

PSAC ONTARIO

BY-LAWS



**Adopted by Delegates at the
PSAC Ontario Founding Convention
at Toronto, February 19-21, 1999
and as amended by the Triennial Ontario
Convention
at
Toronto, May 3-5, 2002**

PSAC ONTARIO BY-LAWS

Section 1

Name

Pursuant to Section 16 of the PSAC Constitution, the PSAC organization in Ontario, excluding the NCR Region, shall be known as the PSAC Ontario Council.

Section 2

Mandate and Objectives

Sub-Section (1)

To unite all Ontario members of the Public Service Alliance of Canada in a single democratic organization.

Sub-Section (2)

To provide for a PSAC structure in Ontario that reflects the needs and realities of the membership.

Sub-Section (3)

To promote the organization of PSAC Component Locals/Branches and Directly Chartered Locals in Ontario, into Area Councils that are representative, visible, fair, equitable and respectful of the individual and collective rights of all PSAC members in Ontario.

Sub-Section (4)

To implement an efficient and effective communications structure among PSAC members in Ontario.

Sub-Section (5)

To identify the needs of PSAC Ontario Council members and ensure the Union's regional programs and services meet these needs by setting priorities, policies and direction.

Sub-Section (6)

To strengthen locals as the foundation of the union.

Sub-Section (7)

To address political and workplace issues at the community/regional/provincial levels and encourage members to be involved in these.

Sub-Section (8)

To reflect and communicate the needs of PSAC Ontario members to the national level of PSAC and work together to ensure these needs are addressed.

Sub-Section (9)

The mandate and objectives of this organization shall be guided by the following principles:

- (i) Fair and equitable representation of all PSAC members in Ontario
- (ii) Accountability to the membership
- (iii) Union values
- (iv) Recognition of equity seeking groups
- (v) Cost effectiveness, efficiency and transparency
- (vi) Proactive representation of the membership

Section 3

Membership

Sub-Section (1)

Affiliation to the PSAC Ontario structure shall be voluntary.

Sub-Section (2)

Affiliation to the PSAC Ontario structure shall be open to the following:

- (i) Locals/Branches
- (ii) Regional Women's Committees
- (iii) Equity seeking group Committees
- (iv) Area Councils

Section 4

Structure of the Ontario Council

Sub-Section (1)

- (a) The PSAC Ontario Council shall consist of the Ontario Regional Executive Vice President, the Alternate to the Regional Executive Vice President and representatives from each of the following sub regions and constituencies:

A.

Region	Ontario	# of Representatives
1	Northwestern	1
2	Northeastern	2
3	Southeastern	2
4	Southwestern	2
5	GTA	2
6	Hamilton/Niagara	1

B.

Equity

Regional Women's Committees (RWC)	1
Aboriginal Members	1
Members with Disabilities	1
Racially Visible Members	1
Gay, Lesbian, Bi-sexual and Transgendered Members	1

C.

Area Councils	1
Directly Chartered Locals	1
Regionally Based Separate Employer Locals	1
Youth	1

Section 5A

Ontario Council Meetings

Sub-Section (1)

- a) The PSAC Ontario Council shall meet at least twice a year, or upon the request of two-thirds of its members, conduct a special meeting.
- b) In the year of the PSAC Ontario Convention, the PSAC Ontario Council shall hold one of its meetings immediately prior to the Convention and shall remain in session throughout the convention.
- c) Additional meetings shall take place through teleconferencing, other available technology and various cost effective initiatives.
- d) For decision-making purposes, a quorum shall consist of a simple majority of PSAC Ontario Council Members.

Section 5

Election of Officers at the PSAC Ontario Triennial Convention

Sub-Section (1)

- (a) All nominees for elected office shall be members in good standing of PSAC Ontario.
- (b) The elected representatives of the PSAC Ontario Council and his/her alternate from the sub-regions shall be nominated and elected in caucus at the PSAC Ontario Triennial Convention by the delegates from the geographical areas they are to represent.

In those sub-regions that have more than one elected representative, a second alternate shall be nominated and elected to fill any vacancy to the alternate position.

