



HALTON CATHOLIC CHAPTER

BY-LAWS

2021

By-Laws Index

By-Law I – Name	3
By-Law II – Executive Committee	3
By-Law III	4
By-Law IV – Local Representatives	4
By-Law V – Governing Council	4
By-Law VI – Elections	5
By-Law VII – Committees	5
By-Law VIII – Meetings	7
By-Law IX – Rules of Procedure	7
By-Law X – Quorum	8
By-Law XI – Duties of Officers	8
By-Law XII – Finances	9
By-Law XIII – Dues and Assessments	10
By-Law XIV – Merger	10
By-Law XV – Decertification	11
By-Law XVI – Recall – Non-Confidence – Sanctions	11
By-Law XVII – Amendments	11

By-Law I – Name

- A. This organization shall be known as the Halton Catholic Chapter of the Association of Professional Student Services Personnel (APSSP).
- B. Throughout these By-Laws, the term “Local Chapter” shall be deemed to refer to the Halton Catholic Chapter of the Association of Professional Student Services Personnel (APSSP).

By-Law II – Executive Committee

- A. The affairs of the Local Chapter shall be administered by an Executive Committee, which shall be comprised of the following:
 - 1) President
 - 2) Executive Vice-President
 - 3) Vice-President Health & Safety
 - 4) Vice-President Public Relations
 - 5) Secretary
 - 6) Treasurer
- B. A member of the Executive Committee may hold more than one of the above positions.
- C. The Past President may be invited, provided they remain a Local Chapter member in good standing, to sit as an ex-officio member of the Executive Committee to provide continuity from the previous Executive Committee. The Past President retains all voting rights afforded other Executive Committee members unless they are retired or are no longer paying dues in which case, they could sit in as a non-voting member of the Association to provide guidance and consultation to the new President. The Past President shall not remain in said position for a term of more than one (1) calendar year.
- D. In addition, all Governing Council Representatives to which the Local Chapter is entitled under Article 7.01 of the APSSP Provincial *Constitution* shall sit on the Executive Committee, and may also hold an additional position on the Executive Committee.
- E. If, for any reason, a vacancy should occur in the Executive Committee of the Local Chapter, the remaining members of the Executive Committee shall appoint a member by majority vote to fill the vacancy until an election can be held at the next Local Chapter Annual General Meeting.
- F. The Executive Committee may add an additional Vice-President or other officer to the Executive Committee or delete an existing Vice-President or other officer if it is viewed to be in the best interests of the Local Chapter and approved by a Local Chapter membership vote at the Local Chapter Annual General Meeting.

- 1) In the case of an addition, the Executive Committee may accept nominations from the floor of the Local Chapter Annual General Meeting, and hold an election vote to fill the position for a one-year or two-year term, at the discretion of the Executive Committee.
- 2) In the case of a deletion of an Executive Committee position, any current officer holding the position shall remain on the Executive Committee until the end of their elected term.

By-Law III

- A. Throughout these By-Laws the term "President" shall be deemed to refer to the President of the Local Chapter unless otherwise expressly stated.
- B. The Executive Vice-President shall be considered 'second in command' for all association duties and activities and shall act for the President, as required.

By-Law IV – Local Representatives

- A. An appropriate number of representatives may be elected to the Executive Committee, by and from the members of the Local Chapter, to represent employees employed in specific areas of their employer's establishment. Representatives may be appointed by the Executive Committee only if a majority of the members of the Local Chapter, at a meeting called for that purpose, authorize the Executive Committee to do so.

By-Law V – Governing Council

- A. The President shall serve one of the Governing Council positions to which the Local Chapter is entitled under Article 7.01 of the APSSP Provincial *Constitution*.
- B. Additional Governing Council Representatives shall be elected by the Local Chapter membership at the Local Chapter Annual General Meeting. Elected Governing Council Representatives must be current permanent Local Chapter members in good standing, and they shall attend three (3) Governing Council meetings per school year.
- C. If no Local Chapter members are elected to serve on the Governing Council, despite an election being held at the Local Chapter Annual General Meeting, the additional Governing Council Representatives shall be appointed by the Executive Committee from the current Executive Committee complement, subject to the approval of the existing Governing Council, as per Article 9.04 of the APSSP Provincial *Constitution*.
- D. The Local Chapter shall provide to each Governing Council Representative a \$50.00 stipend per Governing Council meeting attended, in addition to any meeting allowance and/or mileage reimbursement which may be provided at the Provincial level.

