

## **By-laws**

### **Racially Visible Action Committee**

### **Public Service Alliance of Canada**

#### **1. Name**

This committee shall be named as (Racially Visible Action Committee) part of the NCR Equity Committees of the Public Service Alliance of Canada (PSAC). It will be abbreviated as RVAC.

#### **2. Mandate**

The committee mandate will be to protect, maintain, and promote the interests of racially visible members of PSAC in the National Capital Region (NCR) in partnership with other designated group members aiming to eliminate harassment, discrimination, racism, in order to attain equal rights.

#### **3. Membership**

3.1- Membership of the committee shall consist of any racially visible individual who is a member in good standing of PSAC within the NCR.

#### **3.2- Members with Right to Vote.**

RVAC members who are in good standing in attendance to a meeting shall have a right to vote.

3.3 A member should attend six (6) out of twelve (12) regular meetings per year to be eligible to run for office.

#### **4. Executive Committee**

1. The Executive Committee shall be comprised of the following seats:

Two Co Chairs (with the gender balance)

Vice Chairperson/ Communication Officer

Secretary

Treasurer

Previous Co Chairs

2. Members of the Executive Committee shall be elected by RVAC members with a right to vote at the Annual General Meeting.

3. The Executive Committee shall be elected for a term of one (1) year.
4. Only RVAC members in good standing can be elected as members of the Executive Committee.
5. If an Executive Member vacates a position before the end of his/her term, an appointment shall be made by the Executive Committee.

**The Executive Committee reserves the right to denounce the position of an Executive member who fails to attend three (3) consecutive meetings unless a valid reason has been presented to the Executive for such absence.**

## **5. DUTIES OF OFFICERS**

### **Co-Chairperson**

The Co-Chairperson shall be responsible for the affairs of the meetings. The Chairperson will facilitate any meetings during their term. The Co-Chair will ensure that issues of importance are communicated to the members of RVAC.

The Chairperson will be responsible for the agenda and the callout for agenda items at least 3 days before the meeting date. The membership must be given as much advance notice as possible to allow for optimum participation.

**The Co-Chair shall report to the Committee on their activities pertaining to the duties of that office.**

The Co-Chair shall liaise with the Executive of the National Capital Region Council and shall report on activities of RVAC at National Capital Region Council meetings.

The Co-Chair shall uphold the PSAC Constitution and Regulations, the National Capital Region Council By-Laws and Regulations, and the By-Laws and Regulations of the RVAC.

The Co-Chair shall oversee the work of all officers of RVAC and shall be a member, ex officio, of RVAC sub-committees

### **Vice-Chairperson/Communication**

If the Co- Chairperson is unavailable, the Vice Chairperson/Communication may assume the duties of the Co-Chairperson for RVAC activities.

### **Secretary**

The Secretary shall be responsible for all non-financial administrative functions of RVAC including: the production and distribution of Minutes of all regular and special meetings of the RVAC.

The Secretary shall be responsible for organizing meetings in partnership with the resource person, maintaining committee records and correspondence in a proper filing system.

## **Treasurer**

**The Treasurer shall be responsible for all the financial affairs of RVAC including: The presentation of a financial report at RVAC meeting;** The preparation and presentation of an annual financial report to RVAC; The presentation of an annual budget – to be approved by RVAC before it is presented to the NCRC for approval.

Every three months the Treasurer shall meet with the REVP Assistant to verify RVAC expenditures and balance in the account.

## **6. Committee and General Meetings**

1. The Executive Committee should meet monthly, 2 weeks prior to the monthly meeting.
2. Three days prior to RVAC'S monthly meeting, the Secretary shall distribute the meeting's agenda and previous meeting minutes to all committee members.
3. A required quorum to hold an Executive Committee meeting shall only be held with at least 50 % of the executive members including one Co-Chair.
4. A required quorum to hold an RVAC committee meeting shall be held with a minimum of five (5) committee members and one of the Co-Chairs or an Executive member standing for the Co-Chair.
5. The purpose of the Annual General Meeting shall be to table activity reports, to hold elections of the Executive Committee positions, and to review the committee financial Statements.
6. Committee members shall receive in writing a 30-day notice to the Annual General Meeting.

## **7. Finances**

1. The Executive Committee in whole or part shall not exceed an expense of more than \$200.00 without the consent of the majority of committee members either through vote, at a monthly meeting or via e-mail correspondence.
2. Payments to any and all expenses shall require the authorization of two of the four (4) Executive members: Co-Chair, Vice-Chair/Communication Officer, Secretary or Treasurer.

## **8. PSAC Training**

1. All members of the Executive Committee are encouraged to complete basic union courses provided by PSAC training and any other available courses related to equity issues and interests at the earliest available opportunity.

## **9. Invited Guest Speakers**

1. RVAC will require at least two weeks of notice for all invited guest speakers.

