

# University of Guelph Professional Staff Association Constitution and Bylaws

*Amended at the June 2011 Annual general Meeting*

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**ASSOCIATION BYLAWS**

## **ARTICLE I: NAME**

The name of the association shall be the **UNIVERSITY OF GUELPH PROFESSIONAL STAFF ASSOCIATION**, hereafter referred to as the **PSA**.

## **ARTICLE II: PURPOSE**

The purpose of the **PSA** is to promote the professional interests of its members and to provide an effective means of communication between its members and other members of the University community and the University Administration in a manner that best represents the PSA members and which will strive to achieve the PSA members' goals and interests.

## **ARTICLE III: MEMBERSHIP**

1. Those eligible for membership in the **PSA** shall include all employees of the University who have an appointment deemed to be included in the Professional and Managerial group except the President and Vice Presidents..
2. The method of obtaining membership may be regulated by By-Law.

**ARTICLE IV: THE EXECUTIVE****1. Executive Powers**

An Executive shall be responsible for carrying out the policies and day-to-day business of the **PSA** subject to the provisions of this Constitution, to the By-Laws of the **PSA** and to such directions as may be given at any general meeting of the **PSA**.

**2. Composition**

- a. The Executive shall consist of four (4) Officers (Chair, Vice Chair, Secretary, Treasurer), the immediate Past-Chair and four (4) to eight (8) Members-At-Large. The Officers and Members-At-Large shall serve two (2) year terms.
- b. The Chair and Vice-Chair shall not be members of the same College or Directorate of the University.
- c. All members of the Executive are eligible for re-election or re-appointment. Re-election of the Chair position is limited to two (2) consecutive two (2) year terms.

**3. Executive Meetings**

- a. The Executive shall meet at the call of the Chair, or within one (1) week's written notice to the Chair, from any two (2) members of the Executive; at least two (2) meetings shall be held each semester.
- b. A quorum for meetings of the Executive shall be four (4) members including one (1) of the Chair or Vice-Chair.
- c. There shall be no voting by proxy at meetings of the Executive.
- d. All meetings of the Executive shall be open to all members of the **PSA** upon written notification by a visiting member a minimum of twenty-four (24) hours in advance of the meeting to the **PSA** office. Visiting members of the **PSA** shall obtain the right to speak through written request a minimum of twenty-four (24) hours in advance of the meeting to the **PSA** office. A written request must include the topic to be discussed.
- e. Notwithstanding the aforementioned provision, the Executive shall have the right to meet in camera by the agreement of the majority of the Executive present.
- f. In order to conduct the business of the association all executive members are urged to attend scheduled meetings. If an Executive member cannot attend a meeting they should notify the Chair and the minutes of the meeting will reflect the member absent with leave. If the Chair is NOT notified the minutes will reflect absent without leave. If an Executive member has missed two consecutive scheduled meetings without leave, the Secretary should notify the Chair of this fact. The Chair will add this to the agenda of the next Executive meeting for consideration. The Executive member in question shall be advised of the situation in writing. If the situation persists the Executive committee shall be empowered to declare the position vacant by a two third vote of the Executive members present at a regular scheduled meeting

**4. Vacancies**

- a. Should the Chair be unable to complete the term of office, then the Vice-Chair shall become the Acting Chair for the remainder of the term. The Executive will appoint an Acting Vice-Chair until the regular election is held for this office.
- b. Should the Vice-Chair be unable to complete the term of office, a by-election shall be held for the position of Vice-Chair for the remainder of the term.

- c. Should vacancies occur in the offices of Secretary or Treasurer, the Executive shall appoint from the general membership a person, or persons, to fill the vacancies until the regular elections.
- d. Should a vacancy occur in the office of Member-At-Large, the Executive shall appoint from the general membership a person, or persons, to fill the vacancy for the remainder of the vacated term of office.

## **5. Remuneration**

The remuneration for the Chair, Vice-Chair, Secretary, and Treasurer shall be regulated by By-Law.

## **6. Termination (Clarification only)**

The members of the **PSA** may, by a two-thirds majority vote at a general meeting, remove any officer or member at large for cause before the end of his/her term of office, provided specific notice of motion has been given. They may elect any member in his/her stead for the remainder of his/her term by simple majority vote at the same meeting.

# **ARTICLE V: DUTIES OF THE OFFICERS**

## **1. Chair**

The Chair shall normally preside at all meetings of the **PSA** and of the Executive. The Chair shall also be charged with the general management and supervision of the affairs and operations of the **PSA**.

## **2. Vice-Chair**

During the absence or inability of the Chair, the Vice-Chair may exercise those duties and powers.

## **3. Secretary**

- a. The Secretary shall attend all meetings of the Executive and of the **PSA** and shall record all facts and minutes of the proceedings in the books provided for that purpose.
- b. The Secretary is responsible to see that all notices as required shall be given and the Secretary is the custodian of all minutes, papers, records, correspondence, contracts and other documents belonging to the **PSA**.

