



**WILFRID LAURIER UNIVERSITY
STAFF ASSOCIATION**

CONSTITUTION

(Revised May 2007)

WLUSA Constitution

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**Wilfrid Laurier University Staff Association
Constitution
May 2007**

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 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.

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 working within a bargaining unit represented by the Association, and has officially joined the Association, and paid any required initiation fees and dues owed;
- 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, all of whom are voting members, shall be:

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

ARTICLE 6 - Duties of Officers

The term of office shall be from May 1 until April 30 of the following year.

- a. The President shall:
- (1) be the Chief Executive Officer of the Association, and shall preside at all meetings of the Association and of the Executive Board;
 - (2) exercise general 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, as defined from time to time by the Association, are carried out;
 - (5) call meetings of the Executive Board;
 - (6) present a written report on the activities and financial affairs of the Association at the Annual General Meeting;
 - (7) have signing authority, in consultation with the Executive Board, for legal matters of the Association;
 - (8) have co-signing authority on all cheques drawn on the Association Treasury.
- b. The Vice-President Internal 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 annually to ensure it reflects the aims and objectives of the Association;
 - (4) assist the Chief Representative as needed in carrying out grievances;
 - (5) chair Council meetings.
 - (6) have co-signing authority on all cheques drawn on the Association Treasury.
 - (7) *act as chair of the Membership Committee.*
- c. The Vice-President External 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) act as WLUSA liaison with the Waterloo Regional Labour Council, other university staff unions and/or associations, government departments and other related areas;
 - (4) establish and update quarterly a resource list of external contact persons to be kept on file in the WLUSA office.
 - (5) have co-signing authority on all cheques drawn on the Association Treasury.
- d. The Chief Representative 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.
- e. The Treasurer shall:
- (1) maintain 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) present a written quarterly financial report to the Executive Board;
 - (4) prepare an annual financial statement at the end of the fiscal year (April 30), indicating revenue and expenditures of the preceding year;
 - (5) prepare, in co-operation with the Executive Board, a budget for the forthcoming year, this budget is approved at the Annual General Meeting;
 - (6) have co-signing authority on all cheques drawn on the Association Treasury.
- f. The Secretary shall:
- (1) 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;
 - (2) act as chair of the Membership Committee.
- g. The Past-President shall:
- (1) function in an advisory capacity to the Executive Board in order to provide continuity in the operation of the Association.
 - (2) *serve as a voting delegate for WLUSA at conferences held by COUSA.*
- h. Members-at-large shall:
serve on the board without specific responsibilities, but will contribute to discussions and vote on Board decisions

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 employers.

- c. The Executive Board shall meet twice a month or at the call of the President or at the request in writing of any three members 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.
- d. Vacancies of elected positions on the Executive Board, however caused, may be filled by the Board as long as a quorum for the Executive Board remains. Vacancies can only be filled by Members in good standing of the Association. If the President position becomes vacant, it will be filled by the Vice-President: Internal as outlined in Article 6: (b)(2). If quorum no longer exists, the Board shall call a Special Meeting of the Members to fill the vacancy(vacancies).
- e. The Executive Board shall study and approve the annual budget as prepared by the Treasurer.
- f. The Executive Board shall receive and act upon the recommendations of Council Representatives.
- g. The Executive Board shall keep Council Representatives informed of matters of mutual interest to the Members of the Association.

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 circulate to all regular members, at least three (3) weeks prior to the Annual General Meeting, a list of vacant positions and a nominations form. The Elections Officer may actively seek nominations. One week prior to the Annual General Meeting, the Elections Officer shall circulate to all Members a list of those 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 held in April of each year. Voting shall be by secret ballot. The term of office shall be for a period of one year from election serving May 1 to April 30 of the following year. To encourage new members to run for an Association Officer position, all elected positions are renewable for no more than five (5) consecutive terms; the member in the Past President position will remain in this position until there is a new Past President.
- d. 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.
- e. 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.
- f. 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, and (2) Members at Large.
- g. 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. Should this procedure fail to resolve the tie after three ballots, the Chair of the meeting shall break the tie by voting in favor of one of the

candidates. All candidates who fail to be elected to an office may run for any other office for which they are nominated.