- (c) The representative of Regional Women's Committees and her alternate shall be elected at the PSAC Ontario Triennial Convention by the women delegates of that convention.
- (d) The representative of each of the equity seeking groups and his/her alternate shall be elected at the PSAC Ontario Triennial Convention by the self-identified delegates of each of the Equity seeking groups.

- (e) The representative of Area Councils and his/her alternate shall be elected at the PSAC Ontario Triennial Convention by the delegates whose locals are affiliated to duly accredited Area Councils in Ontario.
- (f) The representative of Directly Chartered Locals and his/her alternate shall be elected at the PSAC Ontario Triennial Convention by the delegates representing Directly Chartered Locals.
- (g) The representative of Regionally Based Separate Employer Locals and his/her alternate shall be elected at the PSAC Ontario Triennial Convention by the delegates representing Regionally Based Separate Employer Locals.
- (h) The representative of Youth and his/her alternate shall be elected at the PSAC Ontario Triennial Convention by the Youth delegates.

Sub-Section (2)

In the event that a position on the PSAC Ontario Council is not filled at Convention the Regional Executive Vice-President shall fill the vacancy and that of the alternate in accordance with the following procedures:

- (i) nominations shall be called for from amongst all eligible Ontario Region PSAC members from the constituency group in question who are in good standing;
- (ii) nominations shall be called for not more than 30 days from the closing of convention;
- (iii) if an election is necessary, it shall be conducted by the Regional Executive Vice-President, in accordance with the procedures adopted by the PSAC Ontario Council, except that only those members from the constituency group in question who were or could have been eligible for delegate status as per section 8 of these By-laws will be entitled to vote.

Sub-Section (3)

- (a) In the event of a vacancy in an office of a PSAC Ontario Council Representative, the vacancy shall be filled with the alternate for that position.
- (b) With the exception of the alternate to the Regional Executive Vice-President, a vacancy in the position of an alternate occurring six (6) months or more prior to the next PSAC Ontario Triennial Convention shall be held in accordance with the following procedure:
 - (i) nominations shall be called for by the Regional Executive Vice-President from among the eligible delegates to the last PSAC Ontario Convention still in good standing in the Alliance;

- (ii) a period of not more than thirty (30) days from the date of notice of the vacancy shall elapse and the Regional Executive Vice-President shall ensure that the nominees are members in good standing;
- (iii) if an election is necessary, it shall be conducted by the Regional Executive Vice-President in accordance with the procedures adopted by the PSAC Ontario Council except that only those delegates that were entitled to vote for that position at the last Regional Convention and that are still in good standing shall be eligible to vote;

Section 6

Ontario Council Members Role and Responsibilities

Sub-Section (1)

The Regional Executive Vice-President shall:

- (a) be the political voice for the PSAC in Ontario;
- (b) act as the liaison officer between the PSAC and the Ontario Federation of Labour;
- (c) be the political voice of the PSAC at the Ontario Federation of Labour;
- (d) chair meetings of the PSAC Ontario Council and other regionally determined bodies where appropriate;
- (e) administer Alliance Centre services in Ontario;
- (f) participate on the Alliance Executive Committee with voice and vote;
- (g) perform any other duties assigned by the National President;
- (h) serve as an ex-officio member of all PSAC Ontario Council Committees;
- (i) submit a written report of his/her activities to the PSAC Ontario Council meetings and the PSAC Ontario Convention;
- (j) interpret the PSAC Ontario By-laws.

Sub-Section (2)

The Alternate Regional Executive Vice-President, Ontario shall:

- (a) perform the duties of the Regional Executive Vice-President in his/her absence;
- (b) attend meetings of the PSAC Ontario Council;

- (c) submit to each meeting of the PSAC Ontario Council a written, narrative and descriptive report of their activities and report to convention;
- (d) uphold and promote the mandate and objectives of the PSAC Ontario Council;
- (e) perform other duties and responsibilities as determined by the PSAC Ontario Council and/or the Regional Executive Vice-President.

