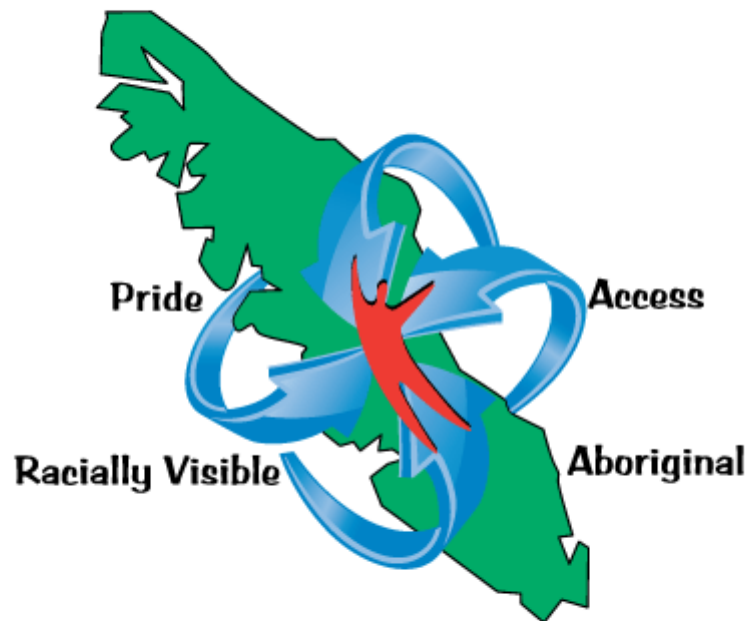
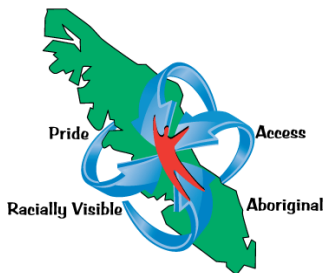


# VANCOUVER ISLAND HUMAN RIGHTS COMMITTEE



# *BYLAWS*



# Vancouver Island Human Rights Committee

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# Vancouver Island Human Rights Committee Bylaws

## VIHRC BYLAW 1 — NAME, COLOURS, LOGO & SLOGAN

### Section One:

#### Name

- 1) This committee shall be known as Vancouver Island Human Rights Committee of the British Columbia Region within Public Service Alliance of Canada.
  - a) The name of Vancouver Island Human Rights Committee shall also be referred to official acronyms as VIHRC.
    - i) V-I-H-R-C acronyms shall be voiced out by each letter itself as its pronunciation.

### Section Two:

#### Colours

- 1) VIHRC'S Official Colours are: Royal Blue, Steel Blue, Fire Brick & Sea Green.

### Section Three:

#### Logo

- 1) VIHRC's Official Logo is Vancouver Island being wrapped up by four (4) equity groups with an 'universal' human being stamped on it while hovering from above.
  - a) VIHRC's Official Logo shall be incorporated with VIHRC's Official Colours.
  - b) VIHRC's Official Logo shall be stamped on documents, swag items and promotional events.

### Section Four:

#### Slogan

- 1) VIHRC's Official Slogan shall be 'Promoting & Protecting Vancouver Island Members' Human Rights since 2008.'

## VIHRC BYLAW 2 — GOALS

### Section One: Goals

- 1) The goals of VIHRC are:
  - a) to actively promote and encourage members from the Aboriginal Peoples, Racially Visible Persons, Pride and Access equity groups to participate in the union and in society as a whole;
  - b) to educate union members at large on sensitivity and inclusiveness in the union
  - c) to educate union members at large on current human rights issues.

## VIHRC BYLAW 3 — MEMBERSHIP

### Section One: Membership

- 1) The structure of VIHRC shall welcome the participation of a wide diversity from the PSAC Membership as per the following:
  - a) all regional council members from the referenced equity groups who sit on the BC Regional Council;
  - b) all PSAC members who are from any of the four (4) equity groups;
  - c) while not voting members of the committee, we also welcome the participation of non equity group PSAC members.

## VIHRC BYLAW 4 — MANDATE

### Section One:

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## **Mandate**

- 1) The Mandate of VIHRC shall be consistent with its objectivities:
  - a) VIHRC shall organize activities and events for special “diversity days”;
  - b) VIHRC shall forge links with other human rights groups / coalition partners in the community;
  - c) VIHRC shall raise the profile of the equity group members in a positive manner within the union and the workplace;
  - d) VIHRC shall be governed externally accordingly by the BC Regional Council Bylaws, the PSAC Constitution and also be governed internally accordingly by the VIHRC Bylaws.

## **VIHRC BYLAW 5 — ELECTIONS / APPOINTEES / BY-ELECTIONS**

### **Section One: Elections**

- 1) VIHRC shall hold elections for positions in the Caucus.
- 2) The general elections shall be held during each Annual General Meeting in September.
  - a) Elections shall be handled by either a PSAC Staff Representative or a BC Regional Council Member.
- 3) Each elected position shall be one (1) year term in length.
  - a) If a candidate runs again for the same position he/she once held in previous Caucus and is successfully elected into the position without a challenger; the candidate will be considered as acclaimed into the position.