By-Law VI – Elections

- A. The elections of the Executive Committee shall take place at the Annual General Meeting of the Local Chapter.
 - 1) A Call for Nominations shall be issued to the Local Chapter membership at least thirty (30) days in advance of an election. Nominations shall be submitted in writing to the Local Chapter Secretary bearing the support of a second and the consent of the nominee stating the member will accept the office if elected. The Local Chapter Secretary will accept nominations until ten (10) days prior to the Local Chapter Annual General Meeting. If no nominations are received by ten (10) days prior to the election, nominations shall be accepted from the floor at the Local Chapter Annual General Meeting.
 - 2) All elections shall be held by secret ballot.
 - 3) The counting of the election ballots shall be scrutineered by a general member of the Local Chapter present at the elections meeting and chosen by the general membership by a Motion presented and passed.
- B. Executive Committee members have a term of office lasting two (2) years.
- C. All positions, excluding Past-President, shall be elected by the full membership of the Local Chapter at least once (1) every two (2) years.
- D. The Executive Committee may make a motion to extend any Executive Committee position for an additional one (1) year term in extenuating circumstances, to be voted upon by the Local Chapter membership.

By-Law VII – Committees

- A. Each Local Chapter shall elect a Negotiations Committee and a Grievance Committee, each of which shall consist of at least two (2) members.
- B. In addition, the Executive Committee shall have full power and authority to set up committees of the Local Chapter and to appoint the members of each such committee from the members of the Local Chapter. These committees shall be subject to the terms of reference set out by the Executive Committee and shall report to the Executive Committee.
- C. In the event of irresolvable conflicts arising during the operation of a duly constituted committee, the Chair of the committee shall bring these concerns to the attention of the Executive Committee for resolution.

By-Law VII (a) – Negotiations Committee

- 1) The Negotiations Committee shall be chaired by the Chief Negotiator, who shall be appointed by the Executive Committee.
- 2) The Negotiations Committee shall endeavour to include at least, but no more than, one representative from each discipline within the bargaining unit. If the number of disciplines represented within the bargaining unit exceeds the size of the Negotiations Committee recognized by the School Board in the local *Collective Agreement*, then the Negotiations Committee shall appoint from within themselves the appropriate number of representatives to sit at the Local Chapter bargaining table.
- 3) The Negotiations Committee shall be constituted to prepare collective bargaining proposals and to negotiate a *Collective Agreement*.
- 4) In accordance with the local *Collective Agreement*, the Negotiations Committee shall be entitled to have outside representation at all meetings between the Association and School Board.

By-Law VII (b) – Grievance Committee

- 1) The Grievance Committee shall be chaired by the President, and also include the Executive Vice-President.
- 2) The President shall be responsible for communication with the Provincial Grievance Coordinator, unless they designate the Executive Vice-President to do so in their stead on a case-by-case basis.

By-Law VII (c) – Local Chapter By-Laws Review Committee

- 1) The Local Chapter By-Laws Review Committee shall be chaired by a member of the Local Chapter Executive Committee, to be determined by a majority vote of the Local Chapter Executive Committee.
- 2) The Chair of the Local Chapter By-Laws Review Committee shall be responsible for attending any Provincial *Constitution* review meetings in order to ensure the Local Chapter By-Laws continue to align with the APSSP Provincial *Constitution*.
- 3) The Chair of the Local Chapter By-Laws Review Committee shall invite interested members of the Local Chapter to participate in a Local Chapter By-Laws review at least once (1) every two (2) years. Any changes to the Local Chapter By-Laws must adhere to the stipulations outlined in By-Law XVII – Amendments.

By-Law VIII – Meetings

- A. Voting at meetings shall be by a show of hands unless the Local Chapter President otherwise directs or unless twenty-five (25) percent of members present at such meeting, by motion made and seconded, call for a secret ballot.

By-Law VIII (a) – Executive Committee Meetings

- 1) The Executive Committee shall meet at least once (1) every two (2) months during the school year.

By-Law VIII (b) – Local Chapter Annual General Meetings

- 1) Once in every calendar year, there shall be an annual meeting of the Local Chapter called by the President. At least two (2) weeks' notice of such meeting shall be given.
- 2) During the Local Chapter Annual General Meeting, reports shall be presented by each member of the Executive Committee, and the affairs of the Local Chapter shall be reviewed, including detailed financial statements and the proposed budget for that year, and elections should be held.

By-Law VIII (c) – Special Meetings

- 1) A special meeting of the Local Chapter may be called at any time and place by the Local Chapter President or by the President of the Provincial Association. A special meeting may also be called at the request, in writing, of at least one-third (1/3) of the members of the Local Chapter. Such a meeting shall be held within twenty (20) days of the receipt by the Local Chapter President of any such request. At least one (1) weeks' notice of any special meeting shall be given in writing to the Local Chapter membership. Such notice shall contain an agenda of all matters to be brought before the meeting and shall contain full particulars of all notices of motion to be brought before the meeting, together with names of the proposer and seconder of any such motion.

