



**WILFRID LAURIER UNIVERSITY  
STAFF ASSOCIATION**

**CONSTITUTION**

**(Revised April 2018)**

## Table of Contents

Definitions	2
ARTICLE 1 – Name and Authority	2
ARTICLE 2 –Objectives	2
ARTICLE 3 – Membership	3
ARTICLE 4 – Member Privileges	3
ARTICLE 5 – Officers	3
ARTICLE 6 – Duties of Officers	3
President	3
VP Internal	4
VP External	4
Chief Representative	4
Treasurer	4
Chief Negotiator	5
Secretary	5
Member at Large	5
Past President	5
ARTICLE 7 – Executive Board	5
ARTICLE 8 – Resignation of Officers	6
ARTICLE 9 – Council of Representatives	6
ARTICLE 10 – Local Representatives	6
ARTICLE 11 – Dissolution	7
ARTICLE 12 – Meetings of Members	7
ARTICLE 13 – Procedure at Meetings	7
ARTICLE 14 – Dues and Assessments	8
ARTICLE 15 – Amendments to the Constitution	8
ARTICLE 16 – Transfer of Jurisdiction to Affiliate with another Union	8
ARTICLE 17 – Association Funds	8

**Definitions:**

1. Association shall mean Wilfrid Laurier University Staff Association, OSSTF District 35.
2. WLUSA shall mean Wilfrid Laurier University Staff Association, OSSTF District 35.
3. OSSTF shall mean Ontario Secondary School Teachers' Federation.
4. CBC shall mean the Collective Bargaining Committee.
5. Executive shall mean the Officers of the Association.
6. Majority vote, unless otherwise stipulated, means a 50% plus 1 vote of the voting members present or by proxy and voting.
7. Chief Representative shall also mean Grievance Officer.
8. President shall mean the elected president of WLUSA.
9. "General Meeting" and GM shall mean a meeting of the WLUSA membership to conduct Association business.
10. AMPA shall mean the OSSTF Annual Meeting of Provincial Assembly.
11. Policy shall mean a position taken by the Association in accordance with its by-laws and maintained by the Council of Representatives.
12. Procedures shall mean detailed rules maintained by the Council of Representatives governing ongoing operations within the Association.
13. Membership, used as a noun, shall mean all members in good standing.
14. Days as used in the Constitution are defined as calendar days.
15. FTE shall mean Full Time Equivalent as calculated by OSSTF.

**ARTICLE 1 - Name and Authority**

- a. This Bargaining Unit shall be known as the Wilfrid Laurier University Staff Association (WLUSA) Bargaining Unit, District 35, and Ontario Secondary School Teachers' Federation (OSSTF).
- b. The Bargaining Unit shall be referred to hereinafter as the Association.
- c. Any part of the Bargaining Unit Constitution, By-Laws, Policies, and/or Procedures which are in contravention of the OSSTF Constitution, By-Laws, Policies and/or Procedures are null and void.

**ARTICLE 2 - Objects**

- a. First and foremost to protect its members, both individually and collectively, in their profession, and to ensure that none of the civil, human and legal rights enjoyed by other Ontario residents shall be denied its members;
- b. to secure and maintain for all Active Members of OSSTF equal collective bargaining rights including the right to strike;
- c. to bargain collectively on behalf of its Active Members;
- d. to promote a high standard of professional ethics and a high standard of professional competence;
- e. to secure for members active participation in formulating policies and practices affecting education;
- f. to work toward control of our professional destiny;
- g. to promote political action to ensure that legislation regulating educational structures and policies is in the best interests of members, public education, students and the community;
- h. to support and promote equal opportunity for members, employees, and students;
- i. to foster and promote the dignity of all persons regardless of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, gender identity, socio-economic status, age, marital status, family status or disability;

## Wilfrid Laurier University Staff Association Constitution (Revised April 2018)

- j. associate and unite employees of educational institutions, or agencies which provide services to educational institutions, within the Province of Ontario;
- k. to promote political action to ensure that legislation regulating labour structures and policies is in the best interest of members;
- l. the ethics of the WLUSA Bargaining Unit shall be those described in Article 4 of the Constitution of OSSTF, *as well as such Codes of Ethics as may be present in the by-laws and Collective Agreement.*

### ARTICLE 3 - Membership

a. Membership in the Bargaining Unit requires:

- (1) That the person be an Employee of Wilfrid Laurier University for whom the WLUSA Bargaining Unit holds bargaining rights as determined by the Ontario Labour Relations Board or as determined by the recognition clause(s) of the current Collective Agreement or contract(s) held by the WLUSA Bargaining Unit.
- (2) That the person be a Member in good standing of the Ontario Secondary School Teachers' Federation.

### ARTICLE 4 – Member Privileges

a. Member in good standing:

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

### ARTICLE 5 – Officers

a. The Officers of the Association shall be:

- (1) President Elected
- (2) Vice-President Internal Elected
- (3) Vice-President External Elected
- (4) Chief Representative Elected
- (5) Treasurer Elected
- (6) Chief Negotiator Elected
- (7) Secretary Elected
- (8) (2) Members-at-large Elected
- (9) 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;

## **Wilfrid Laurier University Staff Association Constitution (Revised April 2018)**

- (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, and to serve as the Bargaining Unit's Provincial Councilor;
- (11) 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;
- (12) Serve for a two (2) year term.

**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) act as chair of the Membership Committee;
- (7) act as the Constitution Officer;

**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 the Executive Board's voting delegate at OSSTF's Annual Meeting of the Provincial Assembly (AMPA);
- (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 annually 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's treasury;
- (6) act as Chair of the Communications/Political Action Committee;
- (7) be responsible for on-going communication with other units within District 35 of OSSTF;
- (8) be responsible for on-going communication with other OSSTF Districts within our region;
- (9) be one of four Anti-Harassment officers who will enforce the Anti-Harassment Policies and Procedures at all meetings and assemblies of the Association or ensure a suitable member is appointed to this task in their absence.

