

**WILFRID LAURIER UNIVERSITY
STAFF ASSOCIATION**

CONSTITUTION

(Revised April 2019)

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Definitions:

Association: shall mean Wilfrid Laurier University Staff Association, OSSTF District 35.

WLUSA: shall mean Wilfrid Laurier University Staff Association, OSSTF District 35.

OSSTF: shall mean Ontario Secondary School Teachers' Federation.

CBC: shall mean the Collective Bargaining Committee.

Executive: shall mean the Officers of the Association.

Majority vote: shall mean more than fifty (50) percent.

Chief Representative: shall also mean Grievance Officer.

President: shall mean the elected president of WLUSA.

General Meeting (GM): shall mean a meeting of the WLUSA membership to conduct Association business.

AMPA: shall mean the OSSTF Annual Meeting of Provincial Assembly.

Policy: shall mean a position taken by the Association in accordance with its bylaws and maintained by the Council of Representatives.

Procedures: shall mean detailed rules maintained by the Council of Representatives governing ongoing operations within the Association.

Membership: used as a noun, shall mean all members in good standing.

Days: as used in the Constitution are defined as calendar days.

FTE: shall mean Full Time Equivalent as calculated by OSSTF.

1. ARTICLE 1 - Name and Authority

- 1.1. 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).
- 1.2. The Bargaining Unit shall be referred to hereinafter as the Association.
- 1.3. Any part of the Bargaining Unit Constitution, Bylaws, Policies, and/or Procedures which are in contravention of the OSSTF Constitution, Bylaws, Policies and/or Procedures are null and void.

2. ARTICLE 2 - Objects

- 2.1. 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;
- 2.2. to secure and maintain for all Active Members of OSSTF equal collective bargaining rights including the right to strike;
- 2.3. to bargain collectively on behalf of its Active Members;
- 2.4. to promote a high standard of professional ethics and a high standard of professional competence;
- 2.5. to secure for members active participation in formulating policies and practices affecting education;
- 2.6. to work toward control of our professional destiny;
- 2.7. 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;
- 2.8. to support and promote equal opportunity for members, employees, and students;
- 2.9. 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;
- 2.10. associate and unite employees of educational institutions, or agencies which provide services to educational institutions, within the Province of Ontario;
- 2.11. to promote political action to ensure that legislation regulating labour structures and policies is in the best interest of members;

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- 2.12.** 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 bylaws and Collective Agreement.*

3. ARTICLE 3 - Membership

- 3.1.** Membership in the Bargaining Unit requires:
- 3.1.1.** 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.
- 3.1.2.** That the person be a Member in good standing of the Ontario Secondary School Teachers' Federation.

4. ARTICLE 4 – Member Privileges

- 4.1.** Member in good standing:
- 4.1.1.** abides by the Constitution and Bylaws of the Association;
- 4.1.2.** may attend general and special meetings of the Association and vote, discuss, and participate in the business of the Association;
- 4.1.3.** has the right to stand for election as an officer of the Association;
- 4.1.4.** has the right to serve as a member of committees created for the purpose of meeting the needs of the Association.

5. ARTICLE 5 – Officers

- 5.1.** The Officers of the Association shall be:
- 5.1.1.** President Elected
- 5.1.2.** Vice-President Internal Elected
- 5.1.3.** Vice-President External Elected
- 5.1.4.** Chief Representative Elected
- 5.1.5.** Treasurer Elected
- 5.1.6.** Chief Negotiator Elected
- 5.1.7.** Secretary Elected
- 5.1.8.** (2) Members-at-large Elected
- 5.1.9.** Past-President Emeritus

6. ARTICLE 6 – Duties of Officers

- 6.1.** A single term shall be from July 1st to June 30th of the following year.
- 6.2. The President is a voting officer who shall:**
- 6.2.1.** be the Chief Executive Officer of the Association, and shall call and preside at all meetings of the Association and of the Executive Board;
- 6.2.2.** exercise supervision over the affairs of the Association;
- 6.2.3.** ensure that the other officers of the Association perform their duties in accordance with the Constitution and Bylaws of the Association;
- 6.2.4.** ensure that the aims and objectives of the Association are carried out
- 6.2.5.** present a written report on the activities and financial affairs of the Association at the Annual General Meeting;
- 6.2.6.** have signing authority, in consultation with the Executive Board, for legal matters of the Association;
- 6.2.7.** have co-signing authority on all cheques drawn on the Association's treasury;
- 6.2.8.** appoint an Executive Board Officer as chair of the Social Committee;
- 6.2.9.** appoint the Education Services Officer, in consultation with the Executive Board;
- 6.2.10.** appoint the Gifts Coordinator, in consultation with the Executive Board;
- 6.2.11.** be an ex-officio member of all Association committees;
- 6.2.12.** serve as the Association's representative to OSSTF, and to serve as the Bargaining Unit's Provincial Councillor;