## **4. Treasurer**

- a. The Treasurer shall keep full and accurate accounts of all receipts and disbursements of the **PSA** and deposit all monies in the name, and to the credit, of the **PSA**.
- b. The Treasurer shall disburse the funds of the **PSA** as directed by the Executive and shall regularly inform the Executive of the financial position of the **PSA**.
- c. The Treasurer shall present to the Annual General Meeting the financial position of the **PSA** and budgets for all funds controlled by the Association.

## **Member-At-Large**

The Member-At-Large, as a member of the Executive, will attend the Executive Meetings and represent the interests of the **PSA** in meetings and committees.

**Past-Chair**

The Past-Chair, as a member of the Executive (non-voting), will attend the Executive Meetings and represent the interests of the **PSA** in meetings and committees.

**ARTICLE VI: MEETINGS**

1. The Annual General Meeting of the **PSA** shall be held each year no less than sixty (60) days after the fiscal year-end.
2. The Chair shall call other General Meetings of the **PSA** as directed by members at the Annual General Meeting, or as directed by the Executive, or at the written request to the Chair of twenty (20) members of the **PSA**, the request to be accompanied by the proposed Agenda and the meeting to be called within three (3) weeks of the said request.
3. Notice of an Annual or General Meeting shall include the Agenda and relevant Committee Reports which must be received by the members not less than fourteen (14) days prior to the date of the meeting.
4. A quorum for Annual and General Meetings shall be twenty-five (25) members of the **PSA**. Failing a quorum the Chair shall adjourn the meeting for not more than fourteen (14) days.
5. Each member of the **PSA**, provided that all dues are paid, shall at all Annual and General Meetings be entitled to one (1) vote. Any question arising shall be decided by a majority of votes and all votes at any such meeting shall be taken in the usual way by a show of hands, unless a ballot or a poll is requested by a member. The declaration by the Chair of the meeting that a resolution has been carried by an entry to that effect in the minutes shall be deemed the decision of the **PSA** upon the matter in question.
6. There shall be no voting by proxy at either General or Annual Meetings of the **PSA**.
7. "Roberts Rules of Order" shall govern the conduct of all meetings.

**ARTICLE VII: REPRESENTATION ON OTHER BODIES**

The Executive may appoint members to represent the **PSA** on other bodies as is appropriate.

**ARTICLE VIII: NOMINATIONS AND ELECTIONS**

1. A Committee on Nominations and Elections shall be appointed by the current Executive no later than February 1st each year. This Committee shall consist of the current Past-Chair and two (2) members of the Association appointed by the Executive.
2. The Committee on Nominations and Elections shall solicit and direct the call for nominations, with such deadline being established as one (1) month prior to the Annual Meeting of the **PSA**.
3. Any member of the **PSA** in good standing, having become a member at least one (1) month before nominations are opened, may stand for election or act as a nominator. All candidates

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must be sponsored by two (2) nominators.

4. Each nomination shall require the consent of the candidate.
5. The Nominations and Elections Committee shall nominate one (1) person for each Executive office and at least four (4) candidates for Members-At-Large.
6. Notwithstanding Items 2 and 7, nominations for positions still vacant at the time of the Annual General Meeting may be made at the Annual General Meeting.
7. The election of the Executive shall take place at the Annual General Meeting. Any member of the **PSA** in good standing, may vote for Executive candidates. Any eligible member of the **PSA** not physically located for work purposes on the University of Guelph campus will receive an electronic secret ballot with the names of nominated candidates two weeks prior to the Annual General Meeting. All electronic ballots received by the **PSA** Office twenty-four (24) hours before the start of the Annual General Meeting will be included in the vote.
8. Where two (2) or more candidates are nominated for one (1) vacancy, voting shall be one (1) member, one (1) vote. Where more than one (1) vacancy exists for the Member-At-Large, each member shall be able to cast a vote for as many candidates as there are vacancies.
9. In the event of a tied vote in the election, the Chair of the Nominations and Elections Committee shall cast the deciding vote.
10. All ballots shall be destroyed within seven (7) calendar days of the Annual General Meeting.

#### **ARTICLE IX: COMMITTEES**

1. There shall be Standing Committees established from time to time as set out in the By-Laws.
2. The Standing Committees shall have such duties and powers as may be assigned to them by the Executive.
3. There shall be no less than four (4) members on each Standing Committee, with representation from different Directorates or Colleges within the University. The Chair or Vice-Chair of the **PSA**. Executive shall be ex-officio members of each Standing Committee.
4. The Executive may appoint ad hoc committees at its discretion to perform specific tasks.
5. All Standing and ad hoc committees shall report in writing to the Annual Meeting. Such reports must reach the Secretary in time to meet the requirements of Article VI, Subsection 3.

