



**WILFRID LAURIER UNIVERSITY  
STAFF ASSOCIATION**

**BY-LAWS**  
(Revised August 2011)

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## ARTICLE 1 – Fees

Association membership fees shall be determined in accordance to the Bylaws of the Ontario Secondary School Teacher's Federation (OSSTF). Fees are deducted from each Association member's salary cheque by agreement with the Employers. Fees shall be used to finance the business of the Association.

## ARTICLE 2 – Committees

- a. The Executive Board shall establish the necessary standing and special committees to complete the objectives of the Association. The Executive Board shall appoint all committee members upon suggestion from the committee chair. Standing committees shall be chaired by Officers of the Executive Board. The Executive Board shall appoint special committee chairs upon recommendation of the President. Committees shall make investigations, conduct studies and hearings, make recommendations to the Executive Board, and carry on such activities as may be delegated to them by the Executive Board.
- b. Any Member in good standing may apply to be considered for appointment to any committee.
- c. The Executive Board shall appoint Members in good standing upon recommendation of the President to serve on University Committees for which elections are not held.
- d. Committee appointments shall be reviewed annually by each new Executive Board.
- e. Each committee chair shall submit written reports to the Executive Board annually.
- f. No action by any committee shall be binding upon or constitute an expression of the policy of the Association until it is approved by the Executive Board.
- g. Special committees may be discharged by the Executive Board when the committee's work is completed or it is deemed wise to discontinue the special committee.
- h. Where procedure is unclear and not discussed in either the Constitution or Bylaws, *Robert's Rules of Order* shall prevail.

## ARTICLE 3 – Honorariums

- a. Upon completion of term, the following Officers of the Executive Board shall receive the following honorarium:
  - (1) Vice-President Internal shall receive \$600.
  - (2) Vice-President External shall receive \$600.
  - (3) Treasurer/Secretary shall receive \$600.
  - (4) Chief Representative shall receive \$600.
  - (5) Chief Negotiator shall receive \$600.
  - (6) Members at large shall each receive \$250.
  - (7) Past-President shall receive \$600.

## ARTICLE 4 – Annual Meeting of the Provincial Assembly (AMPA)

- a. The Association delegation for AMPA shall be comprised of the following:
  - (1) The Association President;
  - (2) The Vice President External; and,
  - (3) Delegates selected from the Membership through a process of nominations and elections through electronic voting.

## ARTICLE 5 – Confederation of Ontario University Staff Associations

- a. The Association shall be a Member of the Confederation of Ontario University Staff Associations (COUSA).
- b. The Vice-Presidents Internal and External shall serve as voting delegates at conferences held by COUSA.
- c. The voting delegates shall prepare a report of Association activities to be presented at COUSA conferences. This report shall be approved by the Executive Board at least two weeks prior to the COUSA conference.
- d. Voting delegates to COUSA conferences shall submit a written report on the proceedings of the conference to the Executive Board within two weeks of the completion of the conference. A copy of all materials received at the conference shall be deposited in the Association's office.

## ARTICLE 6 – Standing Committees

### a. Grievance Committees

- (1) Each Grievance Committee shall consist of the President, the Chief Representative, and the grieving Member's Local Representative. These committees shall determine if any grievance shall proceed to Step 3 of the grievance procedure as set forth in the Collective Agreement.
- (2) The respective grieving Member shall have the right to appeal the corresponding Grievance Committee's decision by applying, in writing, to the Executive Board. The decision of the Executive Board is final.

### b. Collective Bargaining Committee

- (1) The Collective Bargaining Committee shall represent the Members of the Association while preparing the Collective Agreement. Duties will include:
  - i. Surveying the membership;
  - ii. Preparing a negotiating brief;
  - iii. Seeking approval for the brief from the Executive Board and Provincial Office of OSSTF;
  - iv. Recommending members to the table team for ratification by the Executive Board;
  - v. Communicating regularly with the Members of the progress of negotiations; and,
  - vi. Seeking the ratification of the collective agreement from Association members.

### c. Communications/Political Action Committee (CPAC)

The Communications/Political Action Committee shall:

- (1) Prepare and coordinate the production and distribution of Association related news as well as the development of the Association's website and other social media sites. The Executive Board shall determine and communicate the guidelines regarding content produced by the Communications/Political Action Committee.
- (2) Work with OSSTF to provide communications and resources to all levels of the Association regarding political action, lobbying and activism with respect to, but not limited to governments at all levels, political parties, labour organizations, community and education groups, and municipal/provincial elections.
- (3) Liaise with Executive Board, Council of Representatives, and other Association committees on issues of mutual concern.
- (4) Liaise with OSSTF's Communications/Political Action Committee on matters of mutual concern relating to post-secondary education.
- (5) Produce and distribute a newsletter at least once per academic term. The newsletter will include ongoing activities of the Association and upcoming events that impact Members. It may also have features including, but not limited to: social events, Member profiles, articles from OSSTF Provincial Office related to post-secondary education, and new Member lists. The newsletter will be available in electronic format, to be published on the Association's website and all social media networks. The newsletter will be available in print format, upon request of any Members or will be automatically sent to those Members who do not have electronic access at work.
- (6) Maintain and update the Association's website and all social media networks that are used to provide outreach to Members with current information on a weekly basis.

