

Article I - Name

The name of the corporation shall be the University of Waterloo Staff Association.

Article II – Purpose

Vision

Championing staff interests to ensure the University of Waterloo is recognized as one of the top workplaces in Canada.

Mission

A professional association that represents the interests of university support staff through partnerships with administration and other representative groups across the campus community. With our partners, we cultivate a progressive work environment where staff are empowered to grow and develop.

Values

Our association is built upon a dedication to a safe and respectful work environment, supporting professionalism and confidence in the workplace. As an association we value leadership, creativity, talent, and teamwork.

Article III - Membership

1. Eligibility
Membership is available to all University Support Staff whose appointment is to exceed four months and is not represented by a union. Members have full voting privileges on matters brought before the general membership for a vote and are eligible to serve on the UWSA Executive Committee (EC).
2. Dues
 - (a) Dues are to be set at a General Meeting based on the recommendations of the executive.
 - (b) Dues are to be collected by payroll deduction or by special arrangement by cheque for a year in advance.
3. Resignation
Members may resign by completing the resignation form available at the Staff Association Office and forwarding the completed form to the Secretary. Resignation will become effective on the last day of the month in which the completed form is received.

Article IV - The Executive Committee

1. Composition
The Executive Committee shall consist of the following members:
 - (a) President
 - (b) Past-President
 - (c) six (6) additional Directors
 - (d) Executive Manager
2. Duties
The executive committee shall:
 - (a) have general supervision of the affairs of the association between meetings;
 - (b) act on behalf of the association including the formulation and execution of policy
 - (c) establish study committees, task forces, and/or commissions to prepare reports, working papers and recommendations for consideration by the Association
 - (d) report decisions of the association to the appropriate University committees.
 - (e) perform such other duties as are specified in these bylaws.

3. Election of Officers

- (a) The President and six (6) Directors are elected by the membership as described in Article V, Elections
- (b) The Past-President normally shall be the President from the previous term.

4. Duties of Officers

1. President

The president shall:

- (a) preside at all meetings of the association,
- (b) appoint chair of committees to the extent provided in these bylaws,
- (c) liaise with University administration,
- (d) be the official spokesperson for the association,
- (e) fulfill such other duties as may be assigned by the association.

2. Past President

The past-president shall:

- (a) assume the President's office during the President's absence or in the event of the President's resignation,
- (b) preside as chair at all meetings of the Nominating Committee.

3. Secretary

The secretary shall:

- (a) keep a record of the minutes of the association,
- (b) be the custodian of all documents including association bylaws, special rules of order, and standing rules,
- (c) conduct correspondence as directed by the association,
- (d) send a call of the meeting to each association member, including a copy of the previous association meeting minutes,
- (e) fulfill such other duties as may be assigned by the association.

4. Treasurer

The treasurer shall:

- (a) be custodian of all funds, disbursing them as directed by the association,
- (b) ensure that all funds are deposited to the accounts of the association in a recognized financial institution selected by the Executive Committee,
- (c) maintain proper records of receipts and expenditures,
- (d) present to the executive committee a full and detailed account of the association's monthly receipts and expenditures on a quarterly basis, within 30 days of the end of the quarter,
- (e) present a proposed budget to the executive committee for review and approval on an annual basis, within 30 days of the fiscal year end,
- (f) present a financial statement to the membership for review at least 30 days in advance of the annual meeting,
- (g) present the association's books to the appointed Finance Review Committee not later than thirty days following the end of the operating year or as requested by the executive committee,
- (h) fulfill such other duties as may be assigned by the association.

5. Returning Officer

The returning officer shall:

- (a) appoint three Election Officers to be selected from the membership,
- (b) act as a liaison between the election committee and the Executive Committee.

6. Privacy Officer

The privacy officer shall:

- (a) ensure information collection and retention policies and practices are established and followed,
- (b) table proposals to amend the policies of the association to ensure compliance with any regularity requirements.

7. Executive Manager

The Executive Manager shall:

- (a) act as advocate for staff,
- (b) manage the day to day business of the Association,
- (c) research and publish information on issues of interest to members,
- (d) preside as chair of the member's advisory committee,
- (e) provide a monthly report on staff relations issues to the executive,
- (f) is a non-voting member of the executive,
- (g) fulfill such other duties as may be assigned by the association.

5. Term of Office

- (a) A term of office shall be two consecutive years.
- (b) The Executive Committee members shall hold office from the adjournment of the Annual General Meeting immediately following their election until the adjournment of the Annual General Meeting at the end of their term.
- (c) Members of the Executive Committee may be nominated for further terms of office.
- (d) The Executive Committee shall at their first meeting following an Annual General Meeting appoint one director to serve, for one half term, as Treasurer.
- (e) The Executive Committee shall at their first meeting following an Annual General Meeting appoint one director to serve, for one half term, as Secretary.
- (f) No director may concurrently hold both the office of the secretary and the office of the treasurer.
- (g) With the exception of the past president the maximum uninterrupted number of terms anyone can serve on the Executive Committee in an elected position shall be six, after which only be eligible for re-election to the Executive after a one term absence.

