ASSOCIATION OF UNIVERSITY AND COLLEGE EMPLOYEES

PROVINCIAL CONSTITUTION

AS APPROVED AT SEPTEMBER 25 & 26, 1982 CONVENTION

SECTION 1: NAME

This organization shall be known as the "Association of University and College Employees -- AUCE" and shall hereinafter be referred to as the "Provincial Association".

SECTION 2: OBJECTIVES

The objectives of this Provincial Association shall be:

- A. To bring about improvements in working conditions, fair wage standards and to assure uniform job classification with equal pay for work of equal value for all employees, regardless of sex, sexual orientation, age, marital status, physical disability, previous and current psychiatric or psychotherapeutic treatment, colour, race, religious or political beliefs, national origin, whether she/he is a part-time or a full-time worker, whether or not she/he is a parttime or a full-time student, and whether or not she/he has children and/or dependents.
- B. To charter Local Associations which will bargain collectively on behalf of Local Associations.
- C. To maintain at all times the principles of local autonomy and democracy within this Provincial Association and its Local Associations.
- D. To encourage in every way possible the unionization of unorganized workers.
- E. To defend and extend full trade union rights to all workers.
- F. Within the community the union shall work for the establishment of political, social and sexual equality, for equal pay for work of equal value, for free accessible education facilities, for free accessible childcare facilities, for adequate and fully paid parental leave, for recreational and cultural development, for community health services, for adequate and affordable housing and against price increases.

SECTION 3: JURISDICTION

The Provincial Association shall include but not be limited to jurisdiction over employees of any institution of higher learning in British Columbia.

SECTION 4: MEMBERSHIP

- A. Membership shall be open to full and part-time employees coming under this jurisdiction.
- B. Where a Local Association exists, application for membership must be made to the Local Association.
- C. Where no Local Association has been chartered, employees must join as Headquarters Members of the Provincial Association. The Provincial Association shall assist such members in joining or forming a Local Association as soon as possible thereafter. Applications for Headquarters Membership shall be made to the Provincial Council. In the Organization period prior to certification a member will be considered to be in good standing if she/he has paid the one dollar (\$1.00) initiation fee to the Provincial Association.
- D. Any Provincial Council member or Local Association Officer, or any member designated by either of them, shall have the authority to accept any application for membership, by affixing her/his signature on the application form in the space so provided, thereby giving such applicant membership status.
- E. Each person signing an application for membership and paying the initiation fee will thereby agree to comply with the aims and principles and policies of the Provincial Association.
- F. The initiation fee of this Provincial Association shall be one dollar (\$1.00) for each person wishing to become a member except in the case where laws or regulations require a lesser or larger initiation fee, in which case the provisions of the laws and regulations shall apply instead and in place of the constitutional requirements. The initiation fee collected by a chartered Local Association shall remain with that Local Association.
- G. Any member failing to pay her/his dues for a period exceeding three months while working within a bargaining unit shall be automatically suspended. The foregoing does not apply to members of a unit until they have signed their first collective agreement and implemented a regular system of dues collection nor does it apply to members on leave from a bargaining unit position. To be reinstated after suspension, a member must pay an assessment of twenty dollars (\$20.00) or her/his back dues, whichever is less.
- H. When a member becomes unemployed she/he shall retain full membership rights for a period of two hundred and seventy-five (275) from her/ his last payment of dues to a Local Association.
- I. Any member in good standing may transfer from one Local to another without being required to re-apply for membership in the Union. When

a member transfers from one Local to another the dues paid to one Local remain with that Local.

- J. Any member in good standing shall have the right to attend any Provincial Association meeting or Convention with voice, but not vote.
- K. Childcare must be provided, or if unavailable, childcare expenses shall be reimbursed, for any member in good standing who attends any Provincial Meeting or Convention.

SECTION 5: CHARTERS

- A. The Provincial Association alone is invested with the power to establish Local Associations and to grant charters thereto in all establishments within its jurisdictions.
- B. Charters shall be issued only by the Provincial Council and shall be signed by one continuing member from each Local.
- C. The Local Associations shall comply with the Provincial Constitution at all times.