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- 6.2.13.** 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;
- 6.3. The Vice-President Internal is a voting officer who shall:**
- 6.3.1.** assist the President in carrying out the aims and objectives of the Association;
 - 6.3.2.** assume the duties of the President if the President is, for any reason, unable to carry out those duties;
 - 6.3.3.** review the Constitution biennially and Bylaws annually to ensure it reflects the aims and objectives of the Association;
 - 6.3.4.** assist the Chief Representative as needed in carrying out grievances;
 - 6.3.5.** have co-signing authority on all cheques drawn on the Association's treasury;
 - 6.3.6.** act as chair of the Membership Committee;
 - 6.3.7.** act as the Constitution Officer;
- 6.4. The Vice-President External is a voting officer who shall:**
- 6.4.1.** assist the President in carrying out the aims and objectives of the Association;
 - 6.4.2.** serve as the Executive Board's voting delegate at OSSTF's Annual Meeting of the Provincial Assembly (AMPA);
 - 6.4.3.** act as WLUSA liaison with the Waterloo Regional Labour Council, other university staff unions and/or associations, government departments, and other related areas;
 - 6.4.4.** establish and update annually a resource list of external contact persons to be kept on file in the WLUSA office;
 - 6.4.5.** have co-signing authority on all cheques drawn on the Association's treasury;
 - 6.4.6.** act as Chair of the Communications/Political Action Committee;
 - 6.4.7.** be responsible for on-going communication with other units within District 35 of OSSTF;
 - 6.4.8.** be responsible for on-going communication with other OSSTF Districts within our region;
 - 6.4.9.** 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.
- 6.5. The Chief Representative is a voting officer who shall:**
- 6.5.1.** be responsible for coordinating and supervising all grievances under the collective agreement;
 - 6.5.2.** report all complaints of any violation of any of the provisions of the collective agreement to the Executive Board;
 - 6.5.3.** assist in the preparation, filing, review and presentation of grievances under the direction of the Executive Board;
 - 6.5.4.** act as chair of the Council of Representatives;
 - 6.5.5.** be responsible for coordinating and delivering new council representative training sessions;
 - 6.5.6.** 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.
- 6.6. The Treasurer is a voting officer who shall:**
- 6.6.1.** be responsible for the maintenance of the financial records of the Association;
 - 6.6.2.** be responsible for all monies related to Association business and for obtaining all required approvals in accordance with the Constitution and Bylaws;
 - 6.6.3.** be responsible for reconciling all financial transactions and statements as set forth in the Financial Responsibilities Policy & Procedures in Appendix A.
 - 6.6.4.** present a written quarterly financial report to the Executive Board and Membership;
 - 6.6.5.** prepare an annual financial statement at the end of the fiscal year, indicating revenue and expenditures of the preceding year;
 - 6.6.6.** prepare, in co-operation with the Executive Board, a budget for the forthcoming year to be approved at the Annual General Meeting;
 - 6.6.7.** have co-signing authority on all cheques drawn on the Association's treasury;
 - 6.6.8.** act as District 35 District Executive Council Treasurer when required;

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6.7. The Chief Negotiator is a voting officer who shall:

- 6.7.1. act as chair of the Collective Bargaining Committee;
- 6.7.2. conduct research in preparation for collective bargaining;
- 6.7.3. report in a timely and regular basis to the Executive Board and the Association;
- 6.7.4. represent the Association at all Regional Collective Bargaining Committee meetings;
- 6.7.5. review Letters of Understanding on a periodic basis;
- 6.7.6. carry out other duties as determined by the President;
- 6.7.7. 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.

6.8. The Secretary is a voting officer who shall:

- 6.8.1. 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;
- 6.8.2. act as chair of the Donations Committee;
- 6.8.3. be responsible for ensuring accurate and current member rolls and mailing lists;
- 6.8.4. assist the President in carrying out the aims and objectives of the Association;

6.9. The Members-at-large are voting officers who shall:

- 6.9.1. serve on the board and will contribute to discussions and vote on Board decisions;
- 6.9.2. 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;
- 6.9.3. assist the President in carrying out the aims and objectives of the Association; (4) optionally chair or participate on committees;

6.10. The Past-President is a non-voting officer who shall:

- 6.10.1. function in an advisory capacity to the Executive Board to provide continuity in the operation of the Association;
- 6.10.2. serve for a one (1) year non-renewable term.

7. ARTICLE 7 – Executive Board

- 7.1. The officers of the Association shall constitute its Executive Board.
- 7.2. 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.
- 7.3. 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.
- 7.4. 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.
- 7.5. The Executive Board shall study and approve the annual budget as prepared by the Treasurer prior to the Annual General Meeting.
- 7.6. The Executive Board shall receive and act upon the recommendations of the Council of Representatives.
- 7.7. The Executive Board shall keep Local Representatives informed of matters of mutual interest to the Members of the Association.
- 7.8. To appoint an alternate to represent the Bargaining Unit for all or part of a Provincial Council meeting should the
- 7.9. Bargaining Unit President be unable to attend
- 7.10. Where procedure is unclear and not discussed in either the Constitution or Bylaws, *Robert's Rules of Order* shall prevail.
- 7.11. Members of the Executive Board shall be elected at the Annual General Meeting in the manner prescribed by the Bylaws.

8. ARTICLE 8 - Resignation or Removal of Officers

- 8.1. 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.
- 8.2. 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.
- 8.3. 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 6: Judicial Procedures has determined that such action is warranted.

9. ARTICLE 9 – Council of Representatives

- 9.1. The Council of Representatives consists of:
 - 9.1.1. the Executive Board;
 - 9.1.2. Local Representatives, as defined in Article 10;
 - 9.1.3. the Education Services Officer;
 - 9.1.4. at least one of the three members appointed by the Association to the Joint Health and Safety Committee (non-voting);
 - 9.1.5. at least one WLUSA representative serving on the university Senate (non-voting); and,
 - 9.1.6. at least one WLUSA representative serving on the university Board of Governors (non-voting).
- 9.2. A majority of all voting members of the Council shall constitute a quorum for the transaction of business.
- 9.3. Where procedure is unclear and not discussed in either the Constitution or Bylaws, *Robert's Rules of Order* shall prevail.
- 9.4. The Council of Representatives shall:
 - 9.4.1. be responsible for the maintenance of the Association's policies and procedures as set forth in Appendix A;
 - 9.4.2. present the concerns and comments of the members in their area to Council;
 - 9.4.3. communicate information from the Council to the members in their area.