- h. The Chair, with the approval of the Members present, shall appoint a maximum of three Members to act as scrutineers for the purpose of tabulating votes. No person shall act as a scrutineer who is or will be a candidate for any office at this meeting.
- i. Upon the closing of nominations for an office, the Chair shall verify that the nominees are willing to be candidates for the office. When this has been established and announced, balloting shall begin forthwith with respect of such position. When the voting has been completed, the scrutineers shall count the ballots in full view of the Members and one of them will announce the results. 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. In the event that an office remains vacant after the election, the President shall take such steps as is deemed necessary to ensure that the business of the Association will continue to be handled in an orderly manner. Vacancies in offices shall be filled by the Executive Board in accordance with Article 7, Section d. until the next regular Membership meeting

ARTICLE 9 - Resignation of Officers

An officer may relinquish office by:

- a. giving reasonable notice, in writing, to the President;
- b. failing to attend at least 50 percent of the meetings of the Executive Board called in any four month period, without good reason;
- c. failing to perform the duties of the office, after a review and vote by the Executive Board.

The vacant office shall be filled by the Executive Board in accordance with Article 7, Section d. until the next regular Membership meeting.

ARTICLE 10 - Council

- a. The Council consists of the Executive Board and the Council Representatives.
- b. One Council Representative is elected by each designated group of Association Members.
- c. The ratio of Council Representatives to Association Members in a designated group is approximately one to fifteen. The composition of the designated groups is determined by the Executive Board on the recommendation of the Membership Committee.

ARTICLE 11 - Council Representatives

- a. Are elected annually by the end of April and are responsible to the Association Members in their designated group.
- b. Shall serve as liaison between Association Members and the Executive Board.
- c. Shall communicate to Association Members the deliberations and decisions of the Executive Board and all information from committees reporting at Council meetings.
- d. Shall encourage Members to attend and participate in meetings of the Association.
- e. Shall assist Members in the preparation of complaints and grievances.

- f. Shall notify the Gifts Co-ordinator regarding the purchase of cards and gifts for their Association Members, and, in conjunction with the Gifts Co-ordinator, distribute the same.
- g. Shall notify the Bulletin Committee of any births, adoptions, marriages, or deaths for placement in the *WLUSA News* with the Member's approval.
- h. Shall circulate, within their group, the Association *WLUSA News*, and other materials related to the carrying out of Association aims and objectives.
- i. Shall report Association Member changes in their designated groups to the Secretary who is the chair of the Membership Committee.
- j. The term of office shall be May 1 to April 30. Should a council representative resign during the year, an election will be held for a replacement from the designated group.

ARTICLE 12 - MEETINGS OF MEMBERS

- a. An Annual 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, Article 3.4.2.
- 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 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 days prior to the meeting.

ARTICLE 13 - Procedure at Meetings

- a. At the opening of an Annual 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 of business session.
- b. Except as otherwise noted in this constitution, all questions, including passage of a bylaw, shall be decided by a majority vote of the members in good standing present at the taking of such a vote.
- c. Association 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 an Association Member of their choice.

- d. Except with respect to the election of officers, and except as otherwise provided for in this constitution, all votes may be conducted by a show of hands.
- e. All monetary items to be voted on at a general meeting shall be by secret ballot.

ARTICLE 14 - Initiation Fees, Dues, and Assessments

- a. The Association shall have the authority to set the initiation fee, if any, and dues charged to its Members, upon approval of the majority of the votes cast at a meeting of members.
- 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 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 15 - Revisions to the Constitution

- a. Any Association Member in good standing may submit proposed changes 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 revision to the Constitution.
- c. Indication of a proposed revision shall be circulated to Association Members at least seven days before the Special Meeting is called.
- d. Revisions of the Constitution shall be made by a two-thirds majority vote of the Association Members present at any Special Meeting. A quorum shall consist of 35 percent of the Membership.
- e. Constitutional revisions shall become effective immediately upon receiving an appropriate affirmative vote.

