

GTA Young Workers Committee Toronto
of the Public Service Alliance of Canada
Terms of Reference

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1 NAME

The name of this Committee shall be "GTA Young Workers" of the Public Service Alliance of Canada.

2 STATEMENT OF PURPOSE

The Committee is a group of persons who are 35 years of age and younger that are committed to promoting, maintaining, and protecting the interest of young workers of the Public Service Alliance of Canada (PSAC).

3 AIMS AND OBJECTIVES

~~Our Mandate~~

Section 1

Identify and promote young workers' issues and rights in the workplace.

Section 2

Identify and promote health and safety issues that affect young workers.

Section 3

Build and strengthen the relationship and involvement of young workers in PSAC.

Section 4

Build understanding of common issues as workers, regardless of age or employment status.

Section 5

To provide constructive critical analysis on workplace and union matters, from a young worker perspective, in the spirit of building a stronger, more relevant, well informed and vibrant membership.

Section 6

Advocate and educate members of the common issues affecting young workers in the workplace.

Section 7

Create opportunities that foster the personal development of young workers within the PSAC.

Section 8

The indicators of success shall be:

Indicators of Committee Success

- A. maintained membership levels;
- B. networking opportunities available to young workers;
- C. **that** the Committee is called upon as a consultative body in policy, program and initiative development;
- D. successful implementation of action plan items as identified in the annual plan; and
- E. to increase the level of activism in campaigns and participation within democratic structures of the union among young workers.

4 MEMBERSHIP

~~Committee Composition~~

Section 1

A minimum of three members representing three different locals from components and/or DCLs within PSAC, **and** to include a mix of occupational groups and employment equity groups.

Section 2

Committee membership will be open to any PSAC member who is 35 years of age or younger.

Members of the Toronto Young Workers Committee (TYWC) are responsible for:

5 MEMBERSHIP RESPONSIBILITY

Section 1

Upon being granted membership in this Committee and for the term of such membership, each member of this Committee is deemed to have agreed to abide by and be bound by the provisions of the Terms of Reference of the Committee and the Bylaws of the Constitution of the PSAC.

Section 2

Each member of this Committee is deemed to nominate, constitute, and vote. Each member in good standing present shall have one vote only.

Section 3

~~Coming to~~ **Attend** meetings prepared to do the work of the group.

Section 4

Reporting to the group on activities or relevant issues from their region.

Section 5

Establishing and maintaining a relationship with other young worker movements in their region (student groups, etc.).

6 DISCIPLINE

Section 1

The Committee, at a meeting, shall have the authority, by resolution passed by a two-thirds majority vote, to suspend or expel from the Committee any member if it is found through a hearing held at that meeting, at which the member has a right to represent themselves or to be represented, that they have contravened any provision of the Bylaws of the PSAC or for cause listed in Section 2 of this.

Section 2

Any member is guilty of an offence who:

- A. violates any provision of the PSAC Constitution or the Bylaws of the Committee;
- B. obtaining membership by misrepresentation;
- C. willfully publishes or circulates false reports or misrepresentation among the members;
- D. works in the interests of a rival organization against the PSAC or Committee;
- E. slanders, libels, or willfully wrongs an officer or member of the PSAC or Committee;
- F. uses abusive language or disturbs the peace of any meeting or around any office or meeting place of the PSAC or Committee;
- G. fraudulently receives or misappropriates any monies due to the PSAC or Committee;
- H. uses the name of the Committee, or the PUBLIC SERVICE ALLIANCE OF CANADA for the purpose of soliciting funds, advertising, and the like of any kind without the consent of the Committee or the National Executive of the PUBLIC SERVICE ALLIANCE OF CANADA respectively;
- I. sexually or personally harasses another member.

Executive Committee

7 EXECUTIVE COMMITTEE

Section 1

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

The Executive Committee will consist of:

- A. President
- B. Vice President
- C. Treasurer
- D. Executive Secretary
- E. Social Media Manager

Executive Membership Term

~~The following elected positions will hold office:~~

Section 2

The suggested term of Executive members shall be 2 years with annual review or until the members turn 36, whichever comes first.

Section 3

Only members in good standing can be elected to the Executive Committee.

