

ASSOCIATION OF ADMINISTRATIVE AND PROFESSIONAL STAFF OF THE UNIVERSITY OF BRITISH COLUMBIA

Constitution

1. The name of this Association is “The Association of Administrative and Professional Staff of The University of British Columbia.”
2. The purposes of the association are:
 - (1) to promote the welfare of the Association’s members employed by the University of British Columbia and the welfare of the University of British Columbia;
 - (2) to act as the bargaining agent of management and professional staff employed by the University of British Columbia and to govern relations between the management and professional staff and the University through collective bargaining.
3. The operations of the Association are to be carried on at The University of British Columbia, 2075 Wesbrook Mall, Vancouver, V6T 1W5.

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BY-LAWS

Article I - Incorporation

The Association is incorporated under the Societies Act of the Province of British Columbia.

Article II - Definitions

In these By-Laws, unless the context otherwise requires:

1. "Act" means the "Societies Act" as amended;
2. "By-Laws", "Constitution", and "Subscription" have the meanings respectively assigned to them by the Act;
3. "Ordinary resolution" means a resolution passed by the members in general meeting by a simple majority of the votes cast in person;
4. "Special resolution" means a resolution passed by a majority of not less than 75% of those members who, being entitled so to do, vote in person at a general meeting
 - (a) of which such notice as the by-laws provide and not being less than 14 days notices specifying intention to propose the resolution as a special resolution, has been given, or
 - (b) if every member entitled to attend and vote at any such meeting so agrees, at a meeting of which less than 14 days notice has been given;
5. "Association" means The Association of Administrative and Professional Staff of The University of British Columbia;
6. "University" means The University of British Columbia;
7. "Year" means the fiscal year of the Association and "annual" refers to such year;
8. "Mail" means either campus mail or e-mail;
9. Words importing the singular include the plural and vice versa;
10. "Agreement" means any formal agreement entered into between the University and AAPS effective on and subsequent to 18 May 1995, the date of ratification of the Framework Agreement.

Article III - Membership

1. Membership shall be restricted to Administrative Executive, and Professional & Supervisory personnel employed by the University and all such personnel shall be eligible for membership.
2. Membership shall be mandatory except for management and professional staff employed by the University and (a) excluded from membership according to the Agreement, or (b) continuing employees who are not listed as members on 18 May 1995, the date of ratification of the Framework Agreement.
3. Application for membership shall be made in writing to the Executive Board.
4. Members will pay dues according to the Agreement.
5. The right to vote and to hold office shall be restricted to members in good standing.
6. A member shall be identified as in good standing when his/her membership fee has been paid in full. Members who have failed to pay their current membership fee or any other subscription or debt due and owing by them to the Association, shall be members not in good standing so long as the membership fee, subscription or debt remains unpaid. A person shall cease to be a member of the Association:
 - (a) by resignation from the University or termination from the University, or
 - (b) by his/her death, or
 - (c) on being expelled, or
 - (d) on having been a member not in good standing for twelve consecutive months.
7.
 - (a) A member may be expelled by a special resolution of the members passed at a General Meeting.
 - (b) The notice of special resolution for expulsion shall be accompanied by a brief statement of the reasons for the proposed expulsion.
 - (c) The person who is the subject of the proposed resolution for expulsion shall be given an opportunity to be heard at the General Meeting before the special resolution is put to a vote.

Article IV - Executive Board, Officers, and Committees

1. The Executive Board shall consist of a President, a First Vice-President, a Second Vice-President, a Secretary, a Treasurer, the immediate Past President, the Chair of the Advocacy Committee and a minimum of four (4), a maximum of six (6) Executive Members at Large. The Chair of the Advocacy Committee shall serve in ex-officio capacity but will not hold a vote on the Executive Board.
 - (a) The Executive Committee shall consist of the President, First Vice-President, Second Vice-President, Secretary, and Treasurer.

