

Greater Toronto Area Council By-Laws

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BY-LAW 1 – NAME

The name of this council shall be the Greater Toronto Area Council

BY-LAW 2 – OBJECTIVES

- a. The Greater Toronto Area Council is established in accordance with Section 14, Subsection 5 of the Constitution of the Public Service Alliance of Canada and the Council shall maintain liaison with the Alliance through the office of the designated Executive Vice-President of the Alliance responsible for Area Councils.
- b. The 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.
- c. The Area Council will serve as a liaison body for Locals in the Greater Toronto Area for the exchange of information on matters of common interest.
- d. The Council shall concern itself with area problems which are consequence to public service employees and it shall endeavour to promote better understanding an image of the public service employees in the mind of the general public.
- e. In cooperation with Locals in the Greater Toronto Area. This Area Council shall encourage the formation of occupational groups of employees in the federal public service.
- f. In cooperation with the Public Service Alliance of Canada, Locals of the Council shall render assistance to Occupational Groups and shall inform the Public Service Alliance of Canada of the occupational group views regarding collective bargaining and policies affecting such occupational groups.

BY-LAW 3 – MEMBERSHIP

- a. Membership in the Area Council shall compromise two accredited voting delegate for each affiliated PSAC Local / Branch and one

additional voting delegate per Local / Committee for each 500 members, or part thereof, over the first 500 members.

- b. PSAC Locals / Branches shall have the right to elect, select, or appoint delegate(s).

BY-LAW 4 – OFFICERS AND DELEGATES

- a. The Officers of the Greater Toronto Area Council shall consist of a President, a Vice-President, a Treasurer, and a Secretary; all of whom shall be elected from voting accredited delegates and officers in attendance at the Annual Meeting, and shall comprise the Executive Committee.
- b. A candidate shall be a member of a Local who has been elected, selected, or appointed to represent their Local on the Area Council.

BY-LAW 5 – ELECTION OF OFFICERS AND DELEGATES

- a. The election of officers shall be by secret ballot. A ballot shall be distributed to all members entitled to vote for each office. Each member in attendance entitled to vote shall write on the ballot the name of his or her choice for the office called. The term of office shall be one (1) year or the remainder of, in case of by-election.
- b. Election to any office shall be declared only on receipt of a clear majority of the votes cast. In the event that more than two nominees stand for election for any office, the election shall be by way of elimination.
- c. Any 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 willingness to stand for office if nominated.
- d. Elected officers of the Council shall take office at the end of the meeting at which they were elected.

- e. At least 30 days prior to an Annual Meeting, the Executive Committee shall appoint a Nominations Committee of not less than two (2) members, who are not running for election, which shall elect its own Chairperson.
- f. Written nominations signed by the nominee and by any two delegates of the Council shall be submitted to the Nominations Committee.
- g. The duties of the Nominations Committee shall be to:
 - 1. receive nominations for all executive officers;
 - 2. verify the eligibility of nominees;
 - 3. ascertain the willingness of nominees to accept and perform the duties of any office to which they may be elected; and
 - 4. to submit nominations received to the Nominations Committee Chairperson.
- h. The Chairperson of the Nominations Committee shall conduct the election or may delegate this function with the approval of the members of the Nominations Committee.
- i. The Chairperson of the Nominations Committee or his/her alternate shall report to the meeting the nominations received for each election and shall call for further nominations from the floor.
- j. There shall be separate elections for the offices of President, Vice-President, Treasurer, Secretary and delegates as required. Any delegate absent may stand for election provided there is confirmation of an intent to stand and the delegate is nominated and seconded accordingly.
- k. As the election for each office or delegate is called, the nominee or his/her nominator or seconder may speak in reverse order of nomination to the assembly on behalf of the nominee for a period of not more than three (3) minutes.
- l. The oath of office shall be administered to all elected officers immediately upon taking office.

BY-LAW 6 – DUTIES OF OFFICERS

Section 1 – President

- a. The President shall preside at meetings of the Council and its Executive Committee.
- b. The President shall uphold the PSAC Constitution and Regulations and the Council By-Laws and Regulations.
- c. The President shall oversee the work of all officers of the Council and shall be an ex-officio member of all committees of the Council.
- d. The president shall report to the Executive Committee and meetings of the Council on his/her activities and perform other duties as pertain 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 in case of a tie vote on any matter.
- g. The President shall, with the assistance of the Vice-President, bring to the attention of the appropriate segment of the PSAC, the policies and views adopted at Council meetings.
- h. The President shall, with the assistance of the Vice-President, carry out an active liaison with the various Locals/Committees in the Greater Toronto Area.

Section 2 – Vice-President

- a. The Vice-President shall assist the President in carrying out the duties of that office as requested.
- b. The Vice-President shall, in the absence of the President, assume the duties of the President.
- c. The Vice-President shall act as a liaison with the PSAC Ontario Council representatives for Area Councils and the Greater Toronto Area (Region 5).

Section 3 – Treasurer

- a. The Treasurer shall receive all monies and ensure that they are properly recorded and deposited in a chartered bank of as directed by the Council to the credit of the Greater Toronto Area Council, PSAC.
- b. The Treasurer shall be one of the designated signing officers.
- d. The Treasurer shall present a written statement to the Executive Committee and to the regular Area Council Meetings detailing the receipts and expenditures for the previous period.
- e. The Treasurer shall submit a detailed and audited financial statement at the Annual Meeting of the Area Council.
- f. The Treasurer shall expend funds only as directed by the Council.
- g. The Treasurer shall cooperate fully with the auditors and shall provide such explanations and records as they may require.

