



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".

ARTICE 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 February 1 of a calendar year to January 31 of the next succeeding calendar year.

ARTICLE VI EXECUTIVE

6.1 The Executive will consist of twelve (12) executive members, each serving up to a three (3) year term such that four (4) full (3-year) terms are up for election at each AGM. Partial terms will also be filled by election at each AGM, if there are vacant partial terms.

Any ASPA member may run for a position on the executive provided they have not served continuously on the executive for the immediately preceding six (6) years.

The executive shall select from within their ranks the following officers:

1. A President
2. Two Vice-Presidents
3. A Treasurer

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

Executive members 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 Executive prior to the Annual General Meeting.

This committee shall consist of a member of the Executive (except that the President shall not be a member) and two (2) members of the Association not currently a member of the Executive under Article VI.

The nominating committee shall be responsible for inviting nominations for the Executive 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 Administrative Assistant at least fourteen (14) 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 (1) 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 (6) 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 (2/3) 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 (3) 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 Vice-President shall act for the President when the President is absent.
- 7.3 The Administrative 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 President or their designate.

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 designate 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 Vice-Presidents, and the Treasurer.

ARTICLE VIII GENERAL MEETINGS

- 8.1 An Annual General Meeting of the Association shall be held within ninety (90) days of the fiscal year end at such time and place as shall be determined by the Executive.

The Administrative Assistant shall email to all members notice of such meeting at least fourteen (14) 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 Administrative Assistant shall email to all members notice of such a meeting at least ten (10) calendar days prior thereto and such notice shall stipulate the business to be dealt with at such a meeting.

- 8.3 One hundred (100) members present at any annual or special meeting of the Association shall constitute a quorum.

ARTICLE IX COLLECTIVE AGREEMENT RATIFICATION VOTE

- 9.1 Collective Agreement ratification votes will be held by secret ballot that enables all members to vote regardless of geographic location or circumstance, without having to attend a meeting and subject to the following:
- 9.2 Preceding any collective agreement ratification vote, the ASPA Executive must facilitate a minimum of two (2) ASPA member information sessions, prior to the start of voting, at which the details of the proposed collective agreement are provided, with opportunity for discussion. At least one of the information sessions must be within five (5) working days prior to the start of voting.

- 9.3 The voting start and end date must be communicated to members at least fourteen (14) days in advance of polls opening.
- 9.4 The collective agreement ratification vote period will be open for a minimum of seven (7) consecutive calendar days.
- 9.5 ASPA will contract the services of a voting service provider that:
- (1) manages the complete collective agreement ratification voting process at arm's length from ASPA and the University;
 - (2) preserves individual voter and vote secrecy;
 - (3) assures the integrity of the results by legally certified third-party;
 - (4) ensures reasonable access through various means to all ASPA members regardless of geographic location or circumstance;
 - (5) provides complete and transparent audit trail to each voter upon request;
 - (6) transmits ratification vote results to ASPA only after the close of the voting period.
- 9.6 In the event that the voting service provider fails to comply with any of the provisions of 9.5 (1) - (6), the ASPA Executive may terminate the collective agreement ratification and declare invalid the vote prior to signing. The ASPA Executive will immediately announce to the ASPA membership the date and location of a Collective Agreement Ratification Meeting at which the ASPA members in attendance vote for or against the proposed collective agreement. Votes will be cast using secret paper ballots.

ARTICLE X GENERAL

- 10.1 Such committees shall be established and function, as may be determined from time to time by the Executive.
- 10.2 These articles may be amended from time to time by two-thirds (2/3) 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 Administrative Assistant to all members at least ten (10) calendar days prior to the meeting at which same are to be considered.
- 10.3 The accounts of the Association shall be audited annually by auditors appointed by the Executive.
- 10.4 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.

ARTICLE XI ELECTRONIC VOTING

- 11.1 Electronic voting will allow all members the opportunity and access to vote on constitutional changes as well as voting for the Executive membership regardless of geographical location or position type.
- 11.2 Electronic voting will commence the day after the official Notice of Meeting and will end at 11:59 PM (CST) the day before the Annual General Meeting.
- 11.3 ASPA will utilize an online voting service for electronic voting for the ASPA Executive as well as voting on constitutional changes.
- 11.4 Motions passed by use of electronic voting have the full force and effect of motions passed at a fully constituted Annual General Meeting.
- 11.5 That the results of the electronic voting for the ASPA Executive will be sent to the Chair of the Nominations Committee at the close of the voting period. All other results of the electronic voting will be sent to the President or Vice-Presidents.

The results of a vote are binding, and of equal power to a physical vote, from the time when the results are made public at the Annual General Meeting.

The results shall be presented at the next Annual General Meeting whereupon after that meeting all records related to the vote shall be purged as much as possible.