ARTICLE 16 - 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 the financial records of the Association, at all reasonable times, on request.
- c. In the event of a strike/lockout, the Executive Board shall have immediate access to all Association assets. The Executive shall establish any committee(s) necessary to manage such assets.



**WILFRID LAURIER UNIVERSITY
STAFF ASSOCIATION**

BY-LAWS
(Revised May 2007)

By-Laws

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BY-LAWS

ARTICLE 1 - Fees

Association membership fees shall be determined by the Membership in accordance with Article 14. 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

Section 1. Standing and Special Committees:

The Executive shall establish the necessary Standing and Special Committees to fulfill the objectives of the WLUSA Collective Agreement. The Executive Board shall appoint all committees and committee chairs. Committees shall make investigations, conduct studies and hearings, make recommendations to the Executive Board and carry on such activities as may be delegated them by the Board.

Section 2. Authority of Committees

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.

Section 3. Dissolution of Committees

Committees may be discharged by the Executive Board when their work is completed or it is deemed wise to discontinue the committee.

Section 4. Arbitration

The Grievance Committee

The Grievance Committee, as per the WLUSA Collective Agreement, shall consist of: the President and the Chief Representative and the grievor's steward. This committee shall determine if any grievance shall proceed to Step 4 of the grievance procedure -Article 30.4.8 of the Collective Agreement.

Member's Right to Appeal

The Member, in this case the Griever, shall have the right to appeal the Grievance Committee's decision by applying, in writing, to the Executive Board of WLUSA. The decision of the Executive Board is final.

Section 5. Negotiating Committee

The Negotiating Committee shall represent the Members of the Association while preparing the Collective Agreement. The Executive Board shall determine and communicate the guidelines by which the Negotiating Committee shall conduct its business. The Negotiating Committee shall, with the approval of the Executive Board, name the Negotiating Team who will negotiate the Collective Agreement with the employers. The Negotiating Team may include two non-Members of the Association.

Section 6. Communication Committee

The Communication Committee shall prepare and coordinate the production and distribution of WLUSA

News and web site. WLUSA News shall be used to disseminate business of the Association, including notices of meetings of Members and Council Representatives, minutes of Council Meetings, and announcements as required by Association committees. The web site shall be used to communicate information about the Association to members of the Laurier community and beyond. The Executive Board shall determine the guidelines regarding content of WLUSA News and web site and shall communicate those guidelines to the Communication Committee.

Section 7. Membership Committee

The Vice-President: Internal of the Executive Board shall serve as chair. The Membership Committee, upon notification from the university, shall invite new bargaining unit Members to an information session. Council Representatives will notify the Chair of the Membership Committee of any changes in Membership status in their designated area. The Membership Committee shall annually review the organization of the designated areas to ensure that Members are represented. The Membership Committee shall annually provide each Member in good standing a proof of Membership.

Section 8. Program Committee

The Program Committee, in co-ordination with the Executive Board, shall participate in the planning of all general meetings of Members. The Program Committee shall provide written notice of all such meetings to Council Representatives at least one week prior to the meeting and shall also include such notices in WLUSA News whenever possible. The Program Committee shall arrange for guest speakers, when required, offering a reasonable honorarium.

Section 9. Social Committee

The Social Committee shall plan and coordinate social events in accordance with the aims and objectives of the Association, shall provide written notice of such events to Council Representatives at least one week prior to the event, and shall include notice of such events in WLUSA News, whenever possible. The following individuals are considered members of the Social Committee.

- a. The Executive Board shall appoint a Gifts Coordinator who shall purchase gifts and make donations on behalf of the Association, in accordance with the following eligibility guidelines and expenditures:
 - 1. In the case of an Association Member's departure from WLU, the Gifts Coordinator shall present the appropriate gift to the Member, or an equivalent donation to the charitable organization of the Member's choice.
 - 2. In the case of an Association 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.

