



**PSAC · Ontario**

Public Service Alliance of Canada

**GREATER TORONTO  
AREA COUNCIL**

**BYLAWS**

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## **BY-LAW 1 - NAME**

The name of this Council shall be the “Greater Toronto Area Council”, hereinafter referred to as “Area Council”.

## **BY-LAW 2 - OBJECTIVES**

### Section 1

The Area Council is established in accordance with Article 14 of the Constitution of the Public Service Alliance of Canada (PSAC) and the Council shall maintain liaison with PSAC through the office of the Regional Executive Vice-President, Ontario.

### Section 2

The Area Council shall be governed by the provisions set forth in Article 14 “Area Councils” of the Constitution of the Public Service Alliance of Canada.

### Section 3

The Area Council will serve as a liaison for Locals, Branches, Directly Chartered Locals (DCLs), and constitutionally recognized Regional Committees in the Greater Toronto area, unless served by another PSAC Area Council, for the exchange of information on matters of common interest.

### Section 4

The Area Council may establish committees to work on specific projects. As the political arm of our union, the Area Council engages with and mobilizes around PSAC and labour campaigns, lobbies political representatives, and raises awareness of issues affecting our members, workers and the Canadian public.

Therefore, the Area Council shall undertake:

- Community, social, and recreational activities within the communities of the Greater Toronto Area Council;
- The promotion and coordination of PSAC campaigns and union solidarity;
- The promotion of affiliation and involvement with the Ontario Federation of Labour;
- Coalition building;
- Political action; and
- The dissemination of Council information, including workshops & seminars in matters directly relating to the functions of the Area Council.

The Area Council will encourage participants to communicate any decisions of the Council to their Locals, Branches, DCLs, and constitutionally recognized Regional Committees.

### Section 5

The Area Council shall be responsible for its actions and comply with the Public Service Alliance of Canada Constitution and Regulations, and these By-Laws.

## **BY-LAW 3 - MEMBERSHIP**

### Section 1

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Membership in the Area Council shall be in accordance with Section 14, Sub-Section (4) of the PSAC Constitution.

#### Section 2

Area Council meetings shall be open to all members of the Locals or Branches of Components, DCLs, and constitutionally-recognized regional committees within the area of jurisdiction, all of which must be in good standing, who shall have full voice on all discussions at Area Council meetings.

#### Section 3

Any PSAC member in good standing who lives or works in the Greater Toronto area shall be eligible to fully participate in the Area Council, including running for an Executive position. However, no member may be affiliated to more than one Area Council.

### **BY-LAW 4 – EXECUTIVE – COMPOSITION AND MEETINGS**

#### Section 1

The Area Council Executive officers shall consist, at minimum, of a President, a Vice President, a Secretary and a Treasurer, all of whom shall be elected from the accredited delegates in attendance at the AGM and shall comprise the Area Council Executive.

#### Section 2

The term of office of an Area Council Executive member shall be two (2) years.

#### Section 3

The Executive shall administer the affairs of the Area Council between meetings of the Area Council. The activities of the Executive shall be reported to each regular Area Council meeting.

#### Section 4

The Executive shall meet as necessary, and prior to general meetings and AGMs.

#### Section 5

Special meetings of the Executive may be called by either the President, the REVP for Ontario, or on written request to the President by three (3) members of the Area Council.

#### Section 6

A quorum of the Executive shall be a majority of the elected officers present at a duly called Executive meeting.

#### Section 7

When a vacancy in the Executive occurs, a notice to fill such vacancy shall be given, in writing, to all Locals, Branches, DCLs, and Regional Committees within five days of the vacancy occurrence. An election will be held at the next regular Area Council meeting, provided the notice of such vacancy was issued at least 30 days prior to such meeting.

#### Section 8

Upon vacating their respective positions, officers of the Area Council shall return all funds, documents, or PSAC Ontario – Greater Toronto Area Council By-Laws – 2022

other properties of the Area Council within thirty (30) days to another officer of the Executive.