10. ARTICLE 10 – Local Representatives

- 10.1. Are elected by the Members within their designated group. Designated groups are defined by geographical location or campus building.
- 10.2. Are responsible for representing the Members within their designated group.
- 10.3. Shall serve as liaison between Members and the Executive Board.
- 10.4. Shall communicate to Members the deliberations and decisions of the Executive Board and all information from committees reporting at Council meetings.
- 10.5. Shall encourage Members to attend and participate in meetings of the Association.
- 10.6. Shall assist Members in the preparation of complaints and grievances.
- 10.7. 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.
- 10.8. Shall report Member changes in their designated groups to the Secretary.
- 10.9. Should a council representative resign, the designate group shall hold an election for a replacement.
- 10.10. Local representatives may hold their position in perpetuity until they either resign or their designate group chooses to hold another election.

11. ARTICLE 11 – Dissolution

- 11.1. 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.

12. ARTICLE 12 – Meetings of Members

- 12.1. An Annual General Meeting of the Members of the Association shall be held no later than the last day of April.
- 12.2. General Meetings of the Members of the Association shall be held at times as outlined in the Collective Agreement.
- 12.3. 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.
- 12.4. 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.
- 12.5. No business shall be discussed or voted on at any special meeting other than that set forth in the official notice of meeting.
- 12.6. Written notice of any meeting of Members shall be distributed at least seven (7) days prior to the meeting.
- 12.7. **Ratification Votes**
- 12.7.1. 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.
- 12.7.2. The time and location for a meeting and vote dealing with a sanction against the employer will be determined by the Executive.
- 12.7.3. 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.
- 12.7.4. 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.
- 12.7.5. 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.
- 12.7.6. 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.
- 12.7.7. Proxy voting will not be available for Ratification votes.
- 12.7.8. The Association will have guidelines for the running of a ratification vote and these will be available to the membership.

13. ARTICLE 13 – Procedure at Meetings

- 13.1. 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.
- 13.2. 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.
- 13.3. 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.
- 13.4. 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.
- 13.5. Any motion that involves a secure online voting system requires the following:
 - 13.5.1. a meeting of the Membership to discuss the motion;
 - 13.5.2. a minimum of seven (7) days notice to Members of the upcoming vote;
 - 13.5.3. a minimum of seven (7) days to conduct the vote;
 - 13.5.4. a minimum vote count of thirty-five percent (35%) of the Membership;
- 13.6. Where procedure is unclear and not discussed in either the Constitution or Bylaws, *Robert's Rules of Order* shall prevail.

14. ARTICLE 14 – Dues and Assessments

- 14.1. Members shall pay annual dues as prescribed in the Bylaws of OSSTF.
- 14.2. 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.
- 14.3. Notice in writing shall be posted to each Member, at least seven (7) days in advance of such meeting.
- 14.4. 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.

15. ARTICLE 15 – Amendments to the Constitution and Bylaws

- 15.1. Any Member in good standing may submit proposed constitution and bylaw amendments to the Vice-President Internal for discussion by the Executive Board.
- 15.2. 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.
- 15.3. Indication of proposed amendments shall be circulated to Members at least seven (7) days before the general or special meeting is called.
- 15.4. Quorum for any Constitution or Bylaw amendment shall be thirty percent (30%) of the Membership.
- 15.5. Amendments to the Constitution shall be made by a two-thirds (2/3) vote of the Members present.
- 15.6. Amendments to the Bylaws shall be made by a majority vote of the Members present.
- 15.7. Constitution and Bylaw amendments shall become effective ten (10) days upon receiving an appropriate affirmative vote.

16. ARTICLE 16 – Transfer of Jurisdiction to Affiliate with another Union

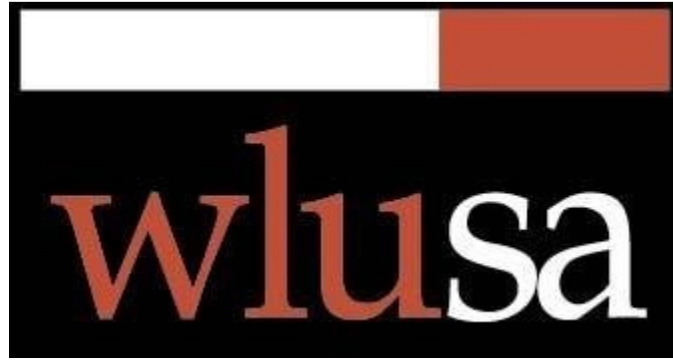
- 16.1. The Association may transfer its rights, duties, and privileges under the *Labour Relations Act*, 1995, to any certified union through a transfer of jurisdiction affected by resolution presented at a meeting of the Association and voted on by a secret ballot vote. In advance of that Meeting, 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.

17. ARTICLE 17 – Association Funds

- 17.1. 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.
- 17.2. 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.
- 17.3. Expenditure limits created through policies and procedures as outlined in Appendix A will be strictly enforced.
- 17.4. 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.

18. Article 18 – Conflict Resolution

- 18.1. 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.



**WILFRID LAURIER UNIVERSITY STAFF
ASSOCIATION**

BYLAWS

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Bylaw 1 – Fees

- 1.1. 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.

Bylaw 2 – Committees

- 2.1. 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.
- 2.2. Any Member in good standing may apply to be considered for appointment to any committee.
- 2.3. 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.
- 2.4. Committee appointments shall be reviewed annually by each new Executive Board.
- 2.5. Each committee chair shall submit written reports to the Executive Board annually.
- 2.6. 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.
- 2.7. 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.
- 2.8. Where procedure is unclear and not discussed in either the Constitution or Bylaws, *Robert's Rules of Order* shall prevail.
- 2.9. The Chair of the committee shall assume responsibility for all expenditures under the budget issued from the Treasury to the committee.

