



**WILFRID LAURIER UNIVERSITY
STAFF ASSOCIATION**

CONSTITUTION
(Revised August 2011)

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ARTICLE 1 – Name

The name of the organization shall be the Wilfrid Laurier University Staff Association, (WLUSA) referred to hereinafter as the Association.

ARTICLE 2 – Aims and Objectives

The aims and objectives of the Association shall be:

- a. to bargain collectively on behalf of the Members of the Association, with the employers, on all labour relations matters including, without limitation, terms and conditions of employment, grades and rates of pay, and benefits;
- b. to consider matters of mutual concern to the Members of the Association and to act upon matters deemed to be in the best interest of the Association's membership;
- c. to provide a democratic forum and occasions to act collectively;
- d. to encourage understanding and promote communication among all employees of Wilfrid Laurier University;
- e. to advance the interests of the members of the Association.
- f. to educate Members regarding the history of the labour movement, the power of unions, and the empowerment of a union due to their ability to strike collectively.

ARTICLE 3 – Membership

- a. Membership is open to all employees, save and except managerial personnel, at Wilfrid Laurier University not covered under another collective bargaining unit.
- b. No applicant for membership shall be denied or barred from membership solely for reason of race, creed, sex, sexual orientation, religious belief, physical handicap, nationality, or national origin.
- c. In keeping with the above, Members of the Association shall treat each other with respect and dignity.

ARTICLE 4 – Member Privileges

A Member in good standing:

- a. shall be deemed to be a Member who is currently employed within a position represented by the Association;
- b. abides by the Constitution and Bylaws of the Association;
- c. may attend general and special meetings of the Association and vote, discuss, and participate in the business of the Association;
- d. has the right to stand for election as an officer of the Association;
- e. has the right to serve as a member of committees created for the purpose of meeting the needs of the Association.

ARTICLE 5 – Officers

The Officers of the Association shall be:

- | | |
|----------------------------|----------|
| a. President | Elected |
| b. Vice-President Internal | Elected |
| c. Vice-President External | Elected |
| d. Chief Representative | Elected |
| e. Treasurer/Secretary | Elected |
| f. Chief Negotiator | Elected |
| g. (2) Members-at-large | Elected |
| h. Past-President | Emeritus |

ARTICLE 6 – Duties of Officers

A single term shall be from July 1st to June 30th of the following year.

- a. The President is a voting officer who shall:
 - (1) be the Chief Executive Officer of the Association, and shall call and preside at all meetings of the Association and of the Executive Board;
 - (2) exercise supervision over the affairs of the Association;
 - (3) ensure that the other officers of the Association perform their duties in accordance with the Constitution and Bylaws of the Association;
 - (4) ensure that the aims and objectives of the Association are carried out
 - (5) present a written report on the activities and financial affairs of the Association at the Annual General Meeting;
 - (6) have signing authority, in consultation with the Executive Board, for legal matters of the Association;
 - (7) have co-signing authority on all cheques drawn on the Association's treasury;
 - (8) appoint an Executive Board Officer as chair of the Social Committee;
 - (9) be an ex-officio member of all Association committees;
 - (10) serve as the Association's representative to OSSTF;
 - (11) serve two (2) terms.

- b. The Vice-President Internal is a voting officer who shall:
 - (1) assist the President in carrying out the aims and objectives of the Association;
 - (2) assume the duties of the President if the President is, for any reason, unable to carry out those duties;
 - (3) review the Constitution biennially and Bylaws annually to ensure it reflects the aims and objectives of the Association;
 - (4) assist the Chief Representative as needed in carrying out grievances;
 - (5) have co-signing authority on all cheques drawn on the Association's treasury;
 - (6) serve as one (1) of the two (2) voting delegates at conferences held by COUSA;
 - (7) act as chair of the Membership Committee;
 - (8) serve one (1) term.