SECTION 6: THE PROVINCIAL COUNCIL

There shall be a Provincial Council of the Provincial Association. It shall be compromised of members of the Local Associations as follows:

- A. Two continuing members: one member of each Local Association Executive, and one member of a Standing Committee of each Local Association, and
- B. Up to two (2) additional Local Association members elected by the membership prior to each Council Meeting (elections shall be held before each Council Meeting) who shall serve for one meeting only and who shall be referred to as rotating members. Rotating members may be re-elected.

SECTION 7: PROVINCIAL REFERENDUMS AND VOTING PROCEDURES

- A. A Provincial Association referendum may be held as required by Convention or by the unanimous agreement of the Locals, in accordance with Local Association By-Laws, between Conventions.
- B. The Provincial Council shall be responsible for the form and content of the ballot. The Provincial Council shall also be responsible for

setting the dates when ballots must be distributed, returned and counted.

- C. The Local Associations shall be responsible for conducting the referendum and for informing the Provincial Council and/or the Convention of the results.
- D. The Provincial Council is responsible for ensuring that ballots for Headquarters Members are distributed, collected and checked against membership lists for Headquarters Members.

SECTION 8: DUTIES OF THE PROVINCIAL COUNCIL

- A. The function of the Provincial Council is to ensure communication, cooperation and mutual support among the Local Associations.
- B. The Provincial Council shall have the entire management of the Provincial Association between Conventions and shall be held responsible for efficient management of the same.
- C. Within four (4) months of the Annual Convention, the Provincial Council shall ensure that an up-dated Provincial Constitution and Provincial Policy and Procedures Manual shall be distributed to the Local Associations.
- D. The Provincial Council shall meet at the call of at least two (2) continuing members thereof, but in no case shall meetings be held less than quarterly. A majority of the members of the Provincial Council shall constitute a quorum for the transaction of business at Provincial Council Meetings.

SECTION 9: VACANCIES IN PROVINCIAL COUNCIL POSITIONS

Any Provincial Council member who for any reason ceases to hold office, shall forthwith upon termination of her/his position as Council member, turn over to the Provincial Council all records, documents, books, funds, assets and all other property of the Provincial Association.

SECTION 10: PROVINCIAL COMMITTEES

- A. Ad hoc Committees may be formed by the Provincial Council or by resolution of any Convention.
- B. A majority of a Committee shall constitute quorum for the transaction fo business of that Committee.

SECTION 11: CONVENTIONS

- A. The Annual Convention of this Provincial Association shall be held normally in the Spring. The date thereof shall be announced at least ninety (90) days in advance of the date so set. It shall be the responsibility of the Provincial Council to make arrangements for the Annual Convention.
- B. Notwithstanding the foregoing, Special Conventions may be called by the Provincial Council on two (2) weeks' notice. Special Conventions shall be for the sole purpose of discussing a specific urgent situation. The Provincial Council must call a Special Convention upon receipt of a petition of twenty-five percent (25%) of the membership of the Provincial Association.
- D. Delegates:
 - i) Any member in good standing is eligible to be a delegate to the Annual Convention or Special Convention. Delegates shall be elected by Local Associations on the following basis:

1-50 members: 2 delegates; 1 delegate for each additional 50 members or majority fraction thereof up to 200 members. Thereafter, 1 delegate for each 100 members or majority fraction thereof. No more than 10 delegates shall be allowed from each Local Association, except where application is made by the Local Association for additional representation and such request is granted by the Provincial Council, subject to approval of Convention.

- ii) Local Associations shall elect alternates to provide for the inability of the delegates to attend.
- iii) Delegates and alternates shall be elected in accordance with Local Association By-Laws. If Local Association By-Laws do not outline specific procedures for delegate election, delegates shall be elected by secret ballot vote at a Local Association Membership Meeting. Alternatés shall be elected by choosing first those with the highest number of votes after the elected delegates.
- iv) Continuing members of the Provincial Council shall automatically be delegates to Convention in addition to the delegates elected by the Local Associations as in Section C(i) above.
- v) Delegates elected to the Annual Convention shall serve also for any Special Convention except as decided by a Local Association.
- D. The Provincial Council shall print all proposed resolutions and constitutional amendments and submit them to the Provincial Association Convention. Resolutions to the Provincial Annual Convention must be received by the Provincial Council at least twenty-eight (28) days prior to the Convention date. Emergency resolutions can be

* accepted from the floor of the Convention.