Bylaw 3 – Honorariums

- 3.1. Upon completion of each year in office, the following Officers of the Executive Board shall receive the following honorarium:
 - 3.1.1. President shall receive \$3,000.
 - 3.1.2. Vice-President Internal shall receive \$1,000.
 - 3.1.3. Vice-President External shall receive \$1,000.
 - 3.1.4. Treasurer shall receive \$1,000.
 - 3.1.5. Chief Representative shall receive \$1,000.
 - 3.1.6. Chief Negotiator shall receive \$1,000.
 - 3.1.7. Secretary shall receive \$1,000.
 - 3.1.8. Members at large shall each receive \$1,000.
 - 3.1.9. Past-President shall receive \$1,000.

Bylaw 4 – Annual Meeting of the Provincial Assembly (AMPA)

- 4.1. The Association delegation to AMPA shall include the President, the Vice-President External, and the Provincial Councillor(s) assigned to the Association.
- 4.2. 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.
 - 4.2.1. Members of the Council of Representatives who are nominated for an AMPA position shall not participate in the selection process.

Bylaw 5 – Standing Committees

5.1. Collective Bargaining Committee

- 5.1.1. The Collective Bargaining Committee shall represent the Members of the Association while preparing the Collective Agreement. Duties will include:
 - 5.1.1.1. Surveying the membership;
 - 5.1.1.2. Preparing a negotiating brief;
 - 5.1.1.3. Seeking approval for the brief from the Executive Board and Provincial Office of OSSTF;
 - 5.1.1.4. Recommending members to the table team for ratification by the Executive Board;
 - 5.1.1.5. Communicating regularly with the Members of the progress of negotiations; and,
 - 5.1.1.6. Seeking the ratification of the collective agreement from Association members.
- 5.1.2. 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).
- 5.1.3. This committee will have at least 5 members.

5.2. Communications/Political Action Committee (CPAC)

- 5.2.1. The Communications/Political Action Committee shall:
 - 5.2.1.1. 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.
 - 5.2.1.2. 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.
 - 5.2.1.3. Liaise with Executive Board, Council of Representatives, and other Association committees on issues of mutual concern.
 - 5.2.1.4. Liaise with OSSTF's Communications/Political Action Committee on matters of mutual concern relating to postsecondary education.
 - 5.2.1.5. 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.
 - 5.2.1.6. 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.

5.3. Member Engagement Committee

- 5.3.1. The Member Engagement Committee shall:
 - 5.3.1.1. organize New Member Orientation Sessions;
 - 5.3.1.2. organize events to engage Members;
 - 5.3.1.3. encourage Members to volunteer and participate within Association functions, committees, and governance;
 - 5.3.1.4. collaborate with the Collective Bargaining Committee and the Social Committee on events that provide mutual benefit.

5.4. Social Committee

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

5.5. Finance Committee

- 5.5.1. The Finance Committee shall consist of a maximum of six (6) Members in good standing with both the Association and OSSTF/FEESO
 - 5.5.1.1. One of the Members in good standing shall be the Treasurer of the Association and shall serve as chair of each meeting.
- 5.5.2. The Committee will meet quarterly in the Association's fiscal year.
 - 5.5.2.1. The Committee will adopt an agenda at each meeting.
 - 5.5.2.2. The Committee will elect a member to record minutes of the meeting
 - 5.5.2.3. After the Committee approves the previous meeting minutes, they will be filed in the WLUSA office
- 5.5.3. **Rights of the Finance Committee**
 - 5.5.3.1. The Finance Committee will have the right to access relevant information as deemed necessary by the committee.
 - 5.5.3.1.1. The access to relevant information will be done lawfully and in accordance of WLUSA Constitution, Bylaws and Appendices.
 - 5.5.3.1.2. Any information obtained by this right will be collected, kept and referenced within the WLUSA office.
 - 5.5.3.1.3. 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.
 - 5.5.3.2. The Committee has the right to review the Constitution, Bylaws and Appendices and present to the Executive Board motions that advance this committee's purpose.
 - 5.5.3.3. Motions presented by the committee must have consensus of the committee Members present at the last quarter meeting of the current fiscal year.
- 5.5.4. **Responsibilities of the Finance Committee**
 - 5.5.4.1. Investments of the Association
 - 5.5.4.1.1. Create action items for the next meeting's agenda base on date sensitive items such as investments reaching maturity.
 - 5.5.4.1.2. Discuss current investments and makes a recommendation to the Executive Board
- 5.5.5. **Association Employee Contingency Fund**
 - 5.5.5.1. Reviews all factor that do or will contribute to the need for this fund
 - 5.5.5.2. Ensuring the fund is adequately funded to meet the needs of the Association Employee(s) and the Association.

Bylaw 6 – Responsibility of Members

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

Bylaw 7 – Employees of the Association

- 7.1. 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.
- 7.2. All employees of the Association will have the same benefits as Members with the following Articles:
 - 7.2.1. Article 22: Human Resource Development
 - 7.2.2. Article 23: Hours of Work and Overtime
 - 7.2.3. Article 24: Reduced Workload
 - 7.2.4. Article 25: Leaves
 - 7.2.5. Article 27: Pension Plan
- 7.3. All employees of the Association shall receive the same Health Care Benefits as described in Article 26.1 of the collective agreement.

Bylaw 8 – Conferences

- 8.1. 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.
- 8.2. 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.