2. The Executive Board shall be responsible for directing the activities of the Association subject to the Provisions of the AAPS Constitution and By-Laws, the Agreement, and following the policies agreed to by the membership. The Executive Board shall have all the powers of the Association between meetings.
3. The Executive Board, except for the Immediate Past President and the Chair of the Advocacy Committee, shall be elected at or before the Annual General Meeting during the month of October and shall take office at the close of the meeting.
The Executive Board, except for the Immediate Past President, the Chair of the Advocacy Committee, and three of the six Members at Large shall be elected for a two year term. The remaining three Members at Large shall be elected for a one year term.
The President, 1st Vice-President, Secretary, and one Member at Large shall be elected on even years.
The 2nd Vice-President, Treasurer, and two Members at Large shall be elected on odd years.
4.
 - (a) Nominations for the elected positions on the Executive Board must be submitted in writing to the Secretary no earlier than 90 calendar days prior to the date set for the Annual General Meeting and no later than 21 calendar days prior to that date.
 - (b) Each candidate must be nominated and seconded by a member in good standing.
 - (c) No person may nominate nor second more than one candidate for any given position.
 - (d) Voting in the elections shall be by secret ballot by a method adopted by the Executive Board which may include electronic balloting.
 - (e) The procedure for the election shall be the nomination and election of the following categories as the term dictates:
 - (i) President
 - (ii) First Vice-President
 - (iii) Second Vice-President
 - (iv) Secretary
 - (v) Treasurer
 - (vi) Executive Members at Large.
 - (f) The candidates receiving the highest vote totals shall be declared elected.
 - (g) No person shall hold more than one office.
5. Except as herein otherwise provided, the Executive shall manage the Association and may employ and pay for such assistance as it may require and otherwise use the funds of the Association in furthering the interests of the members. The expenses of officers while engaged in work for the Association shall be paid out of the funds of

the Association but no Officer shall receive any remuneration for his/her services save the said remuneration for expenses incurred.

6. The Association, by motion at a meeting, or the Executive Board shall set up such standing and ad hoc committees as are deemed necessary. The Executive Board shall appoint all committee members except where the composition of a Committee is described in the By-Laws or in the motion creating such a Committee.
7. An executive member may be removed from office by special resolution and another member may be elected or, by ordinary resolution, appointed to serve during the balance of the term.
8. An Executive Member may resign from his/her position at any time. The resulting vacancy may be filled by appointment upon majority vote approval by the Executive Board.

Article V - Meetings

1. The Executive Board shall call two General Meetings each year, an Annual General Meeting to be held during the month of October and a General Meeting to be held during the month of April. These meetings shall be held at places and times determined by the Executive Board.
2. The Executive Board may call a General Meeting at any time it feels the need to do so.
3. The Executive Board must call and hold a General Meeting within twenty-one days of receipt of a written request by at least 10 percent of the members of the Association.
4. The Agenda for all general meetings shall be distributed by mail not less than 14 days prior to the meetings. Additions to the Agenda may be made in writing by any ten members in good standing.
5. The Executive Board shall present the annual budget to the members at the Spring General Meeting immediately preceding the start of AAPS ' fiscal year.

Article VI - Balloting

1. A mail ballot shall be held to conduct a ratification vote on any Agreement.
2. The Executive shall also have the power to submit any resolution other than a special resolution to mail ballot.

3. Mail ballots under Article VI shall be a secret ballot conducted under the control of the Auditor. Blank ballots will be mailed to the campus address of all members in good standing who are entitled to vote on the question, with double return envelopes, at least 21 days prior to closing date. Ballots received after 5:00 pm on the closing date will not be counted.

An ordinary resolution or ratification vote submitted to mail ballot shall require the majority of those voting to be considered passed.

Article VII - Borrowing Powers

The Executive Board shall have the power to borrow or raise or secure the payment of monies in such manner as the Association sees fit provided that the borrowing of any sum of monies in excess of five thousand dollars (\$5,000.00) within a single Association fiscal year must be authorized by a majority vote at a General Meeting. Debentures may not be issued without the sanction of a special resolution - Article II.4 to apply.

Article VIII - Quorums

1. The quorum required at a general meeting called to consider a special resolution shall be seventy (70) of the members in good standing.
2. For all other business at general meetings, the quorum shall be those in attendance.

Article IX - The Seal

The seal of the Association shall be kept in the custody of the Secretary of the Association.

Article X - Amendments to the Constitution and By-Laws

The adoption, amendment, or repeal of the Constitution and By-Laws may be proposed by the Executive Board or by ten members.

The adoption, amendment, or repeal of the Constitution and the By-Laws shall be by special resolution.

Notice of the proposal shall be filed with the Secretary and must be distributed by mail to all members not less than 14 days before any general meeting at which the motion will be considered.

