



## Simcoe County Chapter - Bylaws

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### **Bylaw #1 – Name**

This organization shall be known as the Simcoe County Chapter of the Association of Professional Student Services Personnel (A.P.S.S.P.).

### **Bylaw #2 – Terms**

Throughout these bylaws, the term “Chapter” shall be deemed to refer to the Simcoe County Chapter of A.P.S.S.P. unless otherwise expressly stated.

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

### **Bylaw #3 - Executive Committee**

The affairs of the Chapter shall be administered by an Executive Committee, which shall include at minimum the following:

- (a) President
- (b) Vice President, Grievance and Member Issues/Concerns
- (c) Secretary
- (d) Treasurer
- (e) Vice President Negotiations

The executive may include:

- 1. Vice President Public Relations
- 2. Vice President External Affairs

A member of the Executive Committee may hold more than one of the above positions.

The members of the Chapter executive have responsibility for the functions of Public Relations, Grievance, and Negotiations for the Chapter.

If for any reason, a vacancy should occur in the Executive Committee of the Chapter, the remaining members of the Executive Committee shall elect or appoint a member of the chapter to fill the vacancy until the next annual meeting of the Chapter is held.

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

In the event there is a vacancy for the position of President, a representative will be elected by the Executive Committee from the Executive complement to fill the vacancy, until an election can take place by the membership.

In the event there is a vacancy for any other position on the Executive Committee of the Chapter, the remaining members of the Executive Committee shall elect or appoint a member of the chapter to fill the vacancy until the next annual meeting of the Chapter is held.

#### **Bylaw #4 - Representatives to Governing Council**

The representatives to Governing Council shall be elected by the total membership of the Simcoe County Chapter, according to the constitution of the Association.

All Governing Council representatives to which the Chapter is entitled under Article 7.01 of the provincial Constitution, shall sit on the Executive Committee, and may also hold an additional position on the Executive Committee.

In the event there is a Governing Council vacancy, a representative will be elected by the Executive Committee from the Executive complement to fill a vacancy at a governing council meeting, until an election can take place by the membership.

#### **Bylaw #5 - Local Representatives**

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

#### **Bylaw #6 – Committees**

The Executive shall have full authority to set up committees of the Chapter and to appoint members of each committee from the members of the Chapter. These committees shall be subject to the terms of reference set out by the Executive Committee and shall report to the Executive Committee. In the event of conflicting 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. Committee membership will be reviewed by the Executive Committee at minimum every two years.

#### **Bylaw #7 - Grievance Committee**

The Chapter shall have a grievance committee, which shall consist of at least two (2) members, or the number allowed by the Collective Agreement, whichever is greater.

The grievance committee shall be chaired by the Vice President, Grievance and shall include the President or designate and the Vice President of Negotiations or designate.

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

### **Bylaw #8 - Negotiations Committee**

The negotiation committee shall be chaired by the elected Vice President, Negotiations.

The Chapter shall elect a negotiating committee, which shall consist of at least two (2) members, or the number allowed by the Collective Agreement, whichever is greater.

The negotiation committee shall be elected from the general membership at the time of the Executive Committee elections, or at a special meeting of the membership called for the purpose of electing a negotiation committee.

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

### **Bylaw #9 - Association / Management Committee**

The Executive Committee shall appoint representatives to the Association / Management Committee, as provided by the Collective Agreement. The Vice President of Negotiations will be the APSSP chair for this committee. This committee shall include the President.

### **Bylaw #10 – Elections**

- a) The representatives to the Governing Council shall be elected in the manner established by the Constitution of the Association. The elections for these representatives shall take place at the Annual General Meeting of the membership of the Chapter.
- b) The elections of the Executive Committee shall take place at the Annual General Meeting of the Chapter. Executive Committee members have a term of office lasting two (2) years. Nominations for the Executive Committee should be submitted to the Secretary at least two weeks prior the Annual General Meeting. However, nominations from the floor will be considered when no one has been nominated by the deadline.
- c) Elections will be held in September/October for a two-year term running from the date of election to the date of the election two years hence.
- d) All elections shall be held by secret ballot.