### **Section Two: Appointees/By-elections**

- 1) If an elected position becomes vacated during any given time, a by-election shall be conducted at the next scheduled regular meeting unless two-thirds (2/3) majority of Caucus agrees to appoint someone (any PSAC Equity Member) into an acting capacity of the affected position until next Annual General Meeting.

- a) If two-thirds (2/3) majority rule kicks in and there is/are any Caucus member(s) holding two (2) or more positions in the Caucus then that/these Caucus member(s) shall be permitted to vote multiple times, if needed to. [Example: If a Caucus member occupies two (2) positions, he/she gets to vote twice and is counted as twice in the total of the votes.]
- b) Any appointed or elected Caucus member in a preceding by-election shall be considered as an incumbent in the upcoming Annual General Meeting elections.

## **VIHRC BYLAW 6 — CAUCUS & CAUCUS POSITION DESCRIPTIONS**

### **Section One: Caucus**

- 1) The Caucus of this Vancouver Island Human Rights Committee shall be consisted of:
  - a) **President**
  - b) **Vice President**
  - c) **Treasurer**
  - d) **Recording Secretary**
  - e) **Technical Communications**
  - f) **Members & Media Relations Officer**
- 2) In event of not enough members being available for electable positions during an Annual General Meeting, any PSAC member is permitted to be elected into more than one (1) position at a time.

### **Section Two: Caucus Position Descriptions**

- 1) VIHRC Caucus's general duties shall be:
  - a) **President**
    - i) Leader of Caucus & Committee
    - ii) Chairperson of Meetings

**b) Vice President**

- i) Supports the President in any capacity and fills in when the President is unavailable.

**c) Treasurer**

- i) Finances Record Keeper
- ii) Deals with all financial issues
- iii) Procurement and payment for committee approved expenses per PSAC guidelines.

**d) Recording Secretary**

- i) Records meeting minutes & provides the President with them in a timely fashion after meetings.
- ii) Light Office administration duties

**e) Technical Communications**

- i) Visual Projects i.e. Pamphlets, Posters, Signs
- ii) Electronic Communications i.e. Email, Website, Social Media etc.
- iii) Formatting & Storing Documents

**f) Members & Media Relations Officer**

- i) Committee Spokesperson
- ii) Facilitate business with External and Internal Organizations
- iii) Liaison for PSAC Members with the Committee

**VIHRC BYLAW 7 — FINANCES / SIGNING AUTHORITIES**

**Section One:  
Finances**

- 1) No members of VIHRC shall enter into any financial contractual understanding or agreement without prior approval by VIHRC, or incur any expense(s) on behalf of VIHRC in excess of one hundred dollars (\$100.00) total without the prior approval of a simple majority (50% + 1) of members present at a regular or special meeting or by any other alternative methods such as committee-wide email vote.
- 2) VIHRC Treasurer shall be expected to maintain committee's financial affairs in order and acts accordingly on the behalf of VIHRC and performs to the given instructions from the committee.
- 3) VIHRC's fiscal year shall run from April 1<sup>st</sup> to March 31<sup>st</sup> of each year.
  - a) VIHRC's annual budget for each following year shall be prepared and submitted before the end of the current fiscal year (March 31<sup>st</sup>) to receive new fiscal year funding.

## **Section Two: Signing Authorities**

1. The signing authorities for VIHRC shall be minimum three (3) members of the committee to the maximum of five (5) members.

## **VIHRC BYLAW 8 – MEETINGS**

### **Section 1: Meetings**

1. VIHRC shall meet at least four (4) times a year.
  - a) Annual General Meeting counts as a meeting itself.
    - i) Annual General Meeting shall be held in September of each year.
2. In each Annual General Meeting;
  - a) VIHRC shall hold general elections during the Annual General Meeting.
  - b) VIHRC shall adopt all of the following calendar year's meeting dates with two-thirds (2/3) majority of combined Caucus and Committee approval.
    - i) If a future meeting is later found to be in conflict with other important event or for any unforeseen reason then VIHRC President or Vice President shall be either permitted to;



- (1) Postpone the meeting with two-thirds (2/3) majority of the Caucus approval
  - (2) Cancel the meeting with two-thirds (2/3) majority of the Caucus approval
  - (3) Retain original meeting date with two-thirds (2/3) majority of the Caucus approval
- c) VIHRC shall establish a new budget for the following calendar year.
3. The quorum shall be set at four (4) including VIHRC President or VIHRC Vice President ALONG with any two (2) Caucus members AND minimum one (1) committee member at large.
  4. The President or two-thirds (2/3) majority of the Caucus shall request a special meeting at any given time, if needed to.
  5. Any motion brought forth in the meeting or by email for approving every day business or special business items shall be approved with a simple majority (50% + 1) by the members.

## **VIHRC BYLAW 9 — VIHRC BYLAWS**

### **Section 1: VIHRC Bylaws**

1. VIHRC Bylaws shall be amended by a two-thirds (2/3) majority vote of the members present at the Annual General Meeting, providing minimum fifteen (15) days' notice of motion has been given and posted or emailed.
  - a) VIHRC Bylaws with any amendment shall be voted on individually and approved individually with two-thirds (2/3) majority approval for each amendment.
2. VIHRC Bylaws should be reviewed no later than every three (3) years after any amendment to ensure its accuracy and efficiency.