- E. A majority of the registered delegates to a Convention shall be necessary to form a quorum for the transaction of business.
- F. The rules of order shall be presented for approval by a majority of delegates present as the first order of business in the official agenda.
- G. One member of the Council shall serve as Convention Chair, and another member of the Provincial Council shall serve as Assistant Chair.
- H. Convention expenses shall be paid from the Council Fund.

SECTION 12: REVENUES AND FINANCES

The Provincial Association shall receive funds in the following manner.

- A. The annual Provincial Convention shall establish a Council Fund for the following year. At no time shall the monies in the Council Fund exceed the sum specified in D below. The Council Fund may be used only for those purposes listed in F below.
- B. If, at the annual Provincial Convention, it is determined that the Council Fund is not depleted, then the Council Fund for the following year shall include these unexpended monies. The remainder necessary to bring the Council Fund to the determined amount as per A above shall be contributed by the Local Associations as per C below.
- C. i) By March 31 of each year, each Local Association shall submit to the Provincial Council the total number of members it has.
 - ii) The formula for each Local Association's contribution to the following year's Council Fund shall be:

MEMBERSHIP	AMOUNT WANTED IN COUNCIL FUND -	and the second second states which are the second	AMOUNT TO BE CON- TRIBUTED BY EACH
TOTAL MEM. X IN PROVIN- CIAL	(AMOUNT IN 12A	FUND AT END OF FISCAL YR.	LOCAL FOR THAT FISCAL YEAR

iii) Upon approval by Convention of the Council fund, the Local Associations shall submit two (2) months after Convention their contribution to the Council Fund. If a Local fails to pay into the fund without making an argreement on its contribution to the fund, that Local shall be suspended. When suspended, a Local may not attend Provincial meetings or Conventions, may not receive funds from Council and may not participate in referenda. Upon full payment of arrears the suspension shall be lifted.

- D. There will be a ceiling of \$30,000 on the annual expenditures of the Provincial Association.
- E. Expenditures of the Provincial Association and/or the Provincial Council shall be limited to the following:
 - Travel expenses for Council members and delegates to Provincial Conventions to attend Council meetings and Provincial Conventions;
 - ii) Expenses incurred in organizing new AUCE Local Associations.
 - iii) Expenses for Provincial Conventions.
 - iv) Annual audit and bookkeeping expenses (if necessary) of the Provincial Association.
- F. Should an emergency arise and the Provincial Council decide that an assessment of the Provincial Association is necessary, a referendum ballot of the Provincial Association membership will be taken. Reasons for, and the duration of the proposed assessment will be distributed with the ballots. A majority of ballots cast in favour of said assessment shall be considered approval.
- G. Prior to the implementation of a "dues collection system", a Local Association shall not be required to contribute to the Council Fund.
- H. An audit shall be completed once annually and the audit shall be presented annually.
- I. The fiscal year shall be April 1 to March 31st.
- J. There shall be one continuing member from each local designated to have signing authority for the Council with all documents containing at least 2 (two) signatures.

SECTION 13: STRIKES AND LOCKOUTS

At least seventy-two (72) hours before the commencement of a strike, representatives of the certified bargaining unit shall meet, where feasible, with the Provincial Council to discuss the strike, with a view to improving the effectiveness of the strike. During the strike, the Local shall communicate the progress of the strike to the Provincial Council, through their Local Representatives on the Provincial Council.

SECTION 14: DISCIPLINE

A. The Local Associations have the right to discipline any member for a violation of the Provincial Constitution, Local Association By-Laws, or decisions of Local Association meetings or Convention, only after

a fair hearing and a majority vote at the Local Association meeting. The accused shall be presented with the charges in writing at least ten (10) days prior to the hearing and shall have the right to have a member of the Provincial Association act as her/his counsel. The accused shall also be advised in writing at least ten (10) days prior to the hearing of her/his right to counsel and rights of appeal.

