



**WILFRID LAURIER UNIVERSITY STAFF
ASSOCIATION**

BY-LAWS

(Revised April 2018)

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By-Law 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.

By-Law 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.
- i. The Chair of the committee shall assume responsibility for all expenditures under the budget issued from the Treasury to the committee.

By-Law 3 – Honorariums

- a. Upon completion of each year in office, the following Officers of the Executive Board shall receive the following honorarium:
 - (1) President shall receive \$3,000.
 - (2) Vice-President Internal shall receive \$1,000.
 - (3) Vice-President External shall receive \$1,000.
 - (4) Treasurer shall receive \$1,000.
 - (5) Chief Representative shall receive \$1,000.
 - (6) Chief Negotiator shall receive \$1,000.
 - (7) Secretary shall receive \$1,000.
 - (8) Members at large shall each receive \$1,000.
 - (9) Past-President shall receive \$1,000. Effective July 1st, 2017.

By-Law 4 – Annual Meeting of the Provincial Assembly (AMPA)

- a. The Association delegation to AMPA shall include the President, the Vice-President External, and the Provincial Councillor(s) assigned to the Association.
- b. Any remaining Delegate positions and any Alternate positions shall be filled through a selection process by the Council of Representatives, following a call for nominations.
 - (1) Members of the Council of Representatives who are nominated for an AMPA position shall not participate in the selection process.

By-Law 5 – Standing Committees

a. 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.
- (2) Membership on the Collective Bargaining Committee shall include the Chief Negotiator as well as a number of members picked by the Chief Negotiator from those who are qualified by having worked on the research team and have expressed interest. The CBC may also include the Association President, and Past President (if sitting on Executive). This committee will have at least 5 members.

b. 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 postsecondary 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.

c. 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

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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 years of service according to the following scale: \$40 for service under-5 years, \$100 for service of more than 5 years up to 10 years, \$150 for service of more than 10 years up to 15 years; \$200 for service of more than 15 years up to 20 years; \$250 for service of more than 20 years up to 25 years; \$400 for service of more than 25 years up to 40; and \$500 for service of more than 40 years.

d. Social Committee

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.

e. Donations Committee

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

f. Finance Committee

- (1) The Finance Committee shall consist of a maximum of six (6) Members in good standing with both the Association and OSSTF/FESSO
 - i. One of the Members in good standing shall be the Treasurer of the Association and shall serve as chair of each meeting.
- (2) The Committee will meet quarterly in the Association's fiscal year.
 - i. The Committee will adopt an agenda at each meeting.
 - ii. The Committee will elect a member to record minutes of the meeting
 - iii. After the Committee approves the previous meeting minutes, they will be filed in the WLUSA office
- (3) Rights of the Finance Committee
 - i. The Finance Committee will have the right to access relevant information as deemed necessary by the committee.
 1. The access to relevant information will be done lawfully and in accordance of WLUSA Constitution, By-Laws and Appendices.
 2. Any information obtained by this right will be collected, kept and referenced within the WLUSA office.

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3. All information collected by the committee shall be kept in confidence unless the committee agrees by consensus to release the information to educate Members of the Association.
 - ii. The Committee has the right to review the Constitution, By-Laws and Appendices and present to the Executive Board motions that advance this committee's purpose.
 1. Motions presented by the committee must have consensus of the committee Members present at the last quarter meeting of the current fiscal year.
- (4) Responsibilities of the Finance Committee shall:
- i. Investments of the Association
 1. Creates action items for the next meeting's agenda base on date sensitive items such as investments reaching maturity.
 2. Discusses current investments and makes a recommendation to the Executive Board
 - ii. Association Employee Contingency Fund
 1. Reviews all factor that do or will contribute to the need for this fund
 2. Ensuring the fund is adequately funded to meet the needs of the Association Employee(s) and the Association.

By-Law 6 – 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.

By-Law 7 – Employees of the Association

- a. Each position of the Association, with the exception of the President, will be evaluated and graded in accordance with 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. 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
- c. All employees of the Association shall receive the same Health Care Benefits as described in Article 26.1 of the collective agreement.

By-Law 8 – 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.

By-Law 9 – 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.

By-Law 10 – Grievance Committees

- a. Each Grievance Committee shall consist of the President, the Chief Representative, and the grieving Member's Local Representative - also known as Stewards. These committees shall determine if any grievance shall proceed to Step 3 of the grievance procedure as set forth in the Collective Agreement. Designated groups are defined by geographical location or campus building.
- b. The Grievance Appeals Committee shall consist of the Executive Board, excluding any Executive members involved in the original grievance, and shall hear appeals in executive session at the next regularly scheduled executive meeting.
- c. Members appealing a decision of the Grievance Committee have seven (7) working days from the day they are notified of a Grievance Committee decision to appeal it in writing to the Executive board detailing the reason(s) for the appeal. The board will review the appeal and the decision of the Executive Board is final.