Sub-Section (3)

The representatives from the geographic area shall:

- (a) communicate with the locals/branches and Area Councils in their geographic area;
- (b) attend meetings of the PSAC Ontario Council and shall be the spokesperson for members in the geographic area under their jurisdiction;
- (c) submit to each meeting of the PSAC Ontario Council a written, narrative and descriptive report of their activities and those of the locals, branches and accredited committees in the geographic areas under their jurisdiction and report to convention;
- (d) uphold and promote the mandate and objectives of the PSAC Ontario Council;
- (e) perform other duties and responsibilities as determined by the PSAC Ontario Council and/or the Regional Executive Vice-President.

Sub-Section (4)

The representative of Regional Women's Committees shall:

- (a) communicate with the PSAC Ontario Regional Women's Committees;
- (b) attend meetings of the PSAC Ontario Council and shall be the spokesperson for the PSAC Ontario Regional Women's Committees;
- (c) submit to each meeting of the PSAC Ontario Council a written, narrative and descriptive report of her activities and those of the PSAC Ontario Regional Women's Committees and report to convention;
- (d) uphold and promote the mandate and objectives of the PSAC Ontario Council;
- (e) perform other duties and responsibilities as determined by the PSAC Ontario Council and/or the Regional Executive Vice-President.

Sub-Section (5)

The representative of each of the equity seeking groups shall:

- (a) promote the establishment of and communicate with the PSAC Ontario equity seeking group committees from their constituency;
- (b) attend meetings of the PSAC Ontario Council and shall be the spokesperson for the PSAC Ontario equity seeking group members from their constituency;
- (c) submit to each meeting of the PSAC Ontario Council a written, narrative and descriptive report of his/her activities and those of the PSAC Ontario equity seeking group committees from their constituency and report to convention;
- (d) uphold and promote the mandate and objectives of the PSAC Ontario Council;
- (e) perform other duties and responsibilities as determined by the PSAC Ontario Council and/or the Regional Executive Vice-President.

Sub-Section (6)

The representative of Area Councils shall:

- (a) communicate with the PSAC Ontario Area Councils;
- (b) attend meetings of the PSAC Ontario Council and shall be the spokesperson for the PSAC Ontario Area Councils;
- (c) submit to each meeting of the PSAC Ontario Council a written, narrative and descriptive report of his/her activities and those of the PSAC Ontario Area Councils and report to convention;
- (d) uphold and promote the mandate and objectives of the PSAC Ontario Council;
- (e) perform other duties and responsibilities as determined by the PSAC Ontario Council and/or the Regional Executive Vice-President.

Sub-Section (7)

The representative of the Directly Chartered Locals shall:

- (a) communicate with the PSAC Ontario Directly Chartered Locals;

- (b) attend meetings of the PSAC Ontario Council and shall be the spokesperson for the PSAC Ontario Directly Chartered Locals;
- (c) submit to each meeting of the PSAC Ontario Council a written narrative and descriptive report of his/her activities and those of the PSAC Ontario Directly Chartered Locals and report to convention;
- (d) ensure and promote representation in the groups who defend the interests of the directly Chartered Locals;
- (e) uphold and promote the mandate and objectives of the PSAC Ontario Council;
- (f) perform other duties and responsibilities as determined by the PSAC Ontario Council and/or the Regional Executive Vice-President.

Sub-Section (8)

The representative of Regionally Based Separate Employer Locals shall:

- (a) communicate with the PSAC Ontario Regionally Based Separate Employer Locals;
- (b) attend meetings of the PSAC Ontario Council and shall be the spokesperson for the PSAC Ontario Regionally Based Separate Employer Locals ;
- (c) submit to each meeting of the PSAC Ontario Council a written, narrative and descriptive report of his/her activities and those of the PSAC Ontario Regionally Based Separate Employer Locals and report to convention;
- (d) ensure and promote representation in the groups who defend the interests of the Regionally Based Separate Employer Locals;
- (e) uphold and promote the mandate and objectives of the PSAC Ontario Council;
- (f) perform other duties and responsibilities as determined by the PSAC Ontario Council and/or the Regional Executive Vice-President.

