Bylaws

Bylaws refer to and are numbered identically with the Articles in the Constitution.

SECTION 1 Name
Use of the name of the Association and the logo is at the discretion of the Executive Committee.

SECTION 2 Purpose
Interpretation of the purpose clause of the Constitution is the responsibility of the Executive Committee.

SECTION 3 Membership

(1) Rights, Privileges and Obligations:

a) Members in good standing are defined as those who are currently members of the Association, whose names appear on the HR paid-up membership list of the preceding month. Those, whose names do not appear on the preceding month's list, who provide a current month's paystub, or a receipt from the QUSA Business Office showing dues paid in the previous month will be considered members in good standing; b) Members in good standing shall have the right to speak at all General Meetings, to move or second motions at these meetings, and to vote on all motions and elections; c) Members in good standing shall have the right, subject to the giving of prior notice to the President or Secretary, of attending and speaking at any meeting of the Executive Committee but may not move or second motions, or vote on motions placed before the Executive Committee; d) Members in good standing shall have the right to stand for election as members of the Executive Committee; e) Members in good standing may serve as members of any Staff Association standing or special committee; f) Members from West Campus attending Executive Committee meetings, General Meetings, or acting as QUSA representatives on University committees shall be reimbursed for the cost of transportation incurred in attending such meetings, subject to the prior approval of the Treasurer. g) Members who are no longer working at Queen's, but do have internal status, have the above rights, privileges and obligations, except for d) and e). h) Any salary/and or benefit proposal negotiated by QUSA with Queen's University must be ratified by secret vote of the membership where a simple majority of votes cast prevails. i) Notice of ratification vote complete with details must be given to the membership at least fifteen (15) business days prior to such vote. During this time it is recommended that at least one, but preferably two General Meetings take place to allow full discussion and disclosure to members. j) Only members of QUSA in good standing are entitled to vote on the ratification of a salary and or benefit proposal.
(2) **Enrolment:**
The Membership Committee shall solicit new members. Membership becomes effective when the first payroll deduction happens, or the first month's cash payment is received and receipted by QUSA.

(3) **Fees:**
a) Membership fees normally shall be payable by payroll deduction at the monthly fee voted upon by the membership; and  
b) Any change in the fee structure shall be governed by the procedures outlined in Article 8c and d of the Constitution;

(4) **Resignations:**
Members may resign by notifying in writing the President, the Secretary or the Business Administrator. Human Resources shall be informed immediately and the resignation shall become effective at the first possible payroll date. Members who resign their membership shall be ineligible to re-join until 6 months have passed.

**SECTION 4 Executive Committee**

(1) **Responsibilities:**
a) To act honestly, in good faith and in the best interests of the Association;  
b) To interpret and carry out to the best of their abilities the purpose clause of the Constitution;  
c) To attend all meetings of the Executive Committee and to be prepared for all meetings;  
d) To bring to the Executive for discussion any business affecting the Association:  
   i. Senior Executive members shall report as fully as possible on all QUSA business so that the Executive Committee can make informed decisions in the best interests of the Association;  
   ii. Executive members chairing QUSA standing committees, special committees or representing QUSA on University committees should report regularly to the Executive; and  
   iii. Letters and reports written by any Executive member on QUSA business shall be kept on file in the Association office.  
e) To respect the confidentiality of any matter of a confidential or private nature which may be brought to the attention of the Executive;  
f) To represent the views and opinions of members; and past members when appropriate.  
g) To perform any specific duties which may be assigned by the Executive Committee.

(2) **Confidentiality**
a) The following should be considered confidential material and be discussed in closed session of the Executive Committee:
i. The performance and/or salary of any employee of the Association;
   ii. Any individual problem where the individual must be named or could be identified to his/her detriment, particularly if salary level must be disclosed;
   iii. Any report to the Executive which could disclose personal information about an employee or candidate for a Queen’s position; and
   iv. Any matter so designated by the Executive Committee;

   b) Standing Committees and Special Committees shall observe the above guidelines regarding confidential material. QUSA members serving on University committees are free to bring confidential matters to the Executive for discussion in closed session.

   c) Minutes of Executive Committee meeting are available to all members and will report the substance of discussions without identifying speakers. Minutes of closed sessions of the Executive Committee are available only to Executive members.