By-Law 11 - Anti-Harassment and Anti-Bullying Policy

- a. The Association shall have an Anti-Harassment and Anti-Bullying policy and procedure to be followed at all Association functions.
 - (1) The Anti-Harassment and Anti-Bullying policy and procedure and any amendments to it shall be approved by the Executive.
 - (2) The OSSTF Anti-Harassment statement shall be adopted as general policy guidelines and read out and/ or distributed prior to any Association sponsored meeting or event.
 - (3) At every Association sponsored meeting or event at least one Anti-Harassment officer will be designated for members to contact.
- b. The resolution and complaint procedure shall be as follows:
 - (1) Any member who believes they has been a target of harassment or discrimination at an Association sponsored meeting or event is encouraged to take immediate action to ensure this behaviour stops.
 - (2) As a first step, the member should make it clear to the perpetrator that they finds the behaviour offensive and ask that it be stopped. This can be done personally, either in writing or verbally, or with the assistance of a third party.
 - (3) If the behaviour recurs or persists, or if the member does not feel safe in approaching the perpetrator directly, they should speak with the designated officer(s) and ask her/him to act. If no officer has been designated, the member should speak with the Executive Officer in charge of the event to ask that one be appointed.
 - (4) The designated officer(s) will investigate the complaint promptly, including separately interviewing the parties involved and any witnesses, with a view to resolving the problem informally. During this process, the designated officer(s), with the approval of the President/ Executive Officer in charge of the event, may remove the respondent temporarily from the meeting if circumstances warrant.
 - (5) The investigation shall be handled confidentially; however, all complaints will be reported by the designated officer(s) to the President/ Executive Officer in charge of the event.

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- (6) If the complaint cannot be resolved informally, the complainant will be asked to put the complaint and all relevant information in writing. If the complainant chooses to provide such a written complaint, it will be submitted to the OSSTF General Secretary for action and it shall be the joint responsibility of the General Secretary and the Secretariat attached to the Association to conduct an investigation, determine if the behaviour falls under the definition of harassment, and decide on appropriate remedial action.
- (7) The parties involved will receive a written report stating the findings and any action taken.
- (8) Resolutions may include but are not limited to apologies, mediation, warnings, temporarily limiting access, or removal/exclusion from the meeting or event. If a decision is made to remove or exclude that member, and where this member is representing a bargaining unit or district, a confidential letter outlining the reasons for this decision will be sent to the President.
- (9) Decisions may be reviewed by Judicial Council on the request of a member or appealed to the Association grievance appeals committee.
- (10) The OSSTF General Secretary shall keep a confidential file of all records and reports related to the investigation of written complaints for a period of five years.
- (11) None of the above restricts a member's right to file a complaint with the Employer's Human Rights and Workplace Harassment Office, Ontario Human Rights Commission or make a complaint to police.

By-Law 12 – Association Finances

- a. General Account
 - 1 There shall be a General Account to provide funds for the annual general operating expenditures of the Association.
 - i. Preparation the General Account Budget
 - ii. There shall be an annual budget prepared for the General Account in accordance with Constitution Article 6.E.6
 - 2 Any expenditures beyond the individual budget lines, or beyond the total amount of the Budget, approved at the Annual General Meeting shall require prior approval of the Council of Representatives
- b. Association Employee Contingency Fund
 - 1 There shall be an Association Employee Contingency Fund to be used to replace Association Employee(s) that are on leave.
 - i. The Association Employee Contingency Fund can only be used to replace an employee for a limited term appointment.
 - ii. Approval to access the Association Employee Contingency Fund must have
 - a. A completed Job Posting with an end date
 - b. A budget estimating the total cost to the Association for the limited term appointment and cannot exceed the funds available
 - c. A replenishment plan to restore funds used in 12.B.1.ii.b.
 - d. Majority Executive Board approval
 - iii. The Executive Board shall provide a report, in writing, to the Council of Representatives that outlines all components of the approval outlined in 12.B.1.ii

- 2 Maintaining the Association Employee Contingency Fund
 - i. The minimum, funds in the account may not fall below replacing each Association Employee for then year
 - ii. The fund will be reviewed annually to ensure the fund can adequately cover the cost of replacing Association Employee(s) current employed.
 - iii. Interest earned by the Association Employee Contingency fund shall remain with the fund 12.B.2.iii.a interest earned can be used to offset contributions to top up the fund
 - iv. Adjusting the amount of the fund requires:
 - a. A plan outlining the reason of the adjustment in financial terms;
 - b. The plan be approved by the majority of the Executive Board.
- c. Membership General Interest's Fund
 - 1 There shall be a Membership General Interest's fund for the purpose that is deemed to advance the interests of the Membership
 - i. The fund may be represented by multiple investments or banking accounts
 - ii. When choosing an investment, the fund must be placed in a safe investment
 - a. Examples of safe investments are bonds, GIC's, Savings Accounts or Credit Union Bills
 - iii. All announced surplus reported by the Treasurer's fiscal yearend report, are added to the membership General Interest's Fund
 - 2 Maintaining the Membership General interest's Fund
 - i. The minimum of this fund is \$2100 per FTE
 - ii. There is no maximum the fund may reach
 - iii The fund should be reasonably liquid in case the event occurs that the fund is approved to be accessed.
 - 3 Accessing the Membership General interest's Fund
 - i. The Membership General interest's Fund may be used to float the operating budget as long as expected income replaces the amount used
 - ii. Funds accessed are in accordance with Constitution Article 18, Association Funds
 - 4 Any expenditures from this fund shall require the prior approval of the Executive, which shall then report all such approvals, in writing, at the next Council of Representatives.