- B. The Local Association, after such hearing shall, if the accused is found guilty, have the right to impose any or all of the following penalities:
 - 1. Reprimand the member;
 - 2. In the case of a member who is found guilty of collusion with the employer during a legal strike of the Local Association, a fine of all monies earned by the member during the strike will be imposed. Furthermore in the event that a Local Association votes that no member shall cross a given picket line, any member who so crosses shall be subject to the above fine.
 - Recommend to the Annual Convention that she/he be expelled. Any member found guilty and recommended for expulsion shall be ineligible to hold office.
 - 4. Suspension of a member from participating in any or all union activities.
- C. The accused will have the right to appeal to the next Provincial Convention and shall have the right to choose a member of the Provincial Association to act as her/his counsel. However, the decision of the Local Association shall stand unless and until reversed on appeal.
- D. In the case of a member who is found guilty of collusion with the employer during a legal strike of the Local Association, a fine of all monies earned by the member during the strike will be imposed.
- E. The Provincial Convention shall have the power to discipline Provincial Council Members and impose any and all of the penalties listed in Section 14(B).
- F. The Provincial Association has the right to discipline Local Associations for violations of:
 - 1. The Constitution;
 - 2. Local Association by-laws, or
 - 3. Decisions of the Provincial Association at Convention or through referenda.

Any Local of the Provincial Association may bring charges in writing to the Provincial Council against a Local Association. The Provincial Council shall schedule a hearing within ten (10) days and written notice and copies of the charges shall be sent to the accused Local Association's Executive. The Local Association shall have the right to counsel.

Should the charges prove founded, the Provincial Council may reprimant the accused Local Association with right of appeal by either the accusor or accused to the next regular convention. If the Provincial Council recommends that the appropriate remedy should be suspension or expulsion, the matter shall be referred to a Special Convention convened for the sole purpose of deciding the matter, unless a regular Convention falls within ninety (90) calendar days in which event the hearing of the matter shall be the first order of business. After such hearing the Convention shall have the right to suspend or expell a Local Association.

The accused Local Association or the accusor shall have the right of appeal of the decision of the Convention to the membership of the Provincial Association. The appeal shall be conducted by referendum vote. The arguments of each party to the hearing shall be circulated by the Provincial Council to each member of the Provincial Association with a referendum ballot ratifying or rejecting the decision of Convention, however the decision of convention shall stand until and unless overturned by the referendum.

Any Local Association which has its Charter revoked under this discipline procedure shall retain its assets and records if it affiliates to another union, or becomes an independent body. If the Local Association should be dissolved within three (3) months of the Charter being revoked, the assets and records shall become the property of the Provincial Association.

SECTION 15: PROCEDURES

- A. Except as otherwise provided for in this Constitution, Bourinot's Rules of Order shall govern the conduct of all conventions, Provincial Council meetings and the Local Association Executive meetings.
- B. Amendments may be made to this Constitution by a majority vote of the registered delegates at any Provincial Association Convention.
- C. If 50% plus 1 of the delegates present at a convention so demand, any motion passed at the Convention shall be subject to ratification or rejection by the membership of the Provincial Association in referendum ballot. Until the results of the referendum are announced the motion as carried shall stand. Referendum ballots shall be mailed within thirty (30) days of the final day of the convention.

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SECTION 16: LOCAL ASSOCIATION BY-LAWS

The Constitution of each Local Association shall be consistent with the Constitution of the Provincial Association. The By-laws of each Local Association shall, in substance, contain the following provisions, together with any others that are not inconsistent with the provisions of this Constitution, and which have been approved by a majority vote of the Local Association at the first meeting of that Local Association chartered by the Provincial Association Council. Local Association By-Laws and amendments to said By-Laws must be approved by the Provincial Association Council.

A. NAME

This Local Association shall be known by name as "The Association of University and College Employees, No. ____", and shall hereinafter be referred to as the "Local Association".

B. OBJECTIVES

The objectives of the Local Association shall be the same as those of the Association of University and College Employees, as provided in Section 2 of the Provincial Association Constitution.

C. JURISDICTION

The jurisdiction of the Local Association shall be the same as that of the Association of University and College Employees, as provided in section 3 of the Provincial Constitution, except where otherwise determined by Charter grant.

D. MEMBERSHIP

Application for membership in the Local Association shall be made in writing and may be accepted from the applicant by a Local Association officer or designated authority. Each person signing an application for membership and paying the initiation fee will thereby agree to comply with the aims, principles and policies of the Provincial Association. Upon acceptance of such application according to Section 4(D) of the Provincial Association Constitution, the applicant shall be entitled to full membership status. The initiation fee of this Local Association shall be one dollar (\$1.00) for each person wishing to become a member except in the case where the laws or regulations of the Province or the laws and regulations of the Federal Government require a lesser or larger initiation fee, in which case the provisions of the laws and regulations shall apply, instead of and in place of the By-Law requirement.