Bylaw 9 – Conflict Resolution

- 9.1. 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.
- 9.2. 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.

Bylaw 10 – Grievance Committees

- 10.1. 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.
- 10.2. 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.
- 10.3. 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.

Bylaw 11 - Anti-Harassment and Anti-Bullying Policy

- 11.1. The Association shall have an Anti-Harassment and Anti-Bullying policy and procedure to be followed at all Association functions.
 - 11.1.1. The Anti-Harassment and Anti-Bullying policy and procedure and any amendments to it shall be approved by the Executive.
 - 11.1.2. 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.
 - 11.1.3. At every Association sponsored meeting or event at least one Anti-Harassment officer will be designated for members to contact.
 - 11.2. The resolution and complaint procedure shall be as follows:
 - 11.2.1. 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.
 - 11.2.2. 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.
 - 11.2.3. 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.
 - 11.2.4. 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.
 - 11.2.5. 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.
 - 11.2.6. 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.

- 11.2.7. The parties involved will receive a written report stating the findings and any action taken.
- 11.2.8. 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.
- 11.2.9. Decisions may be reviewed by Judicial Council on the request of a member or appealed to the Association grievance appeals committee.
- 11.2.10. 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.
- 11.2.11. 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.

Bylaw 12 – Association Finances

12.1. General Account

- 12.1.1. There shall be a General Account to provide funds for the annual general operating expenditures of the Association.
- 12.1.1.1. There shall be an annual budget prepared for the General Account in accordance with Article 6.6.5.
- 12.1.1.2. 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.

12.2. Association Employee Contingency Fund

- 12.2.1. There shall be an Association Employee Contingency Fund to be used to replace Association Employee(s) that are on leave.
- 12.2.2. The Association Employee Contingency Fund can only be used to replace an employee for a limited term appointment.
- 12.2.3. Approval to access the Association Employee Contingency Fund must have:
 - 12.2.3.1. a completed Job Posting with an end date
 - 12.2.3.2. a budget estimating the total cost to the Association for the limited term appointment and cannot exceed the funds available
 - 12.2.3.3. a replenishment plan to restore funds used in Bylaw 12.2.3.2.
 - 12.2.3.4. majority Executive Board approval
- 12.2.4. The Executive Board shall provide a report, in writing, to the Council of Representatives that outlines all components of the approval outlined in Bylaw 12.2.3
- 12.2.5. Maintaining the Association Employee Contingency Fund
 - 12.2.5.1. The minimum, funds in the account may not fall below replacing each Association Employee for then year
 - 12.2.5.2. The fund will be reviewed annually to ensure the fund can adequately cover the cost of replacing Association Employee(s) current employed.
 - 12.2.5.3. Interest earned by the Association Employee Contingency fund shall remain with the fund
 - 12.2.5.3.1. Interest earned can be used to offset contributions to top up the fund
 - 12.2.5.4. Adjusting the amount of the fund requires:
 - 12.2.5.4.1. A plan outlining the reason of the adjustment in financial terms;
 - 12.2.5.4.2. The plan be approved by the majority of the Executive Board.

12.3. Membership General Interest's Fund

- 12.3.1. There shall be a Membership General Interest's fund for the purpose that is deemed to advance the interests of the Membership
 - 12.3.1.1. The fund may be represented by multiple investments or banking accounts
 - 12.3.1.2. When choosing an investment, the fund must be placed in a safe investment
 - 12.3.1.2.1. Examples of safe investments are bonds, GIC's, Savings Accounts or Credit Union Bills
 - 12.3.1.3. All announced surplus reported by the Treasurer's fiscal yearend report, are added to the membership General Interest's Fund
- 12.3.2. Maintaining the Membership General interest's Fund

- 12.3.2.1. The minimum of this fund shall be \$2100 per FTE
- 12.3.2.2. There is no maximum the fund may reach
- 12.3.2.3. The fund should be reasonably liquid in case the event occurs that the fund is approved to be accessed.
- 12.3.3. Accessing the Membership General interest's Fund
- 12.3.3.1. The Membership General interest's Fund may be used to float the operating budget as long as expected income replaces the amount used
- 12.3.3.2. Funds accessed are in accordance with Article 17
- 12.3.3.2.1. 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.

Bylaw 13 – Election of Officers

13.1. Elections Officer

- 13.1.1. On or before March 1st of each year, the Executive Board shall appoint an Elections Officer
- 13.1.2. 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.
- 13.1.3. The Elections Officer may actively seek nominations.

13.2. Nominations

- 13.2.1. Any Member in good standing shall be eligible to hold office in the Association.
- 13.2.2. "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.
- 13.2.3. 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.
- 13.2.4. After April 15th, nominations may only be made "from the floor" at the Annual General Meeting.
- 13.2.5. Nominations need not be seconded.
- 13.2.6. No Member shall be entitled to nominate more than one person for the same office.
- 13.2.7. For each position, nominations shall close after the Elections Officer has made three (3) open calls for nominations at the Annual General Meeting.
- 13.2.8. For each position, after nominations have closed, the Elections Officer shall verify that the nominees are willing to be candidates for that position.

13.3. Terms

- 13.3.1. 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.
- 13.3.2. 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.
- 13.3.3. In odd numbered years, the President, Chief Representative, Secretary, and 1 Member at Large shall be elected.
- 13.3.4. In even numbered years, the Vice-President Internal, Vice-President External, Treasurer and 1 Member at Large shall be elected

13.4. Balloting & Speeches

- 13.4.1. Balloting for the positions of the Executive Board shall be cast in the following order:
 - 13.4.1.1. President
 - 13.4.1.2. Vice-President: Internal
 - 13.4.1.3. Vice-President: External
 - 13.4.1.4. Chief Representative
 - 13.4.1.5. Treasurer
 - 13.4.1.6. Secretary
 - 13.4.1.7. Chief Negotiator
 - 13.4.1.8. Member at Large
- 13.4.2. 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.
- 13.4.3. Upon completion of all candidates' speeches, balloting for that position shall be cast.

