

CONSTITUTION AND BYLAWS

The Administrative and Supervisory Personnel Association

University of Saskatchewan

ARTICLE I NAME

- 1.1 The name of the organization is “The Administrative and Supervisory Personnel Association, University of Saskatchewan”, hereinafter referred to as the “Association”.

ARTICLE II PURPOSE OF CONSTITUTION AND BYLAWS

- 2.1 Hereinafter the term “constitution” means “constitution and bylaws”.
- 2.2 The purpose of this constitution is to provide a set of fundamental rules and principles designed to govern the operation of the Association.

ARTICLE III PURPOSE OF THE ASSOCIATION

The objectives of the Association shall be:

- 3.1 To promote the interest of the members of the Association and to establish communications with the Board of Governors or their representative with respect to the conditions of service of the members of the Association.
- 3.2 To develop and promote educational and professional programs for the members.
- 3.3 To provide for improved communications among the members of the Association and with other segments of the University community.

ARTICLE IV MEMBERSHIP AND DUES

- 4.1 All administrative and professional persons and all technical officers employed by the University of Saskatchewan as defined by the Order of the Saskatchewan labour Relations Board (LRB No. 602-77), dated at Saskatoon, Saskatchewan on the 31st day of October, A.D. 1978, or as may be amended from time to time by the said Board or by mutual agreement between the Association and the University of Saskatchewan are covered by the Association bargaining certificate and are eligible for membership in the Association.
- 4.2 All persons covered by the Association bargaining certificate are obliged to pay monthly dues. These dues may be set from time to time at a general meeting of the Association on the recommendation of the Executive provided that notice of the intention to fix or adjust the membership dues has been included in the notice of the meeting.
- 4.3 An Associate Membership is available to retired ASPA persons who still wish to be informed of Association happenings. Associate members do not have voting privileges and cannot hold Executive Office.

Dues for Associate Memberships may be set from time to time at a general meeting of the Association or the recommendation of the Executive.

ARTICLE V FISCAL YEAR

5.1 The fiscal year for the Association shall run from March 1 of a calendar year to February 28 or 29 of the next succeeding calendar year.

ARTICLE VI EXECUTIVE

61. Effective May 1, 2006 the Executive of the Association shall be eleven in number as follows:

- (a) Immediate Past President
- (b) President
- (c) President-Elect
- (d) Treasurer
- (e) Three Executive Officers
- (f) Four Executive Members-At-Large

A President shall be elected at the first Annual General Meeting for a term of one year.

At subsequent Annual General Meetings, the President-Elect shall be elected and shall assume the office of President in the following year, or on the resignation of the President.

The Treasurer shall be elected for a three-year term at the Annual General Meeting on odd numbered years.

Initially three Executive Officers will be elected with a phase in of one Executive Officer serving a one-year term, one Executive Officer serving a two-year term and one Executive Officer serving a three-year term. Thereafter, one Executive Officer will be elected each year for a three-year term.

Initially one Executive Member-At-Large shall be elected for a two-year term. The following year one Executive Member-At-Large shall be elected for a one-year term and two Executive members-At-Large shall be elected for a two-year term. Thereafter, two Executive Members-At-Large shall be elected annually for a two-year term.

No member shall be allowed to succeed oneself in office.

Any vacancies on the Executive, except those that are caused by removal as set out in Article 6.6, may be filled by the Executive until the next General Meeting.

Effective May 1, 1993 officers of the Association shall assume office on May 1 annually.

6.2 A member of the Executive shall cease to hold office as such upon termination of membership in the Association.

6.3 In January of each year, the Executive shall appoint a nominating committee who shall be responsible for presenting a slate of nominees for the various offices at the Annual General Meeting. This shall in no way replace the right of nominations from the floor. This committee shall consist of a member of the Executive (except that the President shall not be a member) and two members of the Association not holding office under Article VI. The nominating committee shall be responsible for inviting nominations for the various Association officers from members of the Association, and shall endeavor to ensure that adequate representation from each of the various groups within the Association is achieved. All nominations shall be in writing, signed by the nominator and one other member and containing the consent of the person nominated. The forms shall be in the

hands of the Executive Assistant at least fourteen calendar days before the annual meeting. The slate of nominees shall be included with the notice to members of the annual meeting.

- 6.4 The date of the Executive meetings shall be as determined at the previous Executive meeting or at the call of the President, and notice of meetings shall be given to the Executive members at least one week prior to the date of the meeting, provided, however, that the Executive may meet by unanimous consent at any time or place without notice.
- 6.5 A quorum for the purpose of the meeting of the Executive shall be six members of the Executive.
- 6.6 Any member of the Executive may be removed from office at any general meeting with the vote of two-thirds of the members present at the meeting. Notice of a motion, including a statement of cause, to remove a member of the Executive from office must be included in the notice of the meeting. A general meeting for an election to fill the vacant position shall be held within three weeks.

ARTICLE VII DUTIES OF OFFICERS

- 7.1 The President shall preside at all meetings of the Association and of the Executive, and shall be an ex officio and non-voting member of all committees excepting the nominating committee.
- 7.2
 - (a) The Past President shall act for the President when the President is absent.
 - (b) During the term of office, the President-Elect shall become thoroughly conversant with every aspect of the Association's business and programs.
- 7.3 The Executive Assistant shall record and provide safekeeping for the minutes of the meetings of the Association and the Executive, and the maintenance of an up-to-date membership list and shall carry out such other duties as may be assigned from time to time by the Executive.

The Treasurer shall be responsible for the safe receipt of all monies and the disbursement of all funds as authorized by the Executive, the preparation of the financial statements as required for the annual meeting, and shall carry out such other duties as may be assigned from time to time by the Executive.
- 7.4 The President (or President-Elect) shall send, to all members of the Association, quarterly reports on the activities of the Executive and the Association.
- 7.5 The signing officers with respect to all financial and legal matters of the Association shall be any two of, the President, the President-Elect, the Past President and the Treasurer.

ARTICLE VIII GENERAL MEETINGS

- 8.1 An Annual General Meeting of the Association shall be held within sixty (60) days of the fiscal year end at such time and place as shall be determined by the Executive.

The Executive Assistant shall mail to all members notice of such meeting at least fourteen-calendar days prior thereto.
- 8.2 A special general meeting will be called by the President:

- (a) When considered necessary by the President, or
- (b) When requested to do so by the Executive, or
- (c) When requested to do so in writing by not less than ten members of the Association.

The Executive Assistant shall mail to all members notice of such a meeting at least ten calendar days prior thereto and such notice shall stipulate the business to be dealt with at such a meeting.

- 8.3 Thirty members present at any annual or special meeting of the Association shall constitute a quorum.
- 8.4 The election of the Executive shall be by secret ballot but all other questions shall be determined by a show of hands except where a ballot is requested by ten members present at the meeting.

ARTICLE IX GENERAL

- 9.1 Such committees shall be established and function as may be determined from time to time by the Executive.
- 9.2 These articles may be amended from time to time by two-thirds vote of the members present at an Annual General Meeting of the Association or at a special general meeting called for that purpose. Notice of all proposals for amendment shall be sent by the Executive Assistant to all members at least ten calendar days prior to the meeting at which same are to be considered.
- 9.3 The accounts of the Association shall be audited annually by auditors appointed at the annual meeting.
- 9.4 On dissolution of the Association, its property and assets shall, after the payment of all liabilities, be donated for such charitable or education purposes as may be decided by the Association at the annual or special meeting.