E. LOCAL ASSOCIATION EXECUTIVE

The Officers of the Local Association shall include, but not be

limited to the following: President, Vice-President, Secretary, Two (2) Trustees. The Offices of Secretary and Treasurer may be amalgamated at the Local Association's discretion. Each certified unit shall be entitled to have at least one (1) member on the executive as a member-at-large.

F. ELECTION OF OFFICERS

- 1. A nominee for any office must be a member in good standing of the Local Association.
- 2. The nomination of Local Association Officers shall commence at the regular monthly meeting in ______ and close at the regular monthly meeting in the following month. Annual elections of Local Association Officers shall be by referendum ballot vote. At least fourteen (14) days prior notice of the election shall be given to the membership. The person receiving the largest number of votes in any election shall stand elected. In the event that only one person is nominated for an office, no secret ballot shall be held for that position and that person shall be elected by acclamation.
- 3. The two Location Association Trustees shall be responsible for the fair conduct of the balloting. In the event that a Trustee is running for office and is therefore not available to act as a returning officer, the Local Association Executive shall appoint a returning officer accordingly. No member running for office shall be eligible to act as a returning officer in that election. Each candidate will be allowed one (1) scrutineer at the polling station(s) and at the ballot count. The results of the balloting will be announced as soon as possible after the election in the Local Association.
- 4. Any protest alleging "unfair ballot" or other irregularity must be presented in writing to the Secretary of the Local Association within seven (7) days of the results of balloting being announced. Upon receipt of such protest the Local Association Executive shall meet and if the protest is upheld another ballot shall be conducted. All ballots and voting lists shall be held by the Trustees for a reasonable period after the election. A motion to destroy the ballots shall be in order at a subsequent Local Association General Meeting following the election.
- 5. Local representatives to the Provincial Council shall be as follows:
 - A. Two continuing members: one member of each Local Association Executive, and one member of a Standing Committee of each Local Association, and

- B. Up to two (2) additional Local Association members elected by the membership prior to each Council Meeting (elections shall be held before each Council Meeting) who shall serve for one meeting only and who shall be referred to as rotating members. Rotating members may be re-elected.
- 6. Each certified unit shall be entitled to elect their member-atlarge to the Local Association Executive by secret ballot and at a time and place to be agreed upon in advance with the Local Executive. The member-at-large may be elected at any time but elections must be held at least once annually.
- 7. No candidate may be elected to any office who is not present at the nominating meeting unless written consent to serve in the office if elected is presented to the Officer presiding over that meeting at the time of nomination.
- G. DUTIES OF LOCAL ASSOCIATION OFFICERS
 - 1. The President shall preside at all meetings of the Local Association and of the Local Association Executive, and shall be a member ex-officio of all committees.
 - 2. The Vice-President shall assist the President, and shall assume the authority and duties of the President in her/his absence.
 - 3. The Secretary shall be responsible for taking accurate minutes of meetings of the Local Association and of the Local Association Executive. The Secretary shall be responsible for all official correspondence as directed by the Local Association membership or by the Local Association Executive.
 - 4. The Treasurer shall maintain accurately and properly such bookkeeping system as shall be set up under the instruction of the Local Association and of the Local Association Executive. She/he shall present financial statements to each membership meeting, and shall circulate an audited financial report to the Local Association and Provincial Association Executives by ______ of each year. This report shall be read at the _____ membership meeting.
 - 5. The elected officers shall normally assume their duties of office within seven (7) days after the results of the balloting have been announced unless a protest is lodged as under Section F(4) above.
 - 6. All cheques issued by the Local Association shall require the signature of the Treasurer and one of the following: the President, the Vice-President or Secretary. Application for certification and other legal documents shall be signed by the Local

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- Association President and Secretary.
- 7. No agreements shall be entered into by a Local Association Officer which change any terms or provisions of an existing labour agreement unless approval has been granted for such action by the bargaining unit concerned.
- 8. The Local Association Trustees shall be responsible for referenda as per section 7(c) of the Constitution.