- c. The Vice-President External is a voting officer who shall:
- (1) assist the President in carrying out the aims and objectives of the Association;
 - (2) serve as one (1) of the two (2) voting delegates at conferences held by COUSA;
 - (3) serve as the Executive Board's voting delegate at OSSTF's Annual Meeting of the Provincial Assembly (AMPA);
 - (4) act as WLUSA liaison with the Waterloo Regional Labour Council, other university staff unions and/or associations, government departments, and other related areas;
 - (5) establish and update annually a resource list of external contact persons to be kept on file in the WLUSA office;
 - (6) have co-signing authority on all cheques drawn on the Association's treasury;
 - (7) act as Chair of the Communications/Political Action Committee;
 - (8) be responsible for on-going communication with other units within District 35 of OSSTF;
 - (9) be responsible for on-going communication with other OSSTF Districts within our region;
 - (10) serve one (1) term.
- d. The Chief Representative is a voting officer who shall:
- (1) be responsible for co-ordinating and supervising all grievances under the collective agreement;
 - (2) report all complaints of any violation of any of the provisions of the collective agreement to the Executive Board;
 - (3) assist in the preparation, filing, review and presentation of grievances under the direction of the Executive Board;
 - (4) act as chair of the Council of Representatives;
 - (5) be responsible for coordinating and delivering new council representative training sessions;
 - (6) serve one (1) term.
- e. The Treasurer/Secretary is a voting officer who shall:
- (1) be responsible for the maintenance of the financial records of the Association;
 - (2) be responsible for all monies related to Association business and for obtaining all required approvals in accordance with the Constitution and Bylaws;
 - (3) be responsible for reconciling all financial transactions and statements as set forth in the Financial Responsibilities Policy & Procedures in Appendix A.
 - (4) present a written quarterly financial report to the Executive Board and Membership;
 - (5) prepare an annual financial statement at the end of the fiscal year, indicating revenue and expenditures of the preceding year;
 - (6) prepare, in co-operation with the Executive Board, a budget for the forthcoming year to be approved at the Annual General Meeting;
 - (7) have co-signing authority on all cheques drawn on the Association's treasury;
 - (8) take minutes at all general and special meetings of the Association and ensure that a copy of these minutes is placed in the Minutes Book;
 - (9) act as chair of the Donations Committee;
 - (10) be responsible for ensuring accurate and current member rolls and mailing lists;
 - (11) serve one (1) term.
- f. The Chief Negotiator is a voting officer who shall:
- (1) act as chair of the Collective Bargaining Committee;
 - (2) conduct research in preparation for collective bargaining;
 - (3) report in a timely and regular basis to the Executive Board and the Association;
 - (4) represent the Association at all Regional Collective Bargaining Committee meetings;
 - (5) review Letters of Understanding on a periodic basis;
 - (6) carry out other duties as determined by the President;
 - (7) serve one (1) term.

- g. Members-at-large are voting officers who shall:
 - (1) serve on the board without specific responsibilities, but will contribute to discussions and vote on Board decisions;
 - (2) optionally chair or participate on committees;
 - (3) serve one (1) term.
- h. The Past-President is a non-voting officer who shall:
 - (1) function in an advisory capacity to the Executive Board to provide continuity in the operation of the Association;
 - (2) serve one (1) non-renewable term.

ARTICLE 7 – Executive Board

- a. The officers of the Association shall constitute its Executive Board.
- b. The Executive Board shall be the governing body of the Association between regular meetings. It shall take such actions and render such decisions as may be necessary to carry out fully the decisions and instructions of regular and special meetings of the Association. It shall enforce the Constitution and Bylaws and the provisions of all Agreements that are in force and effect between the Association and the employer.
- c. The Executive Board shall be responsible for the safeguarding of the Association's assets as set forth in the Internal Controls Policy & Procedures in Appendix A.
- d. The Executive Board shall meet twice a month or at the call of the President, or at the request in writing of any three officers of the Executive Board to discuss Association related issues. A majority of all members of the Executive Board shall constitute a quorum for the transaction of business.
- e. Vacancies of elected positions on the Executive Board, however caused, may be filled by the Executive Board as long as a quorum remains. Vacancies can only be filled by Members in good standing of the Association. If the President's position becomes vacant, it will be filled by the Vice-President Internal. If quorum no longer exists, the Executive Board shall call a special meeting of the Members to fill any vacancies.
- f. The Executive Board shall study and approve the annual budget as prepared by the Secretary/Treasurer prior to the Annual General Meeting.
- g. The Executive Board shall receive and act upon the recommendations of the Council of Representatives.
- h. The Executive Board shall keep Local Representatives informed of matters of mutual interest to the Members of the Association.
- i. Where procedure is unclear and not discussed in either the Constitution or Bylaws, *Robert's Rules of Order* shall prevail.