(3) Duties:

The duties of the Executive Committee shall include but not be limited to the following:

a) To appoint for an annual term the chairpersons of the standing committees and two (2) members of the Salary and Benefits Review Committee and to establish the terms of reference for such committees. These appointments normally will be made at the first meeting of the new Executive Committee on taking office.

b) To appoint for a specific term the chairpersons of all special committees formed to further the interests of the Association and to establish the terms of reference for such committees.

c) To appoint an editor of the Association’s newsletter, QUSA Courier.

d) To appoint annually two (2) delegates to the Confederation of Ontario University Staff Associations (COUSA)

e) To propose Bylaws in accordance with the purpose of the Association

f) To fill by appointment or election any vacancy on the Executive Committee.

   i. If the vacancy is to be filled by appointment, QUSA members shall be informed of such appointment within a reasonable period of time.

   ii. If the vacancy is to be filled by election, such election shall be held within six (6) weeks of the vacancies occurring

   iii. Should the positions of President and Vice-President be vacant simultaneously, an election to fill both positions shall be held within six (6) weeks of the vacancies occurring.

   iv. An election to fill a vacancy on the Executive Committee shall follow the “two envelope system for ballots” as outlined in Section 5g.

g) The Executive Committee may appoint a maximum of two (2) new members with full voting privileges to that Committee. If it is intended that the position(s) become(s) permanent, the appropriate amendments to the Constitution (Articles 4a and 6a) must be ratified by the membership at the next Annual Meeting in accordance with Article 8a and 8b.

h) To recommend to the membership for approval the investment of Association funds.

i) To hire, dismiss and direct any employee of the Association and to determine remuneration in relation to the Queen’s compensation system.
(4) **President:**
The President shall be responsible for the efficient management of the affairs of the Association, subject always to the instructions of the Executive Committee and of the members. The President shall

a) act as one of the signing officers for the Association for all official documents  
b) report to the Executive Committee at each Executive meeting and to the membership at each General Meeting.  
c) report annually to the membership, such report to be published in the QUSA Courier  
d) be an ex officio member of all standing and special committees  
e) chair all General Meetings and  
f) have such other powers and duties as may be assigned to the President by the Executive Committee.

(5) **Vice-President:**
The Vice President shall

a) be vested with all the powers and shall perform all the duties of the President in the absence, disability or resignation of the President  
b) act as one of the signing officers for all official documents dealing with the Association (in the absence of either the President or Secretary) and  
c) have such other powers and duties as may be assigned to the Vice-President by the Executive.

(6) **Secretary:**
The Secretary shall

a) ensure that all official documents dealing with the Association are signed by the President and the Secretary. In the absence of either the President or the Secretary, signing authority shall be delegated to the Vice-President  
b) act as one of the signing officers for all official documents dealing with the Association  
c) notify all Association members of the time and location of General Meetings and circulate agendas  
d) act as Recording Secretary in the absence of the Business Administrator, distribute agendas and minutes and  
e) have such other powers and duties as assigned by the Executive.

(7) **Treasurer:**
The Treasurer shall be responsible for the general management of the financial affairs of the Association. The Treasurer shall

a) receive all monies due and payable to the Association  
b) maintain proper records of receipts and expenditures  
c) present a full and detailed account of receipts and expenditures to the Executive Committee monthly and to the membership at the Annual General Meeting
d) to present the books to the elected Salary and Benefits Review Committee Members for their scrutiny not later than thirty (30) days after June 30 of each year.
e) ensure that the signing authority on all bank accounts is held by the President, Secretary and Treasurer. Financial transactions shall be signed by any two (2) of those with signing authority.
f) maintain the Association account held at Queen's Financial Services and at any commercial bank.

(8) Immediate Past President:
The Past-President shall

a) be a member of the Executive Committee with all the responsibilities and duties thereof.

(9) Members-at-Large:
Members-at-Large are elected to represent the views and opinions of members, and are available to serve as chairpersons of standing committees.

(10) Resignation/Removal of Executive Members

a) An Executive member may resign upon giving reasonable notice in writing to the President and Secretary;
b) A member of the Executive who fails to attend at least 50% of the Executive meetings over any consecutive three (3) month period without good reason shall be deemed to have given notice of resignation
c) An Executive member may be removed from the Executive for misconduct or neglect of duty by the unanimous vote of the rest of the Executive Committee. A vacancy so created shall be filled by election by the membership within six (6) weeks of the vacancy occurring. The person so removed shall be eligible to run for the position as long as he/she is a member in good standing. The election to fill such a vacancy shall follow the "two envelope system for ballots" as outlined in Section 5g.

