

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 **unity committee** 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 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 meeting per year to be eligible to have certain privileges or to vote at the Annual General Meeting.

4. Executive Committee

4.1 - The Executive Committee shall be comprised of the following seats:

Two co Chairs (with the gender balance)
Vice chairperson / Communication Officer
Secretary-Treasurer
Previous year Co Chairs

4.2 - Members of the Executive Committee shall be elected by members with a right to vote at the annual general meeting.

4.3 - Executive Committee shall be elected to a term of one (1) year.

4.4 - Only member in good standing can be elected as members of the Executive Committee.

By-laws

Racially Visible Action Committee

Public Service Alliance of Canada

4.5 - When an Executive Member vacates a position before completing his or her term, an interim replacement shall be appointed by the Executive Committee.

4.6 - The Secretary-Treasurer shall be responsible for organizing meetings, maintaining committee records and correspondence in a proper filing system. The Secretary-Treasurer shall also be responsible for committee finances and maintain the financial records as per PSAC standards.

4.7 - 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. Committee and General Meetings

5.1 - The Executive Committee shall meet bi-monthly.

5.2 - Three days prior to RVAC's monthly meeting, the Secretary-Treasurer shall distribute the meeting's agenda and previous meeting minutes to all committee members.

5.3 - A required quorum to hold an Executive Committee meeting shall be the presence of at least three executive members.

5.4 - 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 in for the Co Chair.

5.5 - The Annual General Meeting shall be to table activity reports of the executive members, to hold elections of the Executive Committee positions, and review the committee financial statements.

5.6 - Committee members shall receive in writing a 30-day notice to the Annual General Meeting.

6. Finances

6.1 - The Executive Committee in whole or part shall not exceed an expense of more than \$100 without the consent of the majority of committee members either through vote, at a monthly meeting or via e-mail correspondence.

By-laws

Racially Visible Action Committee

Public Service Alliance of Canada

6.2 - Payments of any and all expenses shall require the authorization of two of the executive members: Co-Chair, Vice-Chair, Secretary-Treasurer, or Previous year Co-Chair.

7. PSAC Training

All members of the Executive Committee shall complete or have completed the basic union course provided by PSAC training and any other available courses related to racially visible issues and interests at the next available opportunity.

8. By-law Changes

Changes to any Committee By-laws shall be adopted following a vote at a general assembly of the committee members where 75% of members present having the right to vote stand in favour of the change proposed following a minimum 30-days' notice of the proposed change.

Contact:

Any inquiries with regards to the Committee By-laws can be made to:

Carl Laguerre	RVAC CO Chair	(819) 934-1650	laguec@sen.parl.gc.ca
Doreen Grant-Thompson	RVAC CO Chair	(613) 946-0585	