## **BY-LAW 5 - DUTIES OF THE EXECUTIVE**

The Area Council is governed by an executive, comprised of the following members:

### Section 1

The President:

- shall preside at meetings of the Area Council and its Executive;
- shall uphold the PSAC Constitution and Regulations and the Ontario Regional Council By-Laws and Regulations;
- shall uphold and interpret the By-Laws and Regulations of the Greater Toronto Area Council;
- shall oversee the work of all officers of the Area Council and shall be a member, ex-officio, of all Area Council Committees;
- shall report to the Area Council Executive and at meetings of the Area Council on their activities and perform other duties as pertain to that office;
- shall be responsible for the efficient and proper conduct of the affairs of the Area Council;
- shall be one of the designated signing officers for all cheques, as defined in Bylaw 8, Section 5;
- shall, with the assistance of the Vice-President, bring to the attention of the appropriate segment of PSAC, the outcomes of all Area Council meetings;
- shall, with the assistance of the Vice-President, carry out an active liaison with the various Locals, Branches, DCLs, and Regional Committees in the Greater Toronto Area that are within the geographic jurisdiction of this Area Council;
- may cast a deciding vote in the event of a tie.

### Section 2

The Vice President:

- shall assist the President in the carrying out of the duties of that office as requested;
- shall be one of the designated signing officers for all cheques, as defined in Bylaw 8, Section 5;
- in the absence of the President, shall alternate the duties of the President.

### Section 3

The Secretary:

- shall be responsible for notifying the Area Council executive and delegates of all meetings
- shall be responsible for keeping accurate records of all meetings, unless they are unable to attend;
- shall forward to the PSAC Regional Executive Vice President for the Ontario Region minutes of all meetings, no later than 30 days following the date on which each meeting is held;
- shall be responsible for receiving all correspondence and referring it to the appropriate Area Council executive members;
- shall prepare correspondence as may be required by executive members or delegates of the Area Council;
- shall have available, and read at regular meetings, copies of all correspondence of interest received or dispatched since the previous general meeting.

### Section 4

The Treasurer:

- shall receive all moneys and ensure that they are properly recorded and deposited in a chartered bank or as directed by the Area Council to the credit of the Area Council;
- shall be one of the designated signing officers for all cheques, as defined in Bylaw 8, Section 5;
- shall present a written statement to the Executive and to the regular Area Council meetings detailing the receipts and expenditures for the previous period;
- shall submit a detailed financial statement at the AGM of the Area Council;
- shall expend funds only as directed by the Area Council;
- shall prepare budget proposals as directed by the Area Council executive;
- shall cooperate fully with the auditors and shall provide such explanations and records as they may require;

## **BY-LAW 6 – NOMINATIONS AND ELECTIONS**

### Section 1

At least thirty (30) days prior to an Annual General Meeting, the Executive may appoint a Nominations Committee which shall elect its own chairperson. No member of the Nominations Committee shall be eligible to be elected to office at that meeting.

#### Subsection 1.1

The duties of the Nominations Committee shall be:

- a) To receive nominations for all Executive positions;
- b) To verify eligibility of each nominee;
- c) To verify the willingness of nominees to accept the nomination; and
- d) To submit nominations to the Nominations Committee chairperson

#### Subsection 1.2

Written nominations signed by the nominee and by any two (2) delegates of the Area Council shall be submitted to the Nominations Committee.

#### Subsection 1.3

The chairperson of the Nominations Committee or their alternate shall report, to the meeting, the nominations received for each office.

#### Subsection 1.4

A PSAC representative shall conduct the election or may delegate this function to the Chairperson of the Nominations Committee. Following the announcement of any nominations received by the Nominations Committee, the elections Chairperson shall call for further nominations from the floor three (3) times for each position to be elected.

### Section 2

As the election for each office is called, the nominee or their nominator or seconder may speak to the assembly on behalf of the nominee for a period of not more than three (3) minutes.

### Section 3

The election of officers shall be by secret ballot of delegates to the AGM.

#### Section 4

Election to any office shall be declared only on receipt of a clear majority of the ballots cast with standings revealed to voting delegates after each ballot. In the event that more than two (2) nominees stand for election to any one office, the election procedure shall be by way of elimination.

#### Section 5

Only accredited delegates and officers of the Area Council shall be eligible to stand for election for any office of the Area Council.

#### Section 6

Only accredited delegates and officers of the Area Council in attendance at an AGM shall have the right to vote.

#### Section 7

Any officer or delegate absent may stand for election, provided that the delegate or officer submits a written statement indicating the reason of their absence and their willingness to stand for office, if nominated.