SECTION 5    Elections

The Nominating Committee shall

a) be a Standing Committee of the Association and consist of a chairperson and three (3) scrutineers who shall be appointed at the February General Meeting. The scrutineers shall not be candidates for any position on the Executive.
b) widely advertise the vacant positions and receive nominations in the QUSA office up until noon of the first Friday in April. Nominations submitted after such time shall not be considered.
c) ensure that all nominees have agreed in writing to stand for election and that each candidate has specified:
   i. The one position for which he/she is a candidate (i.e. President, Vice-President,
Secretary, Treasurer, Member-at-Large)

ii. Type and place of employment at Queen's (continuing or term, research contract and grant, main or West Campus).

d) be responsible for printing, distributing and counting of votes.
e) put forward all submitted nominations, and ensure that there is a least one, but preferably two or more, nominees for each position, including the reserved position for research grant and contract staff and West Campus staff.
f) conduct elections by mail
   i. Ballots shall be distributed to members not later than the third Friday in April and returned to the QUSA office not later than the first Friday in May.
   ii. Votes shall be counted by three (3) scrutineers. The Chair shall not participate in the counting.
   iii. The West Campus and Research Contract and Grant candidates receiving the most votes shall fill the reserved Member-at-Large positions first. The five remaining Member-at-Large positions shall be filled by those candidates receiving the most votes, regardless of whether they are general, research contract and grant, main or West Campus staff.
   iv. The election results shall be announced at the Annual General Meeting in May. Ballots shall be kept for three (3) months after the Annual General Meeting.
g) use the two envelope system for ballots and ensure that everything possible is done to hold a secret vote. A return addressed envelope will be attached to each ballot and mailed in a second envelope.
h) report to the membership of QUSA at the QUSA Annual General Meeting or the next General Meeting of the Association, and report in the next QUSA Newsletter, the results of Executive and Salary and Benefits Elections and By-Elections, including the number of votes cast, the number of votes counted, and the total number of votes received by each candidate. In the case where the candidate(s) is(are) acclaimed, this should also be part of the report.

SECTION 6     Meetings

All meetings will be held in accordance with Article 6 of the Constitution.

SECTION 7     Standing Committees

a) The Chairperson of each Standing Committee shall be a member of the Executive Committee and shall be appointed annually by the Executive Committee within one month of taking office.

b) There shall be a minimum of three (3) members including the Chairperson on each Committee with the exception of the Grievance, and Nominating Committees.

c) Members of the Standing Committees are chosen by the Chairperson and serve on the Committee for one year renewable with the exception of the Salary and Benefits
Review Committee (see 7d). Chairpersons are encouraged to advertise vacancies in order to ensure interested members are included on committees.

d) Members of the Salary and Benefits Review Committee include the Chairperson, two (2) members appointed by the Executive, and three (3) members elected by the membership.

i. The two (2) members appointed by the Executive may be, but will not necessarily be, Executive Committee members. The term of appointment will be one year renewable.

ii. The membership will elect three (3) members for one year terms. The incumbent is eligible for reelection.

iii. If an elected position becomes vacant the chairperson shall appoint a member to sit on the committee until the next election. Such appointment shall be made within six (6) weeks of the vacancy occurring. If an appointed position becomes vacant the Executive shall appoint a member within six (6) weeks of the vacancy occurring.

iv. The three (3) elected members of the Salary and Benefits Review Committee shall have the responsibility to annually review the QUSA accounts as provided by the Treasurer in accordance with Section 4.7d and report on the integrity of the Financial Accounts in the next Courier.

v. On February 15th of the year of expiration of a Memorandum of Agreement between QUSA and the University, QUSA will contact Human Resources to begin discussions regarding Salary and Benefits.

vi. A member of the Executive should be appointed to the S&B Committee to act as a recorder, this is a non-voting position, during all meetings of the Committee and if possible during discussions with the University.

vii. So that it is clearly understood the degree of responsibility and commitment necessary for the members, the Terms of Reference for the Salary and Benefits Committee are as follows:

- Undertake surveys in early Fall term prior to the end of a Memorandum of Agreement. These surveys should be a survey of members, asking their views on what is lacking in our current working conditions and/or salary market survey as appropriate.

- Present the information from the survey at an early Winter general meeting so that members clearly understand the information that the Salary and Benefits Committee is working with.

- Persons interested in working on the Salary and Benefits Committee should be aware of the time and work commitment necessary prior to joining the committee. Members of the Salary and Benefits Committee should be prepared to attend several meetings (at peak periods weekly, usually over the lunch hour) in order to gather and assess the material necessary for presenting a Memorandum of Agreement representative of the membership to the University.