Sub-Section (9)

The representative of Youth shall:

- (a) communicate with the PSAC Ontario Youth members;

- (b) attend meetings of the PSAC Ontario Council and shall be the spokesperson for the PSAC Ontario Youth members ;
- (c) submit to each meeting of the PSAC Ontario Council a written, narrative and descriptive report of his/her activities and those of the PSAC Ontario Youth members and report to convention;
- (d) ensure and promote representation in the groups who defend the interests of the Youth members;
- (e) uphold and promote the mandate and objectives of the PSAC Ontario Council;
- (f) perform other duties and responsibilities as determined by the PSAC Ontario Council and/or the Regional Executive Vice-President.

Section 7

PSAC Ontario Conventions

Sub-Section (1)

- (a) The PSAC Ontario Council shall hold its Triennial Convention in the year preceding the PSAC Triennial Convention.
- (b) The PSAC Ontario Council may, at the request of two-thirds (2/3) of its members or 2/3 of the voting delegates of the previous convention, call a Special Convention.
- (c) The PSAC Ontario Council shall issue a call to convention to all appropriate bodies, not less than four (4) months prior to the date of the PSAC Ontario Convention. Such convention call shall include the final date for receipt of resolutions from the appropriate bodies.
- (d) The PSAC Ontario Council shall be responsible for the production and distribution of the Triennial Convention proceedings to all convention delegates, locals/branches, Regional Women's Committees, Equity Seeking Group Committees and Area Councils, within six months of convention.

Sub-Section (2)

The PSAC Ontario Triennial Convention shall be chaired by the Ontario Regional Executive Vice-President, or in his/her absence, their alternate.

Sub-Section (3)

The PSAC Ontario Triennial Convention shall:

- (a) adopt rules of procedure governing the processing of all matters before the PSAC Ontario Triennial Convention;
- (b) refer to the appropriate Convention Committee and deal with all resolutions and matters submitted to it through the Ontario Regional Executive Vice-President by the PSAC Ontario Council, Locals/ Branches, Regional Women's Committees, Area Councils, and recognized PSAC equity seeking groups in good standing;
- (c) elect the representatives of the PSAC Ontario Council, in accordance with Section 4; Sub-Section 1 and Section 5, Sub-Section 1 of these By-laws.;
- (d) establish the budgetary provisions of the ensuing period including the dues to be paid by each affiliated local, branch or committee;
- (e) deal with any other administrative matters placed before it by the delegates, in the manner prescribed by the procedural rules adopted by the Convention for the orderly conduct of its business.

Section 8

Representation and Voting at PSAC Ontario Conventions

Sub-Section (1)

Each Local/Branch shall be entitled to one delegate for each 200 members or part thereof, and to one additional delegate for each additional 200 members, or part thereof, based on the membership lists at the time of the convention call.

Sub-Section (2)

- (a) The PSAC Ontario Council members shall be delegates to PSAC Ontario Conventions.
- (b) A PSAC member who holds a PSAC national elected office, a Component President, Component National Vice President and/or Regional Vice-President who is a member of the PSAC Ontario caucus shall be entitled to attend PSAC Ontario Triennial Conventions as a delegate.

Sub-Section (3)

Each accredited PSAC Ontario Regional Women's Committee will be entitled to one delegate to the PSAC Ontario Convention.

Sub-Section (4)

Each accredited PSAC Ontario equity seeking group committee will be entitled to one delegate to the PSAC Ontario Convention.

Sub-Section (5)

Each accredited PSAC Ontario Area Council will be entitled to one delegate to the PSAC Ontario Convention.

Section 9

Committees

Sub-Section (1)

The PSAC Ontario Council shall establish committees as required.

Section 10

Finances and Collection of Affiliation Fees

Sub-Section (1)

The PSAC Ontario Council shall be funded from the budget allocated by PSAC to Ontario and from any affiliation fees that are determined by PSAC Ontario Convention.

Sub-Section (2)

The fiscal year of the PSAC Ontario Council shall be from January 1 to December 31. A committee of three shall be elected by the Council to perform an annual review of Council finances and expenditures. Such review shall be audited by a Public Accountant. The report of the Review Committee with its recommendations shall be presented to the first meeting of the year of the PSAC Ontario Council. A financial report shall be produced at the PSAC Ontario Convention.