6. Vacancies

- (a) With the exception of the office of the president the Executive Committee shall have the authority, between Annual General Meetings, to fill any position which becomes vacant.
- (b) If the office of the president should become vacant, a past-president of the association may be appointed as president, between Annual General Meetings, upon approval of the Executive Committee.

7. Removal of Executive Member

- (a) A member of the executive may be removed from office by a resolution passed by at least a majority of votes cast at a General Meeting called for that purpose.

Article V - Elections

1. Election Committee

The Election Committee Shall:

- (a) be an ad hoc committee of the Association appointed by the Association's Secretary, or delegate,
- (b) oversee the election procedures of the Association,
- (c) advertise the vacant posts and receive nominations according to the Election schedule,
- (d) ensure that nominees agree in writing to stand for election,
- (e) ensure that all nominations are signed by three members of the association,
- (f) ensure that the list of nominees for offices be distributed to the members in accordance with the Election schedule,
- (g) be responsible for the printing, distribution, counting, and destruction of the ballots,
- (h) distribute the call for nominees at least 50 working days prior to the date of the Annual General Meeting stating a close of nominations at least 30 working days prior to the date of the Annual General Meeting,
- (i) distribute a list of nominees and ballots at least 15 working days prior to the date of the Annual General Meeting stating a close of the polls at least 5 working days prior to the date of the Annual General Meeting,
- (j) announce the results of the election at the Annual General Meeting.

2. Election Procedure:

- (a) Elections shall be by secret ballot.
- (b) Votes shall be counted by the three Election Officers.
- (c) The Returning Officer shall not participate in the counting.
- (d) In the event of a tie, the UWSA Executive Committee shall cast the deciding vote.
- (e) Ballots
 - (1) The Election of the President shall be determined on a single ballot and the candidate receiving a majority of the votes shall be elected.
 - (2) The election of the directors shall be determined on a single ballot and the candidates receiving the greatest individual totals shall be elected.
 - (3) The number of directors elected in any given year is number of vacant positions as of the next Annual General Meeting.

3. The Returning Officer will, on acceptance of the results, hold the ballots for five working days after the Election results have been announced. After which time, the ballots shall be destroyed.

Article VI - Annual General Meeting and General Meetings

1. The Annual General Meeting will be held within the month of October and shall be at the call of the Executive.
2. At least fifteen working days notice shall be given to the membership prior to an Annual General Meeting. Pertinent information relating to the meeting agenda shall be distributed with the notice.
3. Special general meetings may be called by the President or the Executive or shall be called at the written request of fifty members of the Association or a majority of the entire membership of the association, whichever is less. The purpose of the meeting shall be stated in the call and at least fifteen working days written notice shall be given.
4. Any member may be represented at a general meeting by duly completing a proxy form which will be distributed with the notice and must be submitted to the secretary at least 24 hours in advance of the meeting.

Article VII - Quorum

1. Fifty members of the association or a majority of the entire membership of the association, whichever is less, shall constitute a quorum at an AGM or GM.
2. Five members or 60% of the executive, whichever is less, shall constitute a quorum at a meeting of the executive committee .

Article VIII - Amendments

This constitution may be amended at any general meeting of the association by a two-thirds vote with the previous notice.

Article IX - Parliamentary Procedure

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the association in all cases to which they are applicable and in which they are not inconsistent with these bylaws, or any special rules of order the association may adopt.

Article X - Standing Committees

1. There shall be the following Standing Committees:
 - (a) Communications & Membership - The committee shall actively encourage membership in the association, and act as a communications vehicle to enhance awareness throughout the University community to the activities sponsored by the association, and benefits of membership for University Support Staff.
 - (b) Finance Review - The committee shall examine the financial records and provide a status report to the Executive Committee for release to the general membership.
 - (c) Members' Advisory - The committee shall work with the Executive Manager and provide institutional guidance and support for staff tackling University of Waterloo policies and procedures and provide recommendations to the Executive committee on how legal funds are to be utilized.
 - (d) Nominating - The committee shall nominate or appoint members as representatives to both standing and ad-hoc University and UWSA committees.
 - (e) Pension & Benefits & Compensation - The sub-committee shall monitor the UW Pension and Benefits Package and the UW Compensation Package which includes salary, overtime and vacation entitlements.
 - (f) Fund Raising and Social - The committee shall raise funds for the association through organizing of social and recreational events for the enjoyment of staff members.
2. Terms of reference for the committees are defined by the executive.
3. Standing committees shall report to the executive as directed in the terms of reference.
4. Unless it is a specific responsibility of an officer, committee chairs are appointed by the executive for one year.
5. All committee members shall be Members of the association.
6. With the exception of the chair, a committee chair may appoint a member to fill any vacancy in the committee for the remainder of the term of the vacant position.

Constitution:

Revised December 5, 1995, Revised December 4, 1996, Revised March 2, 1998, Revised June 1, 2001, Revised June 2, 2004, Revised June 1, 2006, Revised February 08, 2008