13.5. Voting

- 13.5.1. Voting shall be conducted by secret ballot
- 13.5.2. 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.
- 13.5.3. If a candidate receives a majority of the votes cast, the candidate shall be declared elected.
- 13.5.4. 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.
- 13.5.5. 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.
- 13.5.6. 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.
- 13.5.7. 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.
- 13.5.8. 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.
- 13.6. **Defeated Candidates**
- 13.6.1. A defeated candidate may stand for another open position by running “from the floor” as per Bylaw 13.2.
- 13.7. **Vacancies**
- 13.7.1. 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.
- 13.7.2. 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.
- 13.7.3. 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.
- 13.7.3.1. 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.
- 13.7.3.2. The Chief Representative, or designate, shall arrange with successful applicant, and the University if necessary, an appropriate start date for the position.



APPENDICES

Every WLUSA/OSSTF Member has a responsibility to help WLUSA succeed in its aims and objectives and to follow the policies outlined in these appendices. This means that for the Association to operate in a fair and efficient manner, Members at every level of the Association must not only understand and follow policy documents, but, above all, strive to work together conscientiously in the spirit of those policies.

The application of policy, including internal controls on spending and the reliability of financial reporting, assures the accountability of the Executive Board and all Members engaged in the work of the Association. More than that, it is integral to the prudent use and sound stewardship of WLUSA/OSSTF resources.

OSSTF/FEESO

Anti-Harassment Statement

Let us not take thought for our separate interests, but let us help one another.

A member of OSSTF has the right to a workplace and union environment free from harassment and bullying.

Harassment and discrimination are not joking matters. They have a destructive effect on the workplace environment, individual well-being, and union solidarity. Such actions are always unacceptable.

As members of OSSTF, our goal must be to protect human rights, to promote mutual respect and trust, and to foster inclusion.

OSSTF is committed to strengthening member solidarity and takes seriously its own responsibility to ensure that members are treated with respect and dignity at all provincially sponsored OSSTF events and meetings.

Any member who feels targeted by harassment or discrimination must be able to speak up and know their concerns will be responded to immediately in accordance with OSSTF Policies and Bylaws and the Resolution and Complaint Procedure, as approved by AMPA.

Appendix A: Financial Responsibilities Policy and Procedures

1. Methods of Payment for the Association

- 1.1. WLU P-Card: The University provides the Administrative Assistant with a credit card for purchasing supplies as required, securing reservations for hotels, and covering travel expenses for members attending University-sanctioned conferences or meetings.
- 1.2. Association Credit Card: The Association provides the President with a credit card to pay for Association expenses generally incurred at conferences, meetings, or similar events attended by the President and, if applicable, other Association Members.
- 1.3. WLUSA Debit Card: The Association will keep up to date a bank Debit Card for the sole purpose of providing the Association the ability to review its account through the bank's secure site. This card will be stored in a secure area and should never be used.
- 1.4. Cheque Registry: The Association uses cheques to pay invoices and to reimburse Members who have paid for Association related activities out of their own pocket. All cheques require two (2) signatures. Executive Board Officers with signing authority may not sign any cheques written to them for any purpose.
- 1.4.1 Association-related activities that cost more than \$1000 should not be paid for directly by a Member. In the case where the Association Credit Card cannot be used or where issuing a cheque directly to the vendor is not possible, the Member will seek authorization from the President and the Treasurer prior to using their personal credit card to fund an activity.
- 1.5. Banking Information: Requests to the bank for transfers from the savings account to the chequing account must be submitted on letterhead with two (2) signatures authorizing the amount to be transferred. For any changes made to our banking accounts at the BMO, the Association's Bank Designate Account Representative can be reached at 519-885-3716 (Fax: 519-885-6328).

2. Monthly Review

- 1.1. The Administrative Assistant will, on a weekly basis, complete financial postings in Simply Accounting, accurately detailing each transaction. Transactions will be combined into monthly files ordered according to the fiscal year, and such files will collectively contain all of the transactions of the Association. In order to ensure that all transactions are properly reconciled, the Treasurer will each month review the previous month's file, along with the credit card statements, the bank statement, and the Banner report.
- 1.2. All expenses submitted to the Administrative Assistant for reimbursement must be accompanied with a receipt.
- 1.3. If the credit card is misplaced, lost, or stolen, the person discovering the loss must immediately report the incident to the credit card company, the Treasurer, and the Administrative Assistant. The card will immediately be cancelled and statements will be requested from the bank or viewed on-line for any compromised activity. All statements that have been verified will be signed and dated by the Treasurer as an indication of review completion.
- 1.4. The Treasurer will oversee the completion of and personally review 6-month, 9-month, and 12-month (fiscal year-end) reports, including a trial balance and an income statement. These reports will be submitted to OSSTF District 35 as required.

3. Disputes

- 3.1. If any transaction does not appear to be related to Association business or does not come with a clear explanation of its purpose, the Treasurer will report this to the President or alternate Executive Board Officer. The matter may be investigated according to the rules specified in the Internal Controls Policy and Procedures.

4. Approval

- 4.1. All travel and conference expenditures must have prior Executive Board approval before any bookings or registrations are made.