By-Law IX - Rules of Procedure

- A. The rules of procedure and order of business governing matters of a Local Chapter shall be as follows:
- 1) The President shall be the Senior Executive Officer of the Local Chapter and shall chair all meetings of the Executive Committee of the Local Chapter.
- 2) The President or, in their absence, or at their request, the designated Executive Vice-President shall take the chair at the time specified at all Local Chapter Annual and Special meetings.

- 3) In the absence of the President and Executive Vice-President, a Chairperson shall be chosen by the Executive Committee.
- 4) The business of all meetings shall be conducted according to *Robert's Rules of Order*.

By-Law X – Quorum

- A. A quorum for the transaction of business at a General or Special Meeting of a Local Chapter shall be ten (10) percent of the membership or thirty (30) members, whichever is less, of such Local Chapter. Once a meeting has been duly commenced with a proper quorum present, that meeting shall remain validly constituted notwithstanding that the quorum may disappear during the course of the meeting.

By-Law XI – Duties of Officers

- A. **President** – The President shall be the Senior Executive Officer of the Local Chapter and shall chair all meetings of the Executive Committee of the Local Chapter. The President shall be one of the Local Chapter representatives on the Governing Council of the Association. The President shall attend Labour Management meetings with the School Board on behalf of the Local Chapter. The President shall work with members, the employer and administrative staff to help resolve issues and concerns affecting members and arrive at resolutions. As Chair of the Grievance Committee, the President responsible for bringing member concerns to the attention of the Executive Committee and coordinating the Local Chapter's Grievance actions. In the case of a tie vote of the Executive Committee of the Local Chapter, or of any other committee chaired by the President, the President shall have a casting vote in addition to their own vote. The President may designate the Executive Vice-President to act in their capacity at any meeting.
- B. **Executive Vice-President** – The Executive Vice-President shall carry out duties as assigned to them by the President and shall act in lieu of the President in the President's absence.
- C. **Vice-President Health & Safety** – The Vice-President Health & Safety shall be responsible for reporting benefits updates to the Local Chapter. The portfolio of Vice-President Health & Safety shall also include Local Chapter accommodations and return-to-work inquiries, and participating in the School Board's Accessibility Working Group meetings as well as any other School Board Health & Safety meetings at which a Local Chapter representative is required.
- D. **Vice-President Public Relations** – The Vice-President Public Relations shall be responsible for reporting public relations activities being implemented in the Local Chapter. The portfolio of Vice-President Public Relations shall focus on both member relations and relations with Management and staff outside the APSSP membership. The

Vice-President Public Relations shall be responsible for sending Welcome Packages to all new members of the Local Chapter and requesting and disseminating promotional and member items from the Provincial Public Relations Vice President for permanent new members upon receipt of their full contact information. They shall draft, edit, and distribute to members the Local Chapter APSSP Newsletter which is printed periodically during the school year. The Vice-President Public Relations shall also work alongside the Secretary to arrange refreshments, retirement gifts, and prizes for General and Special meetings of the Local Chapter.

- E. **Secretary** – The Secretary shall receive personal contact information for new members. Each new member shall receive a copy of the Local Chapter’s latest *Collective Agreement* and be notified that a copy of the Association’s *Constitution* is on the APSSP website or upon request is available through the Local Executive. The Secretary shall be responsible for maintaining a detailed account of all member staffing changes and updating such on a monthly basis. The Secretary shall be responsible for the taking and distribution of minutes for all Local Chapter Executive Committee, Annual General, and Special meetings.
- F. **Treasurer** – The Treasurer shall maintain records of all finances for the Local Chapter. The Treasurer will provide detailed financial reports to the Local Executive at all Executive Meetings. The Treasurer is responsible to ensure that the Local Chapter finances comply with the expectations as delineated by both the Provincial Executive Committee and by the Local Chapter By-Laws (see By-Law XII – Finances).
- G. **Chief Negotiator** – The Chief Negotiator shall be responsible for contract negotiations and ratification and ensuring that our contract is maintained at the Local Chapter level. They are responsible to ensure that employers recognize and utilize our members in a fair and proportionate fashion, and that the *Collective Agreement* of the Local Chapter of the Association reflects the language and principles of equity for our members.
- H. **Governing Council Representatives** – The Governing Council Representatives shall represent the Local Chapter at all meetings of the Provincial Governing Council. Governing Council Representatives shall liaise between the Provincial Executive/ Governing Council and the Local Chapter Executive Committee members.