Section 11

Discipline

The PSAC Ontario Council shall have the authority, by a two-thirds majority vote at a regular or special meeting to remove any officer from their PSAC Ontario Council Office for contravening a provision of the PSAC Constitution and/or these By-laws.

The PSAC Ontario Council shall have the authority, by a two-thirds (2/3) majority vote at a regular or special meeting to recommend to the appropriate body to suspend the membership of any PSAC Ontario Council officer for contravening a provision of the PSAC Constitution and/or these By-laws.

Section 12

Amendment of By-laws

Any amendment of, deletion from, or addition to these By-laws shall become effective by approval of two-thirds (2/3) of the delegates voting at a PSAC Ontario Triennial Convention.

Unless otherwise specified, any amendment of, deletion from, or addition to these By-laws shall become effective at the time of its adoption.

Section 13

Interpretation of Ontario Council By-laws

Only the PSAC Ontario Regional Executive Vice-President shall have the authority to interpret the present By-laws. His/her interpretation shall be conclusive unless reversed by the PSAC National President or PSAC Ontario Triennial Convention.

Section 14

Oath of Office

"I having been elected an officer of the Public Service Alliance of Canada, Ontario, solemnly declare that for my term of office I shall abide by and uphold the Constitution and the PSAC Ontario By-laws, 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."

Glossary

Branches - The name given to groupings of members who are in the Customs Excise Douanes Accise (CEUDA) Component. “Branches” are similar to “Locals”.

Directly Chartered Locals - “Directly Chartered Local means an organized group of members established by the Alliance Executive Committee in accordance with the PSAC Constitution and deriving its jurisdiction, authority and rights from Section 11 of the PSAC Constitution”.

Equity Group - A group of members who self identify themselves as being representative of racially visible members, aboriginal members, members with disabilities, gay, lesbian, bi-sexual and transgendered members.

PSAC Ontario - The region includes all of Ontario with the exception of the National Capital Region (NCR).

PSAC Ontario Office Area - the area serviced by the regional office in question.

Region 1: Northwestern Ontario (that area *generally* serviced by the Thunder Bay Regional Office), would encompass Kenora, Thunder Bay, Fort Frances, Geraldton, Marathon, Dryden, Sioux Lookout, Pukaskwa National Park, Big Trout Lake, Pigeon River Crossing.

Region 2: Northeastern Ontario (that area *generally* serviced by the North Bay Regional Office), would encompass Sault Ste Marie, Elliot Lake, Hearst, Kapuskasing, Espanola, Sudbury, Sturgeon Falls, North Bay, Petawawa, Pembroke, New Liskeard, Kirkland Lake, Timmins, Midland, Orillia, Moosonee and Moose Factory.

Region 3: Southeastern Ontario (that area *generally* serviced by the Kingston Regional Office), would encompass Cornwall, Prescott, Smith Falls, Perth, Brockville, Kingston, Belleville, Trenton, Cobourg, Lindsay, Renfrew, Arnprior, Carlton Place, Peterborough, Port Hope.

Region 4: Southwestern Ontario (that area *generally* serviced by the London Regional Office), would encompass Guelph, Kitchener, Cambridge, Waterloo, Stratford, Woodstock, Leamington, St. Thomas, London, Chatham, Windsor, Sarnia, Point Pelee, Owen Sound.

Region 5: Greater Toronto Area (that area *generally* serviced by the Toronto Regional Office), would encompass Toronto, Barrie, Mississauga, Markham, Richmond Hill, Newmarket, Brampton, Pickering, Oshawa.

Region 6: Hamilton/Niagara Peninsula (that area *generally* serviced by the Toronto Regional Office), would encompass Oakville, Burlington, Brantford, Hamilton, St. Catharines, Niagara Falls, Fort Erie, Welland, Port Colborne.

Regionally Based Separate Employer refers to those locals whose Employer is only found within the Region of Ontario (excluding Directly Chartered Locals) and for whom Treasury Board is not the employer.

Youth - PSAC members who are thirty (30) years of age and under.