**d. Membership Committee**

- (1) The Membership Committee shall organize new Member orientation sessions; organize events to engage Members within the Association; and, encourage Members to volunteer and participate within Association functions, committees, and governance.
- (2) The Membership Committee shall recommend a Member to become the Educational Services Officer (ESO) of the Association. This Member will become the ESO upon ratification by the Executive Board. The ESO shall be the liaison between OSSTF and any other relevant group to develop and bring education opportunities to the Members. The ESO will also represent the Association at all ESO functions offered by OSSTF.
- (3) The Membership Committee shall recommend a Member to become the Gifts Coordinator of the Association. This Member will become the Gifts Coordinator upon ratification by the Executive Board. The Gifts Coordinator shall be responsible for purchasing gifts and making donations on behalf of the Association, in accordance with the following eligibility guidelines and expenditures:
  - i. In the case of a Member's retirement from the University, the Gifts Coordinator shall present the appropriate gift to the Member, or an equivalent donation to the charitable organization of the Member's choice.
  - ii. In the case of a Member's death, the Gifts Coordinator shall make a donation to a charitable organization in memory of the Member after consultation with the Member's family.
  - iii. In the case of a Member's departure from the University not defined in (i) or (ii), who has at least ten (10) years of seniority, the Gifts Coordinator shall present the appropriate gift to the Member, or an equivalent donation to the charitable organization of the Member's choice.
  - iv. The Gifts Coordinator shall base all expenditures upon seniority according to the following scale: \$20 for service under two (2) years, \$30 for service between three (3) and five (5) years, \$40 for service between six (6) and ten (10) years, \$50 for service between eleven (11) and fifteen (15) years, \$60 for service between sixteen (16) and twenty (20) years, and \$70 for over twenty (20) years.

**e. Social Committee**

- (1) The Social Committee shall plan and coordinate social events in accordance with the aims and objectives of the Association, shall endeavour to provide written notice of such events to both the Communications/Political Action Committee and to Local Representatives at least four (4) week prior to the event.

**f. Donations Committee**

- (1) The Donations Committee shall contribute one or more student bursaries annually. Funds for the bursaries shall derive from fund raising activities.

**ARTICLE 7 – Responsibility of Members**

- a. Members shall abide by decisions made by the majority of Association Members at meetings conducted.
- b. Members in violation of this Bylaw may be sanctioned by the Executive Board.

## **ARTICLE 8 – Employees of the Association**

- a. Each position of the Association, with the exception of the President, will be evaluated and graded according to the procedures laid out in the Association's collective agreement. Once evaluated, the employee of such position shall be paid in accordance to the WLUSA Salary Grid and will be subject to salary increases in accordance to the Association's collective agreement.
- b. The President of the Association will be paid in accordance to the WLUSA Salary Grid according to whichever grade and step level the President held as a Member of the Association.
- c. All employees of the Association will have the same benefits as Members with the following Articles:
  - (1) Article 22: Human Resource Development
  - (2) Article 23: Hours of Work and Overtime
  - (3) Article 24: Reduced Workload
  - (4) Article 25: Leaves
  - (5) Article 27: Pension Plan
- d. All employees of the Association shall receive the same Health Care Benefits as described in Article 26.1 of the collective agreement.

## **ARTICLE 9 – Conferences**

- a. The Executive Board may approve for members of the Executive Board, Council, committees, or the Membership to represent the Association and attend conferences deemed to benefit the aims and objectives of the Association.
- b. Expenses incurred for conferences held by OSSTF will be reimbursed in accordance to the Allowable Expenditure Guidelines as defined in the OSSTF Financial Handbook. Expenses incurred for any other conference will be reimbursed in accordance to the Association's Event & Conference Policy.

## **ARTICLE 10 – Conflict Resolution**

- a. The Association is committed to creating a working environment within its Executive Board, Council, and committees that recognizes the differences in opinions of its Members.
- b. In situations where differences in opinions may result in conflict, an internal or external mediator may be used to diffuse tensions and reconcile the situation.