Article XI - Membership Fees and Obligations

1. Fees may be set from time to time by the Executive Board subject to the approval of the members at a General Meeting.

2. This fee shall be due and payable through monthly Payroll deduction.

Article XII - Duties of the Executive Board

1. The President shall preside at all meetings of the Association and of the Executive. For the purposes of planning meetings, Chairs may be appointed by the Board or Executive Committee, and may change from time to time.
2. The First Vice-President shall have the powers and perform the duties of the President in the absence or incapacity of the President or in the event of vacancy in the office of the President.
3. The Second Vice-President shall have the powers and perform the duties of the First Vice-President in the absence or incapacity of the First Vice-President or in the event of vacancy in the office of the First Vice-President.
4. The Secretary shall
 - (a) keep or cause to be kept minutes of all meetings of the Executive Board and the Association.
 - (b) keep or cause to be kept a register of members and shall enter or cause to be entered therein the names of the subscribers to the Constitution and By-Laws, including the following particulars:
 - (i) the full name, occupation, resident address and department of every such person;
 - (ii) the date on which any person ceases to be a member;
 - (c) issue or cause to be issued notices required by these By-Laws;
 - (d) supervise the keeping and custody of all records, other than financial records;
 - (e) perform such other duties as may be assigned from time to time by the President or the Executive Board.
5. The Treasurer shall
 - (a) be responsible for the receipt, custody and disbursement of the funds of the Association;
 - (b) keep or cause to be kept a proper record of the financial operations of the Association as are necessary to comply with the Act;
 - (c) chair the Finance Committee.

6. Five voting members of the Executive Board constitutes a quorum. A decision or resolution of the majority of the Executive present and constituting a quorum is a decision or resolution of the Executive Board except where otherwise provided.
7. Each member of the Executive Board, except the President and the Chair of the Advocacy Committee, has one vote. If the votes of the Executive are equally divided, the President has the deciding vote.
8. A meeting of the Executive Board may be held at any time at the call of the President or upon the request of any three Executives, made in writing to the Secretary.
9. The Executive Board must schedule at least one meeting per month.
10. Signing officers shall be the following:
 - (i) the President,
 - (ii) the First Vice-President,
 - (iii) the Second Vice-President,
 - (iv) the Treasurer.

Signatures of two (2) signing officers are required to authorize financial transactions.

Article XIII - Committees

1. There shall be the following standing committees:
 - (i) Membership Committee,
 - (ii) Finance Committee
 - (iii) Advocacy Committee
 - (iv) Recruiting Committee
2. The Membership Committee shall consider and make recommendations to the Executive in respect of all applications, suggestions and recommendations for membership issues and database maintenance.
3. The Finance Committee shall
 - (a) formulate and administer rules and regulations for the collection, banking, appropriation and distribution of the funds of the Association;
 - (b) after the close of each fiscal year but prior to the Annual General Meeting, prepare and present to the Executive Board a budget for the current fiscal year which budget, as approved by the Executive Board, shall be submitted for acceptance or rejection at the Annual General Meeting.
4. The Advocacy Committee shall:
 - (a) assist and advise management and professional staff on their rights regarding terms and conditions of employment;

- (b) provide Association representation regarding employment disputes and grievances.
- 5. The Recruiting Committee shall search for candidates to fill Association member vacancies on the Executive Board, Association or University committees or other areas of need.
- 6. The President shall be ex officio a voting member of all committees.
- 7. The chairperson of each committee shall submit to the Executive Board before the Annual General Meeting a report of activities of the committee for the period ending June 30th each year and from time to time at the request of the Executive Board.
- 8. Subject to the Constitution and By-Laws, the Executive Board may direct the exercise and performance of all powers and duties specified in articles XII to XIII-5 inclusive.

Article XIV - Fiscal Year

The fiscal year of the Association shall end on the 30th day of June in each year.

Article XV - Auditors

The Books of account shall be audited annually by the auditors who will be appointed at the Annual General Meeting.

Article XVI - Inspection of Records

The Executive Board may from time to time determine at what times and places and under what conditions or regulations the records of the Association are open to the inspection of members who are not on the Executive. No member shall be unreasonably denied the right to examine the records of the Association.

Article XVII - Notices

Except as otherwise provided, a notice required to be given by these By-Laws is duly given to a member if it is mailed in the Campus Mail or is sent electronically via e-mail.

Article XVIII - Interpretation

All questions affecting the interpretation of the provisions of the Constitution and By-Laws shall be decided by the Executive and such decisions shall be final and binding.