Expenditures are as follows:

Years of service	Amount
Under 2 years	\$20.00
3-5 years	\$30.00

6-10 years	\$40.00
11-15 years	\$50.00
16-20 years	\$60.00
over 20 years	\$70.00

Section 10. Donations Committee

The Donations Committee shall distribute one or more student bursaries annually. Funds for the bursaries shall derive from fund raising activities.

Section 11. Nominations Committee

The Executive Board shall appoint a Nominations Officer before the Annual General Meeting. The Nominations Officer shall serve as chair when elections are held at the Annual General Meeting. The Nominations Officer must be a Member in good standing and may not stand for any office. The Nominations Committee shall solicit nominations for officers of the Association. Members in good standing may deliver nominations in writing for any office to the Nominations Officer; such nominations must be signed by the nominator. The Nominations Officer shall also receive nominations from the floor for any office at the Annual General Meeting. The Nominations Committee shall organize elections for Council Representatives when necessary.

Section 12. Staff Development Committee

The Staff Development Committee shall plan developmental sessions for Association Members and shall give written notice of such events to Council Representatives at least one week prior to the events.

Section 13. University Committees

The Executive Board shall appoint Members in good standing to serve on University Committees for which elections are not held.

Section 14. Annual Review

Committee appointments shall be reviewed annually immediately after the Annual General Meeting.

Section 15. Application for Committee Membership

Any Member in good standing may apply to be considered for appointment to any committee. The Executive Board shall call for applications in *WLUSA News* immediately following the Annual General Meeting.

Section 16. Committee Reports

Committee Representatives shall submit written reports to the Executive Board after committee meetings. These reports shall be filed in the WLUSA office.

ARTICLE 3 - Honoraria

Upon completion of term, the following officers shall receive the following honoraria:

President	\$1000
Past-President	\$ 600
Vice-President, Internal	\$ 600
Vice-President, External	\$ 600
Chief Representative	\$ 600
Treasurer	\$ 500
Secretary	\$ 500
Negotiating Chair	\$ 500 [applicable only during a year when the collective agreement expires].
Members at large (each)	\$ 250

ARTICLE 4 - Confederation of Ontario University Staff Associations

Section 1. Membership

The Association shall be a Member of the Confederation of Ontario University Staff Associations (COUSA).

Section 2. Delegates

The Vice-President External and Past-President shall serve as voting delegates at conferences held by COUSA. When there is no Past-President, the Executive Board will appoint at the Annual General Meeting with the consent of the Members present, the second voting delegate.

Section 3. Reports

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 before presentation.

Section 4. Conference Proceedings

Voting delegates to COUSA conferences shall submit a written report on the proceedings of the conference to the Executive Board. A copy of all materials received at the conference shall be deposited in the Association office.

ARTICLE 5 - Parliamentary Procedures

Section 1. Rules of Order

The current edition of Robert's Rules of Order shall be the final source of authority in all questions of parliamentary procedure save and except where such procedures are described within the Constitution and By-Laws of the Association.

ARTICLE 6 – Member Responsibility

Members shall abide by decisions made by the majority of WLUSA members at meetings conducted as per Article 12 of the Constitution or by legislation.

Members in violation of this by-law may be sanctioned by the Executive Board.

ARTICLE 7 – Employees of the Association

- a. Each position of the Association will be evaluated and graded under Article 17 of the WLUSA 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 Article 28 of the WLUSA collective agreement.
- b. All employees of the Association will have the same benefits as Members with the following Articles:
 - i. Article 22: Human Resource Development
 - ii. Article 23: Hours of Work and Overtime
 - iii. Article 24: Reduced Workload
 - iv. Article 25: Leaves
 - v. Article 27: Pension Plan
- c. All employees of the Association shall receive the same Health Care Benefits as described in Article 26.1 of the collective agreement.