H. VACANCIES IN LOCAL ASSICIATION TABLE OFFICER POSITIONS

- Any Local Association Officer will have her/his office declared vacant if she/he misses three (3) consecutive executive meetings without reasonable excuse.
- 2. Local Association by-elections shall be called by the Trustees when an office becomes vacant unless such office becomes vacant within two months of the opening of annual elections, in which case the office shall remain vacant until the annual elections can be held. By-elections shall be held by secret ballot vote at any Local Association membership meeting where the membership has been duly notified, or by referendum ballot vote.

I. RECALL OF LOCAL ASSOCIATION OFFICERS

A Local Associaton Officer may be recalled at any time by a majority of the votes case in a referendum vote of the Local Association membership. After notice of motion has been duly given and the approval of a referendum vote to recall has been obtained by a majority vote of the Local Association membership at a membership meeting, the vote to recall shall be held not earlier than seven (7) days nor later than twenty-one (21) days. Any vacancy on the Local Association Executive as a result of recall shall be filled by a by-election as in Section H(2) above.

J. STEWARDS

The Local Association shall maintain a steward structure. All stewards are to be elected on the job. Steward committees shall be encouraged.

- K. MEETINGS
 - 1. Any member in good standing of the Local Association shall have the right to attend any meeting of the Local Association, including Executive and committee meetings, in which case the members shall have voice at the discretion of the chair, but no vote.
 - Meetings of this Local Association shall be held on a regular basis, but in no case less than quarterly. Special meetings may be held at any time by a majority decision of the Local Association Executive or by a petition of _____ of the Local Association

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members or by a decision of a regular Local Association membership meeting. _____ members of the Local Association shall constitute a quorum at any membership meeting. Meetings of the Local Association Executive shall be held monthly at a regular time. _____ members of the Local Association Executive shall constitute a quorum at an executive meeting.

L. DUES AND FINANCES

- 1. Monthly dues shall be _____ for every member of the Local Association and shall be payable each month. Dues can only be changed with the approval of the membership of the Local Association involved.
- 2. The Local Association shall have the right to levy on its members, for special purposes, one assessment per year of at most five dollars (\$5.00) which shall be voted on by two-thirds (2/3) majority vote of the members at a Local Association membership meeting, provided that proper notice has been given at least fourteen (14) days prior to the vote. Further assessments shall only be levied as a result of a referendum ballot.
- 3. All monies in the hands of the Treasurer shall be deposited in the name of the Local Association and a complete record of all monies received and paid out shall be kept. There shall be a yearly audit. The Trustees shall be responsible for inspecting the financial records of the Local Association.

M. APPROVAL OF CONTRACT

A contract must be approved by a majority of the membership of the bargaining unit concerned.

N. STRIKES AND LOCKOUTS

A bargaining unit shall not strike without the approval of the membership of that unit. Voting shall be by secret ballot and a majority of votes cast shall be necessary for a strike to take place.

O. DISCIPLINE

Any member of the Local Association shall have the right to prefer charges against any other member of the Local Association or any Provincial Association Council Member according to Section 14 of the Provincial Constitution. Charges can be preferred against any member or officer who:

- 1. Violates any provision of the Provincial Constitution and/or Local Association By-Laws.
- 2. Obtains membership through fraudulent means or by misrepresenta-

tion.

- 3. Fraudulently receives or misappropriates any property of the Provincial Association or Local Association.
- 4. Acts in collusion with the employer with a view to injuring the Provincial Association or Local Association.

P. PROCEDURES

- Except as otherwise provided in these Local Association By-Laws and the Provincial Association Constitution Constitution, Bourinot's Rules of Order shall govern the conduct of all Local Association meetings and Local Association executive meetings.
- 2. Any of these by-laws may be amended by a majority vote at a Local Association membership meeting provided that notice of motion of the amendments or changes has been posted at least seven (7) days prior to the vote. The Local Association shall send copies of any by-laws and amendments to the Provincial Council. The Provincial Council shall only have the right to veto an amendment which is in conflict with both the spirit and letter of the constitution. Notwithstanding the above, the Provincial Council shall approve the by-laws of any new Local Association at the time of said by-laws.

Q. CHARTER MEETING

The method of election of Local Association Officers in a newly Chartered Local Association shall be determined by the members at the Charter meeting. The quorum shall be a majority of those members applying for a charter.