Section 4

An interim replacement shall be appointed by the Executive Committee when an Executive Member vacates a position before completing their term or no one stands for election for that position;

Section 5

The previous Executive shall be an advisory to the Executive Committee.

8 EXECUTIVE COMMITTEE RESPONSIBILITY

Section 1

Executive Committee

- A. The Executive Committee shall have control of the business of the Committee subject at all times to the direction of the membership at its Annual General Meeting.
- B. The Executive Committee shall be vested with authority to deal with all matters affecting the policy, business and objectives of the Committee; it shall discharge all duties and obligations imposed on it at its Annual General Meeting and shall carry on all necessary activities of the Committee between Annual General Meetings.
- C. The Executive Committee shall have the power to spend funds of and for the benefit of the Committee in any matter in keeping with these Terms of Reference and motions adopted at the Annual General meeting.
- D. The Executive Committee members are signing officers of the Committee.
- E. The Executive Council shall have the power to call into conference or consultation or invite to attend any person, who by reason of experience or general knowledge, may be able to assist the Committee in carrying out its objectives.
- F. The Executive Council shall working with the staff advisor to plan meetings.
- G. The Executive Council shall keeping the (TYWG) members motivated.
- H. The Executive will shall assist in the development and implementation of TYWG Committee plans.

Responsibilities/Obligations

The ~~Executives~~ of the TYWC are responsible for:

- ~~working with staff to prepare reports;~~
- ~~keeping the TYWC on track at (and between) meetings;~~
- ~~all the other responsibilities and obligations of a TYWC member~~

Section 2

President

- A. It shall be the duty of the President at all times to uphold the Terms of Reference of the Committee, the supporting codes of the Committee, and the PSAC Constitution.
- B. The President shall maintain copies of the Terms of Reference, PSAC Constitution, and all supporting codes.
- C. The President shall liaison with the REVP's office for submitting the final minutes and the financial statements.
- D. The President shall preside at all meetings of the Committee, and, in general shall perform all such duties as are incidental to the President and are properly required.
- E. The President will chair the meetings.
- F. The President shall represent the Committee at functions in which the Committee is involved.
- G. The President shall prepare an annual report on all activities of the President.
- H. ~~The President shall~~ To guide the continuing growth and development of the TYWC; Committee.
- I. ~~The President shall~~ strengthens partnerships with other organizations.

~~Responsibilities of the President~~

- ~~Manages operations, including chairing all TYWC meetings;~~
- ~~Prepares annual report on all activities of the organization; and~~
- ~~Maintains a portfolio of yearly activities~~

Section 3

Vice President

- A. In the absence of the President, the Vice President shall exercise all of the functions of the President and shall be vested with all their powers.
- B. The Vice President shall take the position of President at the request of the President for the remainder of the existing term.
- C. The Vice President shall ~~develops~~ and directs administrative, project, and budget related affairs of TYWC: ~~Committee~~.

D. The Vice President shall manages activities of the TYWG; and Committee.

Responsibilities of the Vice President

- Chairs all meetings if Chairperson is not available;
- Maintains copies of the Constitution, Bylaws and all supporting codes;
- Provides assistance to Executive Council where required
- The Vice President shall take on the role and the responsibility as President of the TYWG in the absence of the President, or at the request of the President;

Section 4

Treasurer

- A. The Treasurer shall keep the accounts of the Committee and shall make a report of its financial condition to the Executive Council at its regular monthly meeting. The Treasurer shall also report to the Annual General Meeting; such report to include the annual Balance Sheet and Statement of Revenue and Expenditure (financial statements).
- B. The Treasurer shall prepare and monitor the annual budget.
- C. The Treasurer shall collect all monies of the Committee and deposit the funds to the financial (bank) account.
- D. The Treasurer is empowered to pay all accounts not exceeding one hundred dollars without prior approval of the Executive Committee.
- E. Employment of excess funds of one hundred dollars shall be recommended by the Treasurer and approved by the Executive Committee, by way of a motion.
- F. All cheques drawn on the Committee bank account shall be prepared and signed by at least two (2) of the three (3) signing authorities.
- G. The Treasurer with the remainder of the Executive Committee, in whole or part, shall consider all proposals for expenses and present a recommendation to the committee meeting.
- H. The Treasurer shall collect all expense receipts, including the expense explanation, prior to reimbursement.
- I. The books and records of the Committee shall, at all material times, be kept in a secure location as determined by the Executive Committee.