#### Section 8

There shall be separate elections for the office of: President, Vice-President, Secretary and Treasurer. The President and Secretary will be elected on even years. The Vice President and the Treasurer will be elected on odd years. This system will ensure proper knowledge transfer from each executive.

#### Section 9

Elected officers shall take office at the end of the meeting at which they were elected.

#### Section 10

Wherever possible, the Oath of Office shall be administered to all elected officers immediately upon taking office.

#### Section 11

The PSAC National Triennial Convention delegate and alternate shall be elected at the AGM held within a period of not less than six (6) months prior to the commencement of the Convention. In order to be eligible for election, the individual must be a member in good standing who has represented a Local, Branch, DCL, or regional committee to this Area Council, and have attended at least 50% (fifty percent) of Area Council meetings in the twelve (12) months prior to that meeting.

#### Section 12

The PSAC Ontario Convention delegate and alternate shall be elected at a general membership meeting held within a period of not less than six (6) months prior to the registration deadline for that Convention. In order to be eligible, the individual must be a member in good standing who has represented a Local, Branch, DCL, or regional committee to this Area Council, and have attended at least 50% (fifty per cent) of Area Council meetings in the twelve (12) months prior to that meeting.

### **BY-LAW 7 – MEETINGS OF THE AREA COUNCIL**

#### Section 1

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General meetings of the Area Council will be held as necessary, but not less than four (4) times per year. One such meeting shall be known as the Annual General Meeting at which time officers shall be elected and financial and other reports presented.

#### Section 2

Special meetings of the Area Council shall be held at the call of either the Area Council President or the REVP for Ontario or on request in writing by three (3) delegates from separate Locals, Branches, DCLs, or regional committees, to the Area Council President or REVP.

#### Section 3

A quorum for a general or special meeting of the Area Council shall consist of at least two (2) Executive officers and a minimum of three (3) committee members.

#### Section 4

For the introduction of any additional business at a special meeting, other than that for which the meeting was called, a two thirds majority vote of delegates present shall be required to proceed.

#### Section 5

The notice period for regular and special meetings of the Area Council shall be thirty (30) days. In emergency situations this period may be shorter.

### **BY-LAW 8 – FINANCES**

#### Section 1

The Area Council will be allotted a yearly budget from PSAC Ontario and the expenditure of the Area Council funds shall be vested in the Area Council.

#### Section 2

All expenditures of Area Council funds shall be approved by majority vote of the Area Council delegates. No individual expenditures, unless otherwise specifically authorized by the Area Council, shall exceed \$150.00

#### Section 3

The annual budget shall be presented at the AGM of the Area Council. The fiscal year shall be January 1 to December 31.

#### Section 4

Funds of the Area Council shall be held in a chartered bank or in a credit union in the name of the Greater Toronto Area Council, PSAC.

#### Section 5

The following officers are the signing authorities for the Area Council: President, Vice President, and Treasurer. Cheques must be signed by any two (2) of the signing authorities.

#### Section 6

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All cheques shall be signed by two executive members that have signing authority and shall not contain the signature of the recipient of the cheque.

### **BY-LAW 9 – REVIEW OF ACCOUNTS**

#### Sections 1

A committee of two (2) delegates shall be elected by the Area Council at a regular Area Council meeting two (2) months prior to the Annual General Meeting to perform a review of the accounts.

#### Section 2

A review of the accounts shall be made annually and presented to the Executive and Area Council in writing at the Annual General Meeting.

#### Section 3

Reports of the Auditors shall be signed by both members of the audit committee.

### **BY-LAW 10 - DISCIPLINE**

Any action taken under this By-Law shall be in accordance with the provisions of Section 25 and Regulation 19 of the PSAC Constitution.

### **BY-LAW 11 - AMENDMENTS TO THE BY-LAWS**

#### Section 1

By-laws of the Area Council may be amended by a two-thirds ( $\frac{2}{3}$ ) majority of those accredited voting delegates and officers in attendance at the AGM, except such changes as may be necessary by reason of amendment of the PSAC Constitution by the PSAC National Triennial Convention.

#### Section 2

Proposed By-Law amendments must be submitted in writing to the Area Council at a meeting prior to the AGM.