Appendix B: Events and Conferences Policy and Procedures

1. OSSTF-Sponsored Events and Conferences

- 1.1. Without exception, all meetings, events, and conferences that are hosted, sponsored, or funded by OSSTF will be subject to the Federation Activity Allowable Expenditure Guidelines as defined in the OSSTF Financial Handbook.
- 1.2. All such expenditures will be subject to the reimbursement policies and form submissions as provided for by OSSTF and are the responsibility of the delegate attending. WLUSA/OSSTF will not provide cash advances for OSSTF-sponsored events and conferences.
- 1.3. OSSTF District 35 meetings, events, or related conference expenditures will be subject to prior approval from the District 35 President and district presidents. Reimbursement will be submitted via the D35 Expense Voucher and processed through the District Treasury.
- 1.4. Delegates are responsible for all additional expenses incurred for their invited guests, and these expenses must be separated from the expenses of the delegate on any receipts submitted for reimbursement.
- 1.5. Examples of OSSTF-sponsored events may include, but are not limited to, AMPA, ESS, Collective Bargaining Committee meetings, Provincial Council, Leadership, Special OSSTF/MAC Committees.

2. Travel and Transportation Policy for Non-OSSTF Events

3. In order to minimize expenses, all approved delegates are encouraged to travel by bus or train, or to organize car pools with other delegates.

4. Reimbursement for Travel by Distance during Non-OSSTF Events

- 4.1. For travel via car, WLUSA/OSSTF will reimburse the delegate for associated travel costs. The cost will be calculated by taking the number of kilometres travelled and multiplying it by the current OSSTF travel rate.
- 4.2. For events and conferences held in locations where travel by air may be warranted, Executive Board approval will be required and only the most cost-effective mode of transportation will be considered.
- 4.3. For travel via train or bus, WLUSA/OSSTF will purchase the travel ticket using the most economical rate available. If the delegate has already purchased the ticket, WLUSA/OSSTF will reimburse the delegate for the ticket at the most economical rate available.
- 4.4. Car rental charges will only be reimbursed if public transportation does not allow members to attend functions, or if the cost of the car rental plus fuel is less than the regular reimbursement for car travel.
- 4.5. Car expense claims cannot exceed the lowest rates available at the time of travel for the combination of airfare and ground transportation at either end.
- 4.6. Distances may be confirmed by a computerized mapping program.
- 4.7. Toll charges, such as for Highway 407, will not be reimbursed.

5. Reimbursement for Travel by Taxi during Non-OSSTF Events

6. For any travel where a delegate is required to travel by taxi, WLUSA/OSSTF will reimburse the delegate for the full cost of the taxi, including tip, upon submission of receipts. The delegate will be responsible for all costs related to personal travel or personal business at any point during a WLUSA/OSSTF event or conference.

7. Guests of Delegate for Non-OSSTF Events

8. Delegates are responsible for all additional expenses incurred for their invited guests, and these expenses must be separated from the expenses of the delegate on any receipts submitted for reimbursement.

9. Reimbursement for Meals during Non-OSSTF Events

10. WLUSA/OSSTF will reimburse delegates for the costs of meals not included in the sanctioned event or conference fee.

- 10.1. The costs of each meal are designated as follows:
 - 10.1.1. Breakfast: \$13.00 Maximum
 - 10.1.2. Lunch: \$20.00 Maximum
 - 10.1.3. Dinner: \$47.00 Maximum
- 10.2. If a hotel buffet is the only alternative for breakfast, the cost of the buffet breakfast and an appropriate tip will be reimbursed, even if it exceeds the stated maximum.
- 10.3. Delegates must submit receipts for all meal purchases. Computerized receipts must include the date and time. If more than one member's meal is on the same bill the names of each member claimed must be listed on the back of the bill.
- 10.4. Gratuities are included in the allowable meal allowances.
- 10.5. No claim may be made if "laid-on" meals are part of the related event.
- 10.6. Meals may be claimed when members are in lengthy travel to or from sanctioned events.
- 10.7. Delegates are responsible for all additional meal expenses incurred for their invited guests, and these expenses must be separated from the expenses of the delegate on any receipts submitted for reimbursement.
11. **Accommodations Policy for Non-OSSTF Events**
12. Accommodation for sanctioned meetings and conferences is usually arranged by the Association, and charges for moderate hotel or motel rooms will be reimbursed to a maximum of \$130 per night.
 - 12.1. Should an event require the delegate to leave their place of residence before 7:00 a.m., the delegate may seek the approval of the Executive Board to travel to the event location on the evening before and stay at a hotel.
 - 12.2. Should a delegate not be able to return to their place of residence by 10:00 p.m. on the day that the event concludes, the delegate may seek the approval of the Executive Board to stay at a hotel for that evening and return the next day.
13. **Reimbursement for Accommodations during Non-OSSTF Events**
14. WLUSA/OSSTF will be responsible for the reservations of hotel rooms for the delegate. If the delegate has already paid for the accommodations, upon the submission of receipts WLUSA/OSSTF will reimburse the delegate for the cost of the accommodation at the rate of a standard hotel room as outlined above.
 - 14.1. Delegates may have meals charged to their hotel room. The standard meal rates will apply.
 - 14.2. Delegates are responsible for all additional expenses incurred for their invited guests, and these expenses must be separated from the expenses of the delegate on any receipts submitted for reimbursement.
15. **Internet Service Expenses**
16. Since Internet access is typically available in most hotel lobbies, WLUSA/OSSTF will not cover any charges related to Internet access, except for the Bargaining Unit President.
17. **Non-Eligible Expenses**
18. airline charges for excess or overweight baggage
 - 18.1. hotel services such as movies, mini-bar items, and laundry
 - 18.2. entertainment
 - 18.3. other expenses that are not normal WLUSA/OSSTF expenses.
19. **Invited Guests of Delegates**
20. WLUSA/OSSTF will not prohibit its delegates from bringing guests with them to sanctioned events and conferences.
 - 20.1. WLUSA/OSSTF will not reimburse any travel, meal, or accommodation expenses incurred by or on behalf of the delegate's invited guests.
 - 20.2. Should WLUSA/OSSTF find that there are any costs related to the guests of its delegates, either the delegate will immediately reimburse WLUSA/OSSTF for all such costs or else WLUSA/OSSTF may deduct these costs from any

reimbursement claims from the delegate.