**d. The Chief Representative is a voting officer who shall:**

- (1) be responsible for coordinating 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) be one of four Anti-Harassment officers who will enforce the Anti-Harassment Policies and Procedures at all meetings and assemblies of the Association or ensure a suitable member is appointed to this task in their absence.

**e. The Treasurer 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;

## **Wilfrid Laurier University Staff Association Constitution (Revised April 2018)**

- (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) act as District 35 District Executive Council Treasurer when required;

**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 for a two (2) year term when the upcoming year is the final year of the current Collective Agreement and serve for a one (1) year term in all other years.

**g. Secretary is a voting member who 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 Donations Committee;
- (3) be responsible for ensuring accurate and current member rolls and mailing lists;
- (4) assist the President in carrying out the aims and objectives of the Association;

**h. Members-at-large are voting officers who shall:**

- (1) serve on the board and will contribute to discussions and vote on Board decisions;
- (2) be one of four Anti-Harassment officers who will enforce the Anti-Harassment Policies and Procedures at all meetings and assemblies of the Association or ensure a suitable member is appointed to this task in their absence;
- (3) assist the President in carrying out the aims and objectives of the Association; (4) optionally chair or participate on committees;

**i. 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 for a one (1) year 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.

### **Wilfrid Laurier University Staff Association Constitution (Revised April 2018)**

- 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. The Executive Board shall study and approve the annual budget as prepared by the Treasurer prior to the Annual General Meeting.
- f. The Executive Board shall receive and act upon the recommendations of the Council of Representatives.
- g. The Executive Board shall keep Local Representatives informed of matters of mutual interest to the Members of the Association.
- h. To appoint an alternate to represent the Bargaining Unit for all or part of a Provincial Council meeting should the Bargaining Unit President be unable to attend
- i. Where procedure is unclear and not discussed in either the Constitution or Bylaws, *Robert's Rules of Order* shall prevail.
- j. Members of the Executive Board shall be elected at the Annual General Meeting in the manner prescribed by the Bylaws.

### **ARTICLE 8 - 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 endeavor 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 9 – 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 of the three members appointed by the Association to the Joint 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:
  - (1) be responsible for the maintenance of the Association's policies and procedures as set forth in Appendix A;
  - (2) present the concerns and comments of the members in their area to Council;
  - (3) communicate information from the Council to the members in their area.

### **ARTICLE 10 – Local Representatives**

- a. Are elected by the Members within their designated group. Designated groups are defined by geographical location or campus building.
- b. Are responsible for representing the Members within their designated group.
- c. Shall serve as liaison between Members and the Executive Board.

## **Wilfrid Laurier University Staff Association Constitution (Revised April 2018)**

- 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 coordinator regarding the purchase of cards and gifts for their Members, and, in conjunction with the Gifts coordinator, distribute the same.
- h. Shall report Member changes in their designated groups to the 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 11 – 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 12 – 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.
  - g. Ratification Votes
    - (1) The time and location for a ratification meeting and vote on a proposed Collective Agreement will be determined by the Executive in consultation with the CBC.
    - (2) The time and location for a meeting and vote dealing with a sanction against the employer will be determined by the Executive.
    - (3) Where a ratification vote is held, it will be done by secret ballot and a quorum shall be those Bargaining Unit Members present, qualified to vote, and voting.
    - (4) The outcome of a ratification vote shall be publicized as Pass or Fail without giving details that may hurt the position of the Association in future negotiation or cause upset among the Membership.
    - (5) The ballots cast in a ratification vote shall be destroyed one (1) week following the ratification vote unless the vote is contested. Ratification ballots cast in a vote that is contested will be destroyed only following a reasonable audit of the ballots that verifies the vote outcome.
    - (6) To contest a ratification vote a member must submit in writing to the Association President their reasons for contesting the vote within one (1) calendar week of the vote. The president will present this to the Executive for evaluation and the decision of the Executive is final.
    - (7) Proxy voting will not be available for Ratification votes.
    - (8) The Association will have guidelines for the running of a ratification vote and these will be available to the membership.

### **ARTICLE 13 – Procedure at Meetings**

- a. At the call to order of any meeting, the President or designate shall take the Chair and conduct business according to the agenda approved at the meeting.



## Wilfrid Laurier University Staff Association Constitution (Revised April 2018)

- 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 except in the case of a ratification vote.
- 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. 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 seven (7) days to conduct the vote;
  - (4) a minimum vote count of thirty-five percent (35%) of the Membership;
- f. Where procedure is unclear and not discussed in either the Constitution or Bylaws, *Robert's Rules of Order* shall prevail.

### ARTICLE 14 – 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 15 – Amendments to the Constitution

- a. Any Member in good standing may submit proposed constitutional amendments 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 amendments to the Constitution unless an Annual General Meeting has been scheduled within thirty (30) days of receiving the proposed amendments.
- c. Indication of proposed amendments shall be circulated to Members at least seven (7) days before the general or special meeting is called.
- d. Amendments of the Constitution shall be made by a two-thirds (2/3) vote of the Members present at general or special meeting. Quorum shall consist of thirty percent (30%) of the Membership.
- e. Constitutional amendments shall become effective ten (10) days upon receiving an appropriate affirmative vote.

### ARTICLE 16 – 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 affected 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 17 – 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 (i.e. Meeting minutes, Requests for Proposals, etc.) Requests to view these records will be made to the Treasurer.

**Wilfrid Laurier University Staff Association Constitution (Revised April 2018)**

- 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 18 – 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.