By-Law XII– Finances

- A. Monies of the Local Chapter shall be kept in an account, bond, debenture, or note of a chartered bank, credit union, trust company or Canadian federal or provincial government.
- B. Transactions shall be by cheque, with appropriate documentation, as outlined in the Provincially issued *Financial Handbook for APSSP Treasurers*.
- C. There shall be three (3) signing officers for the Local Chapter: the Treasurer, the President, and one other Executive Committee member, to be determined by a vote of the Executive Committee. Two (2) of the signing officers must sign each cheque. No signing officer shall sign any cheque made out to themselves.
- D. The Treasurer shall make the financial records of the Local Chapter available for review by the Executive Committee of the Chapter on an annual basis. Financial reviews will be carried out pursuant to the *Financial Handbook for APSSP Treasurers*, and this may be combined with an audit of the financial records initiated by the Provincial Association. The costs of such an audit shall be borne by the Association.
- E. At the Local Chapter Annual General Meeting in each year, the Treasurer shall present the financial statement of the Local Chapter and will prepare and present a proposed budget to be voted on by the Local Chapter membership. The Treasurer shall then provide the Provincial Treasurer with a copy of both the financial statement and the approved budget.
- F. Reliable and understandable financial records are to be kept and maintained for a minimum of seven (7) years as outlined in the Provincially issued *Financial Handbook for APSSP Treasurers*.

By-Law XIII – Dues and Assessments

- A. The Local Chapter may establish dues in addition to those set by the Association provided that any such dues must first be approved at a meeting of the Local Chapter.
- B. The Local Chapter may levy assessments for special purposes upon its members, provided that any such assessment must first be approved at a meeting of the Local Chapter.

By-Law XIV – Merger

- A. A Local Chapter may, by a two-thirds (2/3) majority vote of the membership of the Chapter, merge with and transfer its rights, privileges, duties and assets to one or more other Local Chapters of the Association.

By-Law XV – Decertification

- A. All funds, properties, books and records held by or in the possession of a Local Chapter or its officers or Executive Committee members are and shall remain the property of the Provincial Association and are held in trust by the Local Chapter, and its officers or Executive Committee members, as the property of the Provincial Association. In the event that a Local Chapter or its members decertify from APSSP or cease to be represented by APSSP, all funds, properties, books and records held in trust shall be returned to the Provincial Association.

By-Law XVI – Recall – Non-Confidence – Sanctions

REFER TO SECTIONS 27 & 28 of the APSSP Provincial *Constitution* for more complete coverage of these issues.

- A. Any officer, or Local Chapter representative, or Local Chapter committee member may be recalled and shall be removed from office upon a vote of non-confidence. A non-confidence vote shall require a majority vote of the Local Chapter membership. Such a motion must be in writing and seconded by 10 percent of the Local Chapter membership.
- B. Sanctions may be recommended and implemented by the Executive Committee. Any sanctions to be implemented must be presented in writing and shall require a majority vote of the Local Chapter membership. Any sanctions shall be implemented in accordance with the APSSP Provincial *Constitution*.

By-Law XVII – Amendments

- A. Any part or parts of this By-Laws document may be amended or repealed, or any additions made thereto, at the Local Chapter Annual General Meeting, upon a two-thirds (2/3) majority vote of the members voting, provided that due and proper written Notice of Motion is given, and that a quorum (*10% as defined in By-Law X*) of voting members is present at such meeting, and provided that full details of the proposed amendment must be clearly delineated in the Notice of Meeting sent to all members of the Local Chapter, at least 14 days in advance of the meeting. By-Laws and amendments are also to be approved by the APSSP Provincial Governing Council. Such approval shall not be withheld unless there is a conflict with the APSSP Provincial *Constitution*.

By-Law Drafting Meeting: January 30, 2019
T. Lorentz & M. Trowsdale

By-Law Drafting Meeting: February 20, 2019
J. Acheson, P. Scordino, M. Maceroni, T. Lorentz & M. Trowsdale

By-Law Drafting Meeting: March 7, 2019
J. Acheson, P. Scordino, M. Maceroni, T. Lorentz & M. Trowsdale

By-Law Amendment & Approval by Chapter at Local AGM: April 10, 2019
J. Acheson, C. Cottick, R. Crawford, H. Dennis, M. Goulet, S. Gouveia, T. Jordan,
T. Lorentz, M. Maceroni, K. Mann, M. Messinger, P. Scordino, L. Takala, M. Trowsdale,
P. Webber-Callaghan & T. Wheatley

By-Law Amendments & Approval by the Provincial Association at Governing Council:
January 23, 2021