### **Bylaw #11 - Meetings**

A special meeting of the Chapter may be called at any time and place by the President or by the President of the Provincial Association. At least one (1) weeks' notice shall be given for such a

meeting where possible. A special meeting may also be called at the request in writing of at least one-third (1/3) of the members of the Chapter, in which case the meeting shall be held within twenty (20) days of the receipt by the President of any such request.

Voting at meetings shall be via a show of hands unless the 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.

### **Bylaw #12 - Annual Meeting**

Once in every calendar year, there shall be an annual meeting of the 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 Chapter shall be reviewed and planned and elections shall be held.

### **Bylaw #13 - Rules of Procedure**

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

- a) The President shall be the Senior Executive Officer of the Chapter and shall chair all meetings of the Executive Committee of the Chapter.
- b) The President, or in their absence, or at their request, the designated Vice President shall take the chair at the time specified at all annual and special meetings. The Vice President is designated by the Executive Committee.
- c) The business of the meeting(s) shall be conducted according to *Robert's Rules of Order*.
- d) In the case of a tie vote of the Executive Committee of the Chapter, or of any other committee chaired by the President, the President shall have a casting vote in addition to his/her own vote.

### **Bylaw #14 - Quorum**

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

### **Bylaw #15 - Finances**

- a) Monies of the Chapter shall be kept in a chequing account.
- b) There shall be three (3) signing officers: Treasurer, President, another member of the executive.
- c) Transactions shall be done by cheque with appropriate documents.

- d) There shall be an annual examination of the books by the Financial Review Committee. This committee will consist of 2-3 APSSP members who do not sit on the Chapter Executive. The committee will table a report with concerns to be presented to the Executive Committee for review and action. The Executive Committee must report within thirty (30) days as to action taken as a result of the review committee's report. The Treasurer may be at arm's length for guidance purposes but will not participate as a member of the committee.
- e) At the annual meeting in each year the Treasurer shall present the financial statement of the Chapter and will prepare and present a proposed budget to be voted on by the membership. The Treasurer shall then provide the Provincial Treasurer with a copy of both the financial statement and the approved budget.

#### **Bylaw #16 - Dues and Assessments**

- a) The 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 Chapter.
- b) The Chapter may levy assessments for special purposes upon its members, provided that any such assessment must first be approved at a meeting of the Chapter.

#### **Bylaw #17 – Amendments**

These Bylaws may be amended by a two-thirds (2/3) majority vote at a meeting of the Chapter. Bylaws and Amendments must also be approved by Governing Council. Such approval shall be withheld if 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 Chapter.

#### **Bylaw #18 - Duties of the President**

The President shall be the Senior Executive Officer of the Chapter and shall chair all meetings of the Executive Committee of the Chapter. The President shall serve as a local representative on the Provincial Governing Council.

#### **Bylaw #19 - Duties of Officers**

- a) Vice President - There shall be at least one Vice President elected. The Vice Presidents so elected shall carry out duties as assigned to them by the President, one of whom shall act in lieu of the President in their absence.
- b) Secretary - The Secretary shall receive personal information from new members. Each new member shall receive a copy of the 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 Chapter executive. The Secretary shall also record and maintain the minutes of Chapter meetings and shall maintain the Chapter membership directory.

- c) Vice President of Public Relations - is responsible for coordinating the communication strategy, building membership and public awareness and organizing and assisting with promotional events.
- d) Vice President of Negotiations - is responsible for coordinating negotiations, communicating MOU changes to both local and provincial members and will sit on the Joint Association Management committee.
- e) Vice President of Grievance - is responsible for taking member concerns and counselling members regarding grievances. This officer will liaise with the provincial grievance officer; will attend grievance meetings; and will sit on the Joint Health and Safety Committee.

### **Bylaw #20 – Recall – 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. These sanctions would be done in accordance with the provisions in Article 28 of the APSSP Constitution.

### **Bylaw #21 - Merger**

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.

### **Bylaw #22 – Decertification**

All funds, properties, books and records held by or in the possession of a 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 Chapter, and its officers or executive committee members, as the property of the Provincial Association. In the event that a Chapter or its members decertify from APSSP or ceased to be represented by APSSP, all funds, properties books and records held in trust shall be returned to the Provincial Association.

**Bylaw amendments & approval by the Provincial Association at Governing Council: January 23, 2021**