By-Law 13 – Election of Officers

- a. Elections Officer
 1. On or before March 1st of each year, the Executive Board shall appoint an Elections Officer
 2. The Elections Officer shall inform all Members, no later than April 1st of each year, of all vacant positions and shall have nomination forms made available.
 3. The Elections Officer may actively seek nominations.
- b. Nominations
 1. Any Member in good standing shall be eligible to hold office in the Association.
 2. "On-time" nominations shall be completed and submitted either directly to the Elections Officer or to the Association Office in a confidential envelope. Nominations must be received no later than April 15th.
 3. One week prior to the Annual General Meeting, the Elections Officer shall inform all Members of the list of candidates who have been nominated to a position on the Executive Board.
 4. After April 15th, nominations may only be made "from the floor" at the Annual General Meeting.
 5. Nominations need not be seconded.
 6. No Member shall be entitled to nominate more than one person for the same office.

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7. For each position, nominations shall close after the Elections Officer has made three (3) open calls for nominations at the Annual General Meeting.
8. For each position, after nominations have closed, the Elections Officer shall verify that the nominees are willing to be candidates for that position.

c. Terms

1. The term of office for the President, Vice-President Internal, Vice-President External Chief Representative, Treasurer, Secretary, and 2 Members-at-Large shall be 2 years.
2. The term of office for Chief Negotiator shall be 2 years when the upcoming year is the final year of the Collective Agreement, and shall be 1 year in all other years.
3. In odd numbered years, the President, Chief Representative, Secretary, and 1 Member at Large shall be elected.
4. In even numbered years, the Vice-President Internal, Vice-President External, Treasurer and 1 Member at Large shall be elected

d. Balloting & Speeches

1. Balloting for the positions of the Executive Board shall be cast in the following order:
 - i. President
 - ii. Vice-President: Internal
 - iii. Vice-President: External
 - iv. Chief Representative
 - v. Treasurer
 - vi. Secretary
 - vii. Chief Negotiator
 - viii. Member at Large
2. Where an election is to be held, candidates for the position of President will be allotted five (5) minutes, and candidates for any other position will be allotted two (2) minutes, to present a speech to Members.
3. Upon completion of all candidates' speeches, balloting for that position shall be cast.

e. Voting

1. Voting shall be conducted by secret ballot
2. Members in good standing who attend the Annual General Meeting shall be entitled to one (1) vote for each office for which an election is being held.
3. If a candidate receives a majority of the votes cast, the candidate shall be declared elected.
4. If no candidate receives a majority of the votes cast, and there were three (3) or less candidates nominated, the candidate with the lowest number of votes shall be dropped and another vote conducted.
5. If no candidate receives a majority of the votes cast, and there were four (4) or more candidates nominated, the two candidates with the lowest number of votes shall be dropped and another vote conducted.
6. Notwithstanding 13.e.4 and 13.e.5, in the event of a tie for the lowest number of votes, all candidates with the lowest number of votes shall be dropped, unless this would result in the election of the remaining.
7. The Elections Officer, with the approval of the Members present, shall appoint a maximum of eight (8) Members to act as scrutineers for the purpose of tabulating votes. Candidates for any office may not be a scrutineer.
8. All ballots shall be destroyed seven (7) days after the Annual General Meeting, unless a motion to extend this date is passed at the Annual General Meeting after all elections have been conducted.

f. Defeated Candidates

1. A defeated candidate may stand for another open position.

g. Vacancies

1. If the President position becomes vacant, the Vice-President Internal shall have the option to assume the President position. If accepted, the Vice-President Internal shall assume the position immediately and shall work with the University to transition into the released role. If declined, the President position shall remain vacant, and the duties of the President shall be taken by the Vice-President Internal on an interim basis.
2. If any other elected Executive Board position becomes vacant, the President shall take on those duties or attempt to distribute those duties of that position to the other Executive Board positions on an interim basis.

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- 3 The Council of Representatives shall fill vacancies of elected positions at their next meeting. Notwithstanding the above, if there is less than two (2) weeks between the announced vacancy and the next meeting, the Council shall wait until the next subsequent meeting to fill the vacancy.
 - i. The Chief Representative, or designate, shall issue a call to the Membership for applications to the vacant position. The Council shall review the applications at the meeting and vote by secret ballot.
 - ii. The Chief Representative, or designate, shall arrange with successful applicant, and the University if necessary, an appropriate start date for the position.