECTION IX: AUDITORS**

Subsection 1 – Auditors shall make a written report of the Victoria Area Council financial accounts for presentation at the Annual General Meeting.

## **SECTION X:**

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