ARTICLE 8 – Election of Officers

- a. On or before March 1st of each year, the Executive Board shall appoint an Elections Officer.
- b. The Elections Officer shall inform all regular Members, at least three (3) weeks prior to the Annual General Meeting, of all vacant positions and circulate nomination forms. The Elections Officer may actively seek nominations. One week prior to the Annual General Meeting, the Elections Officer shall inform all Members of the list of candidates who have by that time been nominated to a position on the Executive Board.
- c. Election of Officers of the Association shall take place at the Annual General Meeting. Voting shall be by secret ballot.
- d. No member of the Association may serve more than three (3) consecutive terms as President or more than five (5) consecutive terms in any other Executive Board position.
- e. Except as may be otherwise stipulated by this Constitution, every Member of the Association in good standing shall be eligible to hold office in the Association.
- f. Each Member in good standing present at a meeting at which officers are to be elected shall be entitled to one vote for each office for which an election is being held.
- g. Nominations shall be received and recorded and ballots shall be cast in respect of each office separately and consecutively, in the following order: President, Vice-President Internal, Vice-President External, Chief Representative, Treasurer/Secretary, Chief Negotiator, and Members at Large.
- h. Nominations need not be seconded. No Member shall be entitled to nominate more than one person for the same office. A candidate for office who receives a majority of the votes cast shall be deemed to have been elected to that office. In the event of a tie vote, fresh ballots will continue to be cast until a clear majority of votes is received by a candidate.
- i. Upon the closing of nominations for an office, the Elections Officer shall verify that the nominees are willing to be candidates for the office. When this has been established and announced, each candidate will be allotted two (2) minutes to present a speech to the Members. Upon completion of these speeches balloting shall begin forthwith with respect of such position. The foregoing procedure shall be carried forward for each office until all posts have been dealt with. All ballots shall be retained until ordered destroyed by the Membership at a regular meeting or at the meeting in which elections were held.
- j. The Elections Officer, with the approval of the Members present, shall appoint a maximum of three Members to act as scrutinizers for the purpose of tabulating votes. No person shall act as a scrutinizer who is or will be a candidate for any office at this meeting.

ARTICLE 9 - Resignation or Removal of Officers

- a. An officer who accepts a position that is not represented by the Association shall resign from the Executive Board effective on the date they are no longer an Association Member.
- b. An officer who elects to resign from the Executive Board shall endeavour to provide thirty (30) days' notice to the President. This notice may be waived upon request of the officer.
- c. An officer cannot be removed from the Executive Board for any reason, including for failure to perform duties of their office, until a review through OSSTF Bylaw 8: Judicial Procedures has determined that such action is warranted.

ARTICLE 10 – Council of Representatives

- a. The Council of Representatives consists of:
 - (1) the Executive Board;
 - (2) Local Representatives;
 - (3) the Education Services Officer;
 - (4) at least one WLUSA representative serving on the Health and Safety Committee (non-voting);
 - (5) at least one WLUSA representative serving on the university Senate (non-voting); and,
 - (6) at least one WLUSA representative serving on the university Board of Governors (non-voting).
- b. One Local Representative is elected by each designated group of Members.
- c. The composition of the designated groups is determined by the Executive Board on the recommendation of the Membership Committee.
- d. A majority of all voting members of the Council shall constitute a quorum for the transaction of business.
- e. Where procedure is unclear and not discussed in either the Constitution or Bylaws, *Robert's Rules of Order* shall prevail.
- f. The Council of Representatives shall be responsible for the maintenance of the Association's policies and procedures as set forth in Appendix A.

ARTICLE 11 – Local Representatives

- a. Are elected by the Members within their designated group.
- b. Are responsible for representing the Members within their designated group.
- c. Shall serve as liaison between Members and the Executive Board.
- d. Shall communicate to Members the deliberations and decisions of the Executive Board and all information from committees reporting at Council meetings.
- e. Shall encourage Members to attend and participate in meetings of the Association.
- f. Shall assist Members in the preparation of complaints and grievances.
- g. Shall notify the Gifts Co-ordinator regarding the purchase of cards and gifts for their Members, and, in conjunction with the Gifts Co-ordinator, distribute the same.
- h. Shall report Member changes in their designated groups to the Treasurer/Secretary.
- i. Should a council representative resign, the designate group shall hold an election for a replacement.
- j. Local representatives may hold their position in perpetuity until they either resign or their designate group chooses to hold another election.

ARTICLE 12 – Dissolution

- a. WLUSA may be dissolved by a two-thirds (2/3) majority vote of the Membership. A meeting of its Members shall be convened for such purpose on the requisition in writing of not fewer than one-third (1/3) of the membership. Two weeks' notice of such a meeting will be given.

ARTICLE 13 – Meetings of Members

- a. An Annual General Meeting of the Members of the Association shall be held no later than the last day of April.
- b. General Meetings of the Members of the Association shall be held at times as outlined in the Collective Agreement.
- c. Twenty (20) Members in good standing of the Association, not including Officers, shall constitute a quorum for the transaction of business at any general or Special Meeting of Members, unless otherwise stipulated in this Constitution.
- d. A special Meeting of the Members may be ordered by the President or the Executive Board to deal with any urgent business on the written request of any five (5) Members.
- e. No business shall be discussed or voted on at any special meeting other than that set forth in the official notice of meeting.
- f. Written notice of any meeting of Members shall be distributed at least seven (7) days prior to the meeting.

