



ASSOCIATION OF PROFESSIONAL STUDENT SERVICES PERSONNEL

**DUFFERIN-PEEL CATHOLIC CHAPTER**

**BYLAWS**

(revised June 6, 2024)

**Bylaw #1 – Name**

This organization shall be known as the Dufferin-Peel Catholic Chapter of the Association of Professional Student Services Personnel (APSSP).

**Bylaw #2 – Executive Committee**

The affairs of the local Chapter shall be administered by an Executive Committee which shall be composed of the following:

- a) President
- b) Secretary
- c) Treasurer
- d) Vice-President/Public Relations
- e) Vice-President/Grievance
- f) Vice-President/Negotiations
- ~~g) Vice-President(s)/At Large~~

Throughout these bylaws, the term “President” shall be deemed to refer to the President of the Local Chapter unless otherwise expressly stated.

The Past President may be invited to sit as an ex-officio member of the Executive Committee to provide continuity from the previous Executive and to liaise with specific committees at the request of the Executive Committee.

~~Each discipline must be represented on the Executive Committee. The position Vice-President(s)/At Large shall be used to accommodate this requirement.~~

**The Association will endeavour to have each discipline represented on the Executive Committee.**



### **Bylaw #3 – Representative to Governing Council**

The representatives to the Governing Council shall be elected by the total membership of the Dufferin-Peel Catholic Chapter, according to the Constitution of the Association.

The Governing Council positions will be elected on an annual basis. The President will serve in one of the Governing Council positions. Any additional Governing Council representative who is not on the local Executive will serve on the local Executive on an ex-officio basis during their term on Governing Council.

### **Bylaw #4 – Committees**

The Executive shall have full authority to set up committees of the Local Chapter and to appoint members of each committee from the members of the Local Chapter. These committees shall be subject to the terms of reference set out by the Executive Committee.

In the event of conflictual issues arising during the operation of a duly constituted committee, the committee as a whole shall bring these concerns to the attention of the Executive Committee for resolution.

#### **Bylaw #4 (a) – Grievance Committee**

The Grievance Committee shall consist of: the Vice-President/Grievance, the Local Chapter President, the Secretary. The Vice-President/Grievance shall be elected from and by the general membership at the time of the Executive Committee elections.

The duty of the Grievance Committee is to process grievances in accordance with the Collective Agreement.

A copy of any correspondence received by the Grievance Committee which could be reasonably be construed to reflect upon the performance of an employee or upon the employee's past performance, shall be given to the employee and the grievor shall be invite din writing to any meeting regarding him or her in the grievance.

#### **Bylaw #4 (b) – Negotiations Committee**

The Vice-President/Negotiations shall be elected from and by the general membership at the time of the Executive Committee elections, and shall be the chairperson of the Negotiation Committee.

The Negotiations Committee shall be constituted to prepare collective bargaining proposals and to negotiate a collective agreement.



The committee shall consist of the chapter President, Vice-President/Negotiations and persons chosen by each discipline to represent them.

In the event the Vice-President/Negotiations and the President are from the same discipline there will be no additional representative from that discipline on the team for that round of negotiations.

#### **Bylaw #4 (c) – Joint Consultation Committee**

The Association representative to the Joint Consultation Committee as provided by the Collective Agreement, shall be appointed by the Executive Committee. The Joint Consultation Committee should include at least two (2) members of the Negotiations Committee which negotiated the contract current in effect. It must also be representative of all disciplines in our membership.

#### **Bylaw #5 – Elections**

- a) The representative to the Governing Council shall be elected in the manner established by the Constitution of the Association. They will serve for a one-year term. The elections for these representatives shall take place at the Annual General Meeting of the Local Chapter.
- b) The election of the Executive Committee shall take place at the Annual General Meeting of the Local Chapter. Executive Committee members have a term of office lasting two (2) years. Nominations for the Executive Committee must be submitted to the secretary one week prior to the Annual Meeting or may be accepted from the floor.
- c) The Executive Committee shall appoint a member to a vacancy that may occur between Annual General Meetings.

#### **Bylaw #6 – Meetings**

A special meeting of the Local Chapter may be called at any time and place by the President or by the President of the Provincial Association. At least one (1) week's notice shall be given for such a meeting. A special meeting may also be called at the request in writing of at least (1/3) of the members of the Local Chapter. Such a meeting shall be held within twenty (20) working days of the receipt by the President of any such request.

#### **Bylaw #7 (a) – Annual Meeting**



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. During the Annual Meeting, reports shall be presented by each member of the Executive Committee, the affairs of the Local Chapter shall be reviewed and planned and elections shall be held.

### **Bylaw #8 – Rules of Procedure**

The rules of procedure and order of business governing matters of the Local Chapter shall be as follows:

- a) 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.
- b) The President or in his/her absence, or at his/her request, the designated Vice-President shall take the chair at the time specified at all annual and special meetings. The Vice-President for the purpose, is designated by the Executive Committee.
- c) The business of the meeting(s) shall be conducted according to the Roberts Rules of Order.

### **Bylaw #9 – Quorum**

A quorum for the transaction of business at General Meeting or special meeting of the Local Chapter shall be at 20% of the membership or 30 members, whichever is less. 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.

### **Bylaw #10 – Finances**

- a) Monies of the Local Chapter shall be kept in a trust account and in a petty cash account
- b) There shall be three (3) signing officers; the Treasurer, the President and the Secretary of whom two (2) must sign each cheque.
- c) Transactions shall be by cheque or by cash (with appropriate documents) if necessary.
- d) There shall be an annual examination of the books by the Treasurer and President. At the request of the membership, an audit will be carried out and this may be combined with an audit of the books of the Provincial Association, the costs of such audit shall be borne by the Association.



### **Bylaw #11 – Dues and Assessments**

- a) The Local Chapter may establish dues in addition to those set by the Association
- 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.

### **Bylaw #12– Amendments**

These Bylaws may be amended by a two-thirds (2/3) majority vote at a meeting of the Local Chapter. Bylaws and Amendments are also approved by Governing Council. Such approval shall be withheld unless there is a conflict with the Constitution. Full details of the proposed amendment must be set out clearly in the notice of meeting sent to all members of the Local Chapter.

### **Bylaw #13 – Duties of the 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 serve as a member of the negotiating team and a local representative on the Provincial Governing Council.

### **Bylaw #14 – Non-Confidence – Sanctions**

Any Officer or Chapter representative, or 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 Chapter membership. Such a motion must be in writing and seconded by 10 percent of the Chapter membership.

Sanctions may be recommended and implemented by the Executive Committee. Such members will not conduct the affairs of the Chapter. Any sanctions to be implemented must be presented in writing and shall require a majority vote of the Chapter membership.