Section 4 – 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 designated Regional Executive Vice-President for Ontario, minutes of all meetings not later than thirty (30) days following the date on which each meeting is held.
- d. Distribution of minutes to the Executive Committee, PSAC Regional Executive Vice-President and PSAC Regional Representative shall take place within fourteen (14) days of the preceding meeting.
- e. The Secretary shall be responsible for receiving all correspondence and referring it to the appropriate executive officer or appropriate meetings for action.
- f. The Secretary shall prepare correspondence as may be directed by the President, Executive Committee or the Council.

- g. The Secretary shall have available and report on at regular meetings, copies of all correspondence of interest received or dispatched since the previous general meeting for perusal by the members.
- h. All approved minutes shall be forwarded to PSAC for posting to the PSAC web site.

BY-LAW 7 – EXECUTIVE COMMITTEE

- a. The Executive Committee shall be composed of the elected officers provided in By-Law 4.
- b. The Executive Committee shall discuss upcoming business prior to the Area Council meeting and shall administer the affairs of the Council between the meetings of the Council.
- c. Special Meetings of the Executive Committee may be called by the President, or the Regional Executive Vice-President for Ontario, or on written request to the President by members of the Executive Committee.
- d. If a member of the Executive Committee is absent for more than three (3) consecutive meetings for other than valid reasons, he/she shall be relieved of his/her duties with a majority vote of all delegates present and voting at the following meeting.
- e. When a vacancy in the Executive Committee occurs, a notice to fill such vacancy shall be given at the next regular meeting of the Council, and an election will be held at the following regular Council Meeting.
- f. A quorum of the Executive Committee shall be two elected officers present at a duly called Executive Meeting.
- g. The actions of the Executive Committee shall be reported at each regular Council Meeting.
- h. On vacating their respective positions, all officers of the Council shall return all funds, documents and other properties of the Council.

BY-LAW 8 – COUNCIL

The Council shall be the supreme governing authority on all actions of the Council within the Public Service Alliance of Canada Constitution, Regulations and By-Laws.

BY-LAW 9 – COMMITTEES

- a. Committees formed under the auspices of the Area Council shall conduct their affairs in accordance with Regulations appended to these By-Laws, as established by the Executive Committee and approved by the Council.
- b. Standing Committees will convene annually with the appointment of members following the Annual Meeting.
- c. The Standing Committees of the Greater Toronto Area Council shall include: By-Laws Committee, Election Readiness Committee, Labour Day Parade Committee, and Nominations Committee.
- d. Ad hoc committees can be set at any meeting following each Annual Meeting by the Area Council to deal with matters throughout the year. Each ad hoc committee must be struck annually.
- e. The election of a committee chair is as a majority vote of all members of that committee at the first committee meeting.

BY-LAW 10 – MEETINGS

- a. The Area Council shall convene regular Council Meetings at least four times annually and as recommended by the Executive Council, on a standard day of each month.
- b. The Annual Meeting shall be held in the month of September each year.
- c. Special Meetings of the Greater Toronto Area Council shall be held at the call of the President, or the Regional Executive Vice-President for Ontario, or on request in writing by three delegates from separate Component Locals to the Council President or the Regional

Executive Vice-President for Ontario. Such meetings must be held within thirty (30) days.

- d. For the introduction of any additional business at a special meeting other than for which the meeting was called, a two-thirds majority vote, shall be required.
- e. Quorum for general/annual meetings is one more delegate than the executive present.

BY-LAW 11 – FINANCES

- a. All expenditures of Council funds shall be approved by majority vote of the Council.
- b. The Area Council may delegate to the Executive Committee authority to expend funds up to amount shown in the Annual Budget subject to the limitation of By-Law 11, Section D.
- c. No individual expenditure unless otherwise specifically authorized by the Council, shall exceed \$100.00 or one-twelfth of the budget item, whichever is greater.
- d. The fiscal year shall be January 1 to December 31.
- e. The Annual Budget shall be presented at the first meeting following the Annual Meeting of the Council.
- f. A supplementary budget may be submitted by the Executive Committee should it be necessary during the year.
- g. Funds of the Area Council shall be held in a chartered bank or credit union in the name of the Greater Toronto Area Council, PSAC.
- h. The following officers are the signing authorities for the Greater Toronto Area Council; President, Vice-President, Treasurer, and Secretary.
- i. All cheques shall be signed by two of the officers who have been assigned as signing officers on the bank account.

BY-LAW 12 – AUDITORS

- a. A committee of two (2) shall be elected by the Council at a regular Council Meeting.
- b. An intermediate audit shall be conducted for the eight (8) months prior to the Annual Meeting and final audit completed within two (2) months of the fiscal year end.
- c. The report of the auditors shall be presented in writing the Annual Meeting of the Council.
- d. Reports of the auditors shall be signed by the members of the audit committee.

BY-LAW 13 – AMENDMENTS

- a. By-Laws of the Council may be amended by a two-thirds majority of those accredited voting delegates and officers in attendance at the Annual Meeting or General Meeting where notice of motion has been made, except such changes as may be necessary by reason of amendment of the PSAC Constitution by Convention.
- b. Proposed amendments must be submitted in writing to the Council prior to the notice of motion.

BY-LAW 14 – DISCIPLINE

The Council shall have the authority, by a majority vote at a Regular Meeting, to suspend or expel from the Council any delegate/member for contravening a provision of the PSAC Constitution or the By-Laws of the Council.