ARTICLE 14 – Procedure at Meetings

- a. At the opening of a general or a regular meeting, the President shall take the chair and conduct business in the following order:
 - (1) Call to order
 - (2) Reading and adoption of previous minutes
 - (3) Financial report
 - (4) Grievance report
 - (5) Other reports
 - (6) Unfinished business
 - (7) New business
 - (8) Nominations and elections
 - (9) Adjournment
- b. Except as otherwise noted in this Constitution, all motions, including passage of a Bylaw, shall be decided by a majority vote of the members in good standing.
- c. Members, who for reasons of business or illness must be absent from any meeting where a vote is to be held, may have their ballots cast for them by an appropriately authorized proxy exercised by a Member of their choice.
- d. Except as otherwise noted in this Constitution, all votes may be conducted by a show of hands, secret ballot, or by a secure online voting system.
- e. All monetary items to be voted on at a general meeting shall be by secret ballot or through a secure online voting system.
- f. Any motion that involves a secure online voting system requires the following:
 - (1) a meeting of the Membership to discuss the motion;
 - (2) a minimum of seven (7) days notice to Members of the upcoming vote;
 - (3) a minimum of five (5) days to conduct the vote;
 - (4) a minimum vote count of thirty-five percent (35%) of the Membership;
- g. Where procedure is unclear and not discussed in either the Constitution or Bylaws, *Robert's Rules of Order* shall prevail.

ARTICLE 15 – Dues and Assessments

- a. Members shall pay annual dues as prescribed in the Bylaws of OSSTF.
- b. No assessment of any kind shall be imposed by the Association on its Members, unless and until such assessment has been approved by a majority of the Membership present at a meeting called for that purpose.
- c. Notice in writing shall be posted to each Member, at least seven (7) days in advance of such meeting.
- d. Members who are unable to work due to serious long-term illness or accident, shall be free from the obligations to pay dues for as long as those conditions exist.

ARTICLE 16 – Revisions to the Constitution

- a. Any Member in good standing may submit proposed constitutional revisions to the Vice-President Internal for discussion by the Executive Board.
- b. The President shall order a special meeting of Members upon receipt of a notice of proposed revisions to the Constitution unless an Annual General Meeting has been scheduled within thirty (30) days of receiving the proposed revisions.
- c. Indication of proposed revisions shall be circulated to Members at least seven (7) days before the general or special meeting is called.
- d. Revisions of the Constitution shall be made by a two-thirds (2/3) vote of the Members present at any general or special meeting. A quorum shall consist of thirty-five percent (35%) of the Membership.
- e. Constitutional revisions shall become effective ten (10) days upon receiving an appropriate affirmative vote.

ARTICLE 17 – Transfer of Jurisdiction to Affiliate with another Union

- a. The Association may transfer its rights, duties, and privileges under the *Labour Relations Act, 1995*, to any certified union through a transfer of jurisdiction effected by resolution presented at a meeting of the Association and voted on by a secret ballot vote. In advance of that Meeting, notice will be given to the membership of the transfer of jurisdiction. The resolution to transfer jurisdiction must receive two-thirds (2/3) support of the ballots cast with a minimum quorum of thirty-five percent (35%) of the Association. Should such a resolution be successful, the certified union shall be the successor to the Association.

ARTICLE 18 – Association Funds

- a. The funds of the Association shall be used, except as stipulated otherwise by this Constitution, exclusively to finance the Association's operation and may be loaned out for purposes which advance the general interests of the Membership with the approval of the Executive Board and Membership.
- b. Every Member of the Association shall have access to **view** the financial records of the Association and any documents outlining decisions made by the Executive Board over the expenditures of Association funds (ie. Meeting minutes, Requests for Proposals, etc.) Requests to view these records will be made to the Treasurer/Secretary.
- c. Expenditure limits created through policies and procedures as outlined in Appendix A will be strictly enforced.
- d. In the event of a strike or lockout, the Executive Board shall have immediate access to all Association assets. The Executive shall establish any committee(s) necessary to manage such assets.

ARTICLE 19 – Conflict Resolution

- a. There shall be a conflict resolution process to resolve conflict related to the governance of the Association that will proceed in a positive way that respects the individuals involved, considers multiple perspectives and possibilities, and values the legitimate needs of everyone involved.