Responsibilities of the Treasurer

- Responsible for the Petty Cash and financial reporting;
- Prepares and monitors the budget;
- Prepares and presents financial statements annually;

- ~~Maintains portfolio of yearly activities;~~
- ~~Maintains an overview of the TYWC affairs;~~
- ~~Ensures financial viability;~~
- ~~Ensures proper financial records and procedures are maintained; and~~
- ~~Financial statement to be submitted by the end of the year to the Regional Executive Vice President's office~~

Finances

- ~~The Executive Committee in whole or part shall approve or consider all proposals for expenses; and~~
- ~~All receipts for expenses must be forwarded to the Treasurer with an explanation for payment.~~

Section 5

Executive Secretary

- A. The Secretary shall be responsible for taking minutes at all meetings. The Secretary shall countersign the minutes after they have been signed by the President.
- B. The Secretary shall be responsible for the taking of a complete record of the proceedings of the Annual General Meeting.
- C. The Secretary shall prepare and send notices of all meetings and assume secretarial duties.
- D. In case of absence from a meeting, a provisional secretary shall be appointed by the President.

Responsibilities of the **Executive Secretary**

- ~~The Secretary shall be responsible for organizing meetings, maintaining committee records and correspondence in a proper filing system;~~
- ~~Provides administrative, project and executive support;~~
- ~~Oversees and coordinates the meeting-to-meeting activities of the TYWC;~~
- ~~Maintains log of all TYWC activities;~~
- ~~Performs projects or assignments in conjunction with Executive members; and~~
- ~~Minutes are provided to the Regional Executive Vice President's office in a timely manner~~

Section 6

Social Media Manager

- A. The Social Media Manager shall be responsible for the Committee's social media accounts.
- B. The Social Media Manager shall be responsible for creating notices, posts, etc on the social media accounts.

9 MEETINGS

Section 1

The Executive Committee shall determine the date, time, and place of the Annual General Meeting. Reports of the Executive Committee, to hold elections of the Executive Committee positions, and the review the Committee's financial statements shall occur.

Section 2

The Committee shall meet at least four (4) times a year.

Section 3

The meetings shall be conducted in accordance with the Robert's Rules of Order.

Section 4

Meetings are not restricted the Toronto regional office. The use of electronic mail and teleconferences, will be used as appropriate; and.

Section 5

Notice of a meeting or event must be provided to the membership at least one (1) week before the meeting is to occur.

Meetings

- Minimum of 4 face-to-face meetings annually;
- Sub-group meetings based on deliverables of annual plan;
- A required quorum to hold an Executive Committee meeting shall be held with two thirds standing executive members present;
- The Annual General Meeting shall be held within the first quarter of the calendar year, to table activity reports of the executive members, to hold elections of the Executive Committee positions, and review the committee's financial statements.

Events

- Notice of events and/or guest speakers of specific topics must be provided to the membership at least one week before the event occurs.

10 QUORUM

Section 1

A quorum at all meetings of the Committee shall be least four members; 1 to nominate, 1 to second, 1 candidate, and someone voting.

Section 2

A quorum at any Annual General Meeting shall be four (4) members in good standing at the start of the meeting.

Section 3

No business may be legally transacted at a meeting unless the required quorum is present.

11 AMENDMENTS

Section 1

The Executive Committee shall issue written notice of a call for proposed amendments to the Terms of Reference and shall post such notice no later than 30 days prior to a meeting.

Section 2

These Terms of Reference may be amended at any meeting by a 50% + 1 vote, or by simple majority if notice of change has been given to Executive Council at least 30 days prior to the date of the meeting.

Section 3

Where the Terms of Reference are amended, they shall be renumbered in an appropriate manner where required.

Modification of the Terms of Reference

- ~~Notice of any change to the by-laws shall be posted 30 days prior to a meeting; and~~
- ~~Changes to any Committee Terms of Reference shall be adopted following a vote at a regular meeting. There needs to be 50% + 1 of members present having the right to vote, be in favour of the change.~~

12 DISSOLUTION

Section 1

The Committee may be dissolved by a two-thirds majority vote.

Section 2

All assets of the dissolved Committee immediately become the property of PSAC.