21. Miscellaneous

- 22.** Circumstances may arise that result in expenses related to sanctioned conferences or events that do not fit within the guidelines of this Article. Delegates who feel that WLUSA/OSSTF should cover such expenses must appeal to the Executive Board for a decision on the matter.
- 22.1.** Should any instances arise where this policy is silent or unclear, the matter will be presented to the Executive Board for a decision.
- 22.2.** WLUSA/OSSTF encourages members to include a gratuity of up to fifteen (15) per cent for services noted above, such as taxi fare, meals, and hotel accommodation. The amount of the gratuity will be reimbursed as long as the total amount of service plus tip is within the limits specified.

Appendix C: Cell Phone Usage Policy and Procedures

- 1. Entitlement**
- 1.1.** The President of WLUSA/OSSTF will be entitled to the use of a cellular phone to conduct Bargaining Unit business throughout their elected term.
- 1.2.** It is recognized that individuals other than the President may be required, on an occasional basis, to use a cellular device to conduct Bargaining Unit business. Those individuals must use their personal cellular device for such occasions and submit documented expenses to WLUSA/OSSTF for reimbursement.
- 1.3.** Any cell phone contract and monthly payment thereof will be the responsibility of the user. WLUSA/OSSTF will reimburse the user for their cell phone usage upon submission of documented invoices.
- 1.3.1.** (Note: cell phone usage is not normally an OSSTF allowable expense.)

Appendix D: Donations Sponsorship Policy

- 1.** Although WLUSA/OSSTF may support the efforts and cause of any number of charitable agencies or other organizations, our policy is that WLUSA/OSSTF will not make any financial donations from the treasury for these requests.
- 2.** WLUSA/OSSTF may support and at times financially sponsor events that would benefit the bargaining unit as a whole. It is within this policy, for example, for WLUSA/OSSTF to make a contribution to a staff development day.
- 3.** In the event of a labour dispute between another bargaining unit and their employer, WLUSA/OSSTF may offer support of a financial nature to that bargaining unit as the current budget would allow.
- 4.** Sponsorship in the form of endorsement of any activity or event by WLUSA/OSSTF would only be sanctioned if the activity or event would benefit the bargaining unit as a whole.

Appendix E: Internal Controls Policy and Procedure

1. Definition

1.1. Internal control refers to the processes and procedures used to provide reasonable assurance regarding the achievement of aims and objectives in the following categories. Internal controls include, but are not limited to, the following:

1.1.1. safeguarding assets

1.1.2. ensuring the validity of financial records and reports

1.1.3. promoting adherence to policies, procedures, constitutions and bylaws

1.1.4. promoting the effectiveness and efficiency of operations

1.1.5. accomplishing the established goals for operations.

1.2. All Members must behave ethically and morally when conducting Association business; doing so benefits the entire Association.

2. Duty to Report

2.1. Any Member who suspects that fraud, misuse, or illegal activities are taking place within the Association must report that suspicion to the Association Executive; an investigation will immediately take place. The identity of the reporting Member will be held in confidence.

3. Internal Control Investigation

3.1. Depending on the situation, an internal control investigation may include making contact with the bank, the credit card company, or the source of the financial transaction or inappropriate activity.

3.2. If an investigation by the Association Executive leads the Association Executive to conclude that improper activity has probably taken place, then the Association Executive shall seek support from OSSTF to launch a formal complaint under OSSTF Bylaw 8: Judicial Procedures.

3.3. Any Member under formal complaint will be relieved of Association-related duties until the judicial review has been completed.

3.4. Where the Judicial Council finds a Member guilty, the Member will be subject to reprimand under OSSTF Bylaw 8.8.5. A Member has the right to appeal the Judicial Council decision.

3.5. Should any Member feel that the Executive Board has not conducted a proper internal control investigation they may file a formal complaint to OSSTF.

Appendix F: Member Gifts Policy

1. This policy establishes guidelines and expenditures regarding the purchasing of gifts for Members who have resigned or retired from the University, or passed away while employed at the University.
2. The Gifts Coordinator, under the direction of the President, shall be responsible for purchasing gifts, cards and making donations on behalf of the Association.
3. Gifts shall be made based on the following scale:
 - 3.1. \$50 after 1 year of completed service up to 4 years of completed service.
 - 3.2. \$100 after 5 years of completed service up to 10 years.
 - 3.3. \$200 after 10 years of completed service up to 15 years.
 - 3.4. \$300 after 15 years of completed service up to 20 years.
 - 3.5. \$400 after 20 years of completed service up to 25 years.
 - 3.6. \$500 after 25 years of completed service.
4. For a retirement, the Association shall present the appropriate gift to the Member, or shall donate the gift to the charitable organization of the Member's choice.
5. For a death, the Association shall donate the gift to a charitable organization in memory of the Member after consultation with the Member's family.
6. For any other type of departure, the Association shall present the appropriate gift to the Member, or shall donate the gift to the charitable organization of the Member's choice, provided the Member has at least ten (10) years of seniority.