

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's 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

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

2- Members who are in good standing in attendance to meetings shall have a right to vote.

3- A member should attend six (6) out of twelve (12) regular meeting per year to be eligible to have certain privileges.

4. Executive Committee

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

Chairperson
Vice chairperson
Secretary-Treasurer
Previous chairperson

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

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3. The executive Committee shall be elected to a term of one (1) year.
4. Only members in good standing can be elected to the Executive Committee
5. When an Executive Member vacates a position before completing his or her term, an interim replacement shall be appointed by the Executive Committee.
6. The Vice-chairperson shall take the role and the responsibility as Committee Chair in the absence of the Chairperson, or and at the request of the Chairperson.
7. 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 the Petty cash and financial report.
8. The Previous Chairperson shall be an advisor to the Executive Committee

5. Committee and General Meetings

1. The Executive Committee shall meet bi-monthly.
2. A required quorum to hold an Executive Committee meeting shall be held with two third members present.
3. A required quorum to hold a RVAC committee meeting shall be held with a minimum of five (5) committee members including the Chair or an executive member standing for the Chair.
4. 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's financial statements.

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6. Finances

1. The Executive Committee in whole or part shall not exceed an expense of more than \$100.00 without the consent of the majority of committee members either through vote, at a monthly meeting or via e-mail correspondence.
2. All receipts for expenses must be forwarded to NCRC with explanation for payment.

7. Guest speaker

1. All invited guests must provide at least one week notice to the executive.

8. Modification of the Terms of Reference

1. Changes to any Committee Terms of Reference shall be adopted following a vote at a regular meeting, where 50% + 1 of members present having the right to vote in favour of the change.

Contact:

Any inquiries with regards to the Terms of Reference can be made to:

Carl Laguerre

RVAC Chair

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