

WILFRID LAURIER UNIVERSITY FACULTY ASSOCIATION

CONSTITUTION

1. NAME

The name of this organization shall be "Wilfrid Laurier University Faculty Association", hereinafter referred to as the Association.

2. PURPOSE

The Purpose of the Association shall be to promote the welfare and interests of the Faculty members and Librarians of Wilfrid Laurier University, including the regulation of employment between the University and the Faculty members and Librarians as provided for in the Collective Agreements and applicable labour legislation of the Government of Ontario. The Association may affiliate with provincial, national, and other organizations for the advancement of the interests of its members.

3. MEMBERSHIP

- 3.1 Membership in the Association shall consist of regular members and associate members.
- 3.2 Regular membership in the Association shall be open to all Members of the Bargaining Units of Faculty members and Librarians at Wilfrid Laurier University. Any person eligible to become a regular member of the Association shall become a member upon signing an Application for Membership. All members of the Association on the date of the adoption of this constitution shall continue to be members of the Association.
- 3.3 Associate membership in the Association is open to all retired Members and who held regular membership in the Association at the time of their retirement. Associate membership may also be extended to former members at the discretion of the Executive. Associate members may attend meetings of the Association but shall not vote and shall not be deemed eligible to hold elected positions or committee responsibilities.

4. FEES

- 4.1 There shall be membership fees.
- 4.2 Such fees shall be determined annually by vote of the members at a meeting called in accordance with Article 8.
- 4.3 Special levies may be assessed, subject to the approval of the members at a meeting called in accordance with Article 8.

5. THE EXECUTIVE COMMITTEE

- 5.1 The affairs of the Association shall be administered by an Executive Committee, hereinafter known as the Executive. This Committee shall be composed of the President, Vice-President, Secretary, Treasurer, immediate Past-President, and four (4) members-at-large.
- 5.2 Meetings of the Executive shall be held at the call of the President, at least once a month. At such meetings attendance of more than fifty percent of the Executive shall constitute a quorum.
- 5.3 The Executive shall:
 - 5.3.1 represent the Association in its relations with the University authorities;
 - 5.3.2 decide upon any question regarding the status of a member;
 - 5.3.3 form and appoint the members to ad hoc committees whenever necessary;
 - 5.3.4 prepare and circulate the agenda of meetings of the Association;
 - 5.3.5 make a report of its administration at the Annual Meeting;
 - 5.3.6 designate the signing officers of the Association;
 - 5.3.7 propose with notice to the members annual membership fees and, when needed, special levies;
 - 5.3.8 provide for an annual independent examination of the financial accounts of the Association.
 - 5.3.9 appoint annually the Grievance Officers.
- 5.4 The Executive Committee shall be subject to the will of the Association as expressed at meetings of the Association.

6. OFFICERS

6.1 Officers:

The officers of the Association shall be: President; Vice-President; Secretary and Treasurer.

6.2 Duties of Officers:

6.2.1 The President shall preside at meetings of the Association and of the Executive, and shall be a member, ex officio, of all committees.

6.2.2 The Vice-President shall perform the duties and exercise the powers of the President during the President's absence.

6.2.3 The Treasurer shall keep books of account of the Association in which shall be recorded all receipts and disbursements. The Treasurer shall render an account of the financial position of the Association whenever required by the Executive and shall present a financial report at the Annual Meeting.

6.2.4 The Secretary shall prepare minutes of all proceedings. The Secretary shall give notice of all meetings as prescribed in Article 8.

7. RECALL PROCEDURE

7.1 A motion to recall any officer(s) or other member(s) of the Executive may be made at any meeting of the Association. The motion must be an item on the agenda circulated five (5) working days in advance of the meeting.

7.2 To pass, recall motions must receive the support of two-thirds of the votes cast. Proxy or mail votes are not allowed.

8. MEETINGS

8.1 Annual and General Meetings:

8.1.1 The Annual Meeting of the Association shall be held no later than April 30th of each year.

8.1.2 General Meetings of the Association may be called by the Executive or upon petition by twenty (20) or more members of the Association. Such petitions must be submitted in writing to the Executive who shall call a meeting within ten (10) working days of receipt of the petition.

