

**ASSOCIATION OF ADMINISTRATIVE AND PROFESSIONAL STAFF  
OF THE UNIVERSITY OF BRITISH COLUMBIA**

**Constitution**

1. The name of this Association is “The Association of Administrative and Professional Staff of The University of British Columbia.”
2. The purposes of the Association are:
  - (1) to promote the welfare of the Association’s members employed by the University of British Columbia; and
  - (2) to act as the bargaining agent of Management and Professional staff employed by the University of British Columbia and to govern relations between the Management and Professional staff and the University through collective bargaining.
3. This society is a member funded society. It is funded primarily by its members to carry on activities for the benefit of its members. On its liquidation or dissolution, this society may distribute its money and other property to its members.

**ASSOCIATION OF ADMINISTRATIVE AND PROFESSIONAL STAFF  
OