

**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 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, immediate Past-President, and nine (9) additional members. When possible, as specified in Article 9, the Executive shall contain at least one member primarily employed at Laurier Brantford (as determined by the Nominations and Elections Committee) and at least three members from each of the two bargaining units represented by the Association (as determined by the Nominations and Elections Committee).
- 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 provide an Annual Report presenting the activities of the Association and distribute that Annual Report to the members;
  - 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 with the report of the auditors to be distributed to the members;
  - 5.3.9 appoint annually the Grievance Officers.

5.3.10 determine, from time to time, the manner of delivery (whether by mail, email or otherwise) of any notices, reports and agendas issued under the Constitution, save as otherwise expressly provided for herein.

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; Treasurer; Liaison Officer (Full-time Faculty and Librarians); Liaison Officer (Contract Academic Staff and Part-time Librarians); and Liaison Officer (Laurier Brantford).

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.

6.2.5 Liaison Officers shall serve as links between the Executive and their respective constituencies and shall bring to the Executive issues raised by members within their respective constituencies. Liaison Officers shall also serve to inform and mobilize their constituents as deemed necessary by the Executive and shall be responsible for the development and provision of a communication network that will ensure the transmission and/or reception of information between them and their constituents.

## **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 20th 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 with agenda 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 February 15th of each year, the Executive shall appoint a Nominations and Elections Committee and choose a date for the Annual Meeting. An election for President shall be held at least three (3) weeks prior to the Annual Meeting and an election for the remainder of the Executive shall be held prior to the Annual Meeting. The Nominations and Elections Committee shall determine the form for any notices and requests for nominations and the manner of distribution of ballots (whether by mail, email or otherwise).

### 9.2 Election Procedures:

9.2.1 Voting shall be by secret ballot (the manner of submission of such ballots, whether by mail, email or otherwise shall be determined by the Nominations and Elections Committee), with all elections supervised by the Chair of the Nominations and Elections Committee. Ballots shall be distributed to regular members at the start of each voting period and each voting period shall include at least five (5) working days.

9.2.2 In the event of a tie on any ballot, the Chair of the Nominations and Elections Committee shall conduct a coin toss with the candidates or representatives of the candidates present to select the winning candidate.

### 9.2.3 Election of President:

(i) The Nominations and Elections Committee shall circulate to all regular members, at least five weeks prior to the date of the Annual Meeting, a request for nominations for President and a nominations form. Nominations will be open for one week. Any regular member can be nominated for President by two (2) regular members with his/her consent. The Nominations and Elections Committee may actively seek nominations.

(ii) The election for President shall be held at least three (3) weeks prior to the Annual Meeting. Ballots may be cast in person at the Association office or sent to the Association office. Ballots received by the end of the announced voting period shall be counted. The Nominations and Elections Committee shall count the ballots and within one working day make known the result to the members.

(iii) 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.

#### 9.2.4 Election of Executive Members:

- (i) The Nominations and Elections Committee shall circulate to all regular members, within one working day following the election of the President, a request for nominations for the Executive and a nominations form. Nominations will be open for one week. Any regular member can be nominated for the Executive by two (2) regular members with his/her consent. The Nominations and Elections Committee may actively seek nominations. Defeated candidates for President may be nominated.
- (ii) The election for the Executive shall be held prior to the Annual Meeting. Ballots may be cast in person at the Association office or sent to the Association office. Ballots received by the end of the announced voting period shall be counted. The Nominations and Elections Committee shall count the ballots and within one working day make known the result to the members.
- (iii) The election of the remaining members of the Executive shall be by plurality. Those candidates receiving the most votes shall be declared elected subject to Article 5.1 through the procedure immediately below. The candidate with the highest number of votes among candidates primarily employed at the Brantford campus shall be declared elected. The candidates with the highest number of votes from each of the bargaining units shall then be declared elected until three members of the Executive, including the Executive member primarily employed at Brantford, the President and the immediate Past President, come from each bargaining unit. The remaining members of the Executive shall be determined according to which candidates have received the largest number of votes without reference to location of employment or bargaining unit membership.
- (iv) Should the number of candidates from either bargaining unit or the Brantford campus not satisfy the requirements of Article 5.1, the candidates from the remaining unelected candidates with the highest number of votes shall be elected to the vacant positions.

9.3 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.

9.4 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 the vacant position with his/her consent by two regular members. An election for the vacant position shall be held at the next meeting of the Association.

## **10. AMENDMENTS**

- 10.1 Amendments to the Constitution may be proposed at any meeting as long as notice of proposed amendments is given at least five (5) working days before the meeting at which a vote will be taken.
- 10.2 Proposed amendments that have been accepted for balloting by a majority of those voting at a meeting shall be submitted on a ballot to the regular membership for voting within two (2) weeks of the date of the motion (the manner of submission of such ballots, whether by mail, email or otherwise shall be determined by the Executive). The notification of the vote on the proposed amendment(s) shall specify the voting period of ten (10) working days. Ballots may be cast in person at the Association office or sent to the Association office. Ballots received by the end of the announced voting period shall be counted.
- 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 balloting.

## **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.

Revised: **Month**, 2010

Effective: **upon election of Executive**, 2010