8.1.3 Notice of at least five (5) working days shall be given for all such meetings of the Association.

8.1.4 Fifty (50) regular members shall constitute a quorum at such meetings of the Association.

8.2 Special Meetings:

8.2.1 Special meetings to consider specifically a matter of exceptional urgency may be called by the Executive or upon the petition by twenty (20) or more members of the Association, as described in 8.1.2, without the requirement of the five (5) working day notice to members, provided that an alternative form of notice is made.

8.2.2 Fifty (50) regular members shall constitute a quorum at such meetings of the Association.

8.3 Voting:

8.3.1 Voting on resolutions and motions shall be by show of hands of those voting, or by secret ballot at the request of a member at the meeting.

9. ELECTION OF EXECUTIVE COMMITTEE

9.1 On or before March 1st of each year, the Executive shall appoint a Nominations and Elections Committee.

9.2 The Nominations and Elections Committee shall circulate to all regular members, at least three (3) weeks prior to the Annual Meeting, a list of vacant positions and a nominations form. Any regular member can be nominated for a position by two (2) regular members with his/her consent. The Nominations and Elections Committee may actively seek nominations. One week prior to the Annual Meeting, the Nominations and Elections Committee shall circulate to all regular members a list of those candidates who have by that time been nominated to the office of President or to a position on the Executive.

9.3 Election Procedures:

9.3.1 Voting shall be by secret ballot, with all elections supervised by the Chair of the Nominations and Elections Committee.

9.3.2 In the event of a tie on any ballot, further balloting shall continue until the tie is broken.

9.3.3 Election of President:

- (i) The Nominations and Elections Committee shall present a nominee or nominees for President to the Annual Meeting. Additional nominations may be made from the floor with the consent of the nominee.
- (ii) Election to the office of President shall be by preferential ballot. Voters will rank candidates in order of preference. If no candidate is ranked first on a majority of ballots, the candidate receiving the fewest first choice votes shall be eliminated and his/her votes redistributed according to the second choice indicated on each ballot. This process shall continue until a candidate receives a majority of the votes cast and is declared elected.

9.3.4 Election of Executive Members

- (i) The Nominations and Elections Committee shall present a slate of nominees for positions on the Executive to the Annual Meeting. Additional nominations may be made from the floor with the consent of the nominee and may include members nominated for President.
- (ii) The election of the remaining members of the Executive shall be by plurality. Those candidates receiving the most votes shall be declared elected.

9.4 The President-Elect shall call a meeting of the new Executive no later than July 1, at which time the various offices shall be assigned by agreement. Until this meeting takes place, the previous Executive shall be deemed to hold office.

9.5 If a member of the Executive is unable to complete his/her term, the Executive shall declare the position vacant and shall solicit nominations for the vacant position. Any regular member can be nominated for a position with his/her consent by two regular members. An election shall be held at the next meeting of the Association. Nomination and election procedures at the meeting shall be in accordance with provisions set out in 9.3.3 or 9.3.4.

10. AMENDMENTS

10.1 Amendments to the Constitution may be proposed at any meeting.

10.2 Proposed amendments that have been accepted for balloting by a majority of those voting at a meeting shall be submitted on a mail ballot to the regular membership for voting within two (2) weeks of the date of the motion.

10.3 Proposed amendments shall be considered passed and in effect upon receiving the approval of at least two-thirds (2/3) of those voting in the mail balloting provided that the number of affirmative votes constitutes a majority of the regular membership. The number deemed to constitute a majority of the membership shall be calculated excluding the number of members on leave from the University.

11. BY-LAWS

11.1 The rules of conduct of business of the Association other than as prescribed in the Constitution shall be governed by By-laws.

11.2 By-laws may be proposed at any meeting as long as notice of proposed By-law(s) is given at least five (5) working days before the meeting at which a vote will be taken.

11.3 Proposed By-laws receiving the approval of sixty (60) percent of those voting at the meeting shall be considered passed and in effect.

12. RESOLUTIONS

12.1 Resolutions appropriate to the business of the Association may be proposed at any meeting.

12.2 Passage of resolutions shall be by a majority of those voting.

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