#### **ARTICLE X: BY-LAWS**

All proposed amendments to the By-Laws must be submitted to the Secretary in writing, duly signed by the mover and seconder, at least six (6) weeks before the date of the Annual or General Meeting, and must be circulated by the Secretary to all members at least thirty (30) days prior to the meeting.

**ARTICLE XI: THE CONSTITUTION**

1. This Constitution may be amended at any properly constituted Annual or General Meeting by a two-thirds majority vote.
2. Proposed amendments to this Constitution must be submitted to the Secretary of the **PSA** in writing, duly signed by the mover and seconder, at least six (6) weeks prior to the meeting and all such proposed amendments shall be circulated to all members of the **PSA** at least thirty (30) days prior to the meeting.

**ARTICLE XII: DISSOLUTION OF THE PROFESSIONAL STAFF ASSOCIATION**

If, for any reason, the **PSA** finds it necessary to terminate its affairs, it shall determine the disposition of its assets and files at the final meeting.

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## UNIVERSITY OF GUELPH PROFESSIONAL STAFF ASSOCIATION BY-LAWS

### 1. Membership

- a. An application for membership will be submitted by each prospective member to the **PSA** office.
- b. Each member in good standing shall pay PSA dues by University payroll deduction. Membership shall terminate upon:
  - i. Notification by a member, in writing or by email to the PSA Office, to withdraw from PSA membership
  - ii. Report from Human Resources that a member has ceased employment at the University or moved to a position not eligible for PSA membership.
  - iii. Membership dues of the PSA shall be \$10 per month.

### 2. Financial Statements

- a. The fiscal year of the **PSA** shall be from May 1st to April 30th.
- b. The Executive shall appoint two (2) members to audit the financial records of the **PSA** prior to the annual General Meeting.

### 3. Remuneration

The remuneration of the Officers shall be as follows:

Chair	An Honorarium of \$1,600 per year, payable quarterly
Vice-Chair	An Honorarium of \$1,200 per year, payable quarterly
Secretary	An Honorarium of \$1,000 per year, payable quarterly
Treasurer	An Honorarium of \$1,000 per year, payable quarterly

In the event that a term is not fully completed, the remuneration will be pro-rated on a weekly basis.

The Past-Chair will assemble a Remuneration Review Committee:

- a. a minimum of four (4) weeks prior to the Annual General Meeting;
- b. composed of a minimum of three (3) **PSA** members not serving on the Executive;
- c. to report to the Annual General Meeting.

Note: Members of this committee will not be eligible to seek election to the Executive for the next term of office.

### 4. Standing Committees

- a. **Employment Terms and Conditions**

There shall be a Standing Committee on **Employment Terms and Conditions** to be chaired by a member of the Executive. This Committee shall be responsible for

- research and analysis of salary, benefits, and other employment issues,
- consultation with the membership, the Personnel Directorate, and other Universities,

- development of salary, benefits, and other employment policy issues negotiation procedures with the University, subject to approval of the Executive and consistent with the Memorandum of Agreement,
- appointing the Negotiation Team before the end of a contract period, subject to the approval of the Executive, to engage in discussions with the University, and
- publishing position papers and recommendations for revisions to current personnel policies and procedures related to professional staff, subject to approval of the Executive.

The Negotiation Team will report directly to the Executive and the general membership as appropriate.

b. **Membership and Communications**

There shall be a Standing Committee on **Membership and Communications** chaired by a member of the Executive. This Committee will

- consider, and implement, appropriate programs and efforts to ensure that all employees of the University eligible for membership are made aware of the Association and its objectives and activities.
- coordinate all aspects of communication with the membership. This Committee shall encompass the Editorial responsibilities of the **PSA** website and email Communiqués to members and to Professional/Managerial employees.

This Committee may utilize any means of member communication as appropriate to the mandate of maximizing information flow to and from the membership.

Notwithstanding the limitations on membership of Standing Committees, this Committee may, at its discretion, name additional members of the Association to working sub-committees to assist in carrying out its mandate.

c. **FINANCE**

There shall be a Standing Committee on **Finance** with membership consisting of the Treasurer (Chair), PSA Executive Chair, Vice Chair and an additional member of the Executive. The Committee shall prepare an annual budget for Executive approval. The Committee may also be asked to make recommendations to the Executive on financial matters.

d. **GREIVANCES**

There shall be a Standing Committee on **Grievances** to be chaired by a member of the Executive. This Committee shall be responsible for the Grievance process.

e. **JOINT PSA / UoG Discussion**

There shall be a Standing Committee on **Joint PSA/UoG Discussion** chaired by the Executive Chair. This Committee shall be responsible for making recommendations on all matters pertaining to policies, procedures and practices relating to the terms and conditions of employment for professional/managerial employees, excluding pensions and insured benefits, and salary and benefits.

f. **PROFESSIONAL DEVELOPMENT**

There shall be a Standing Committee on **Professional Development** to provide opportunities related to educational, career and social development of the membership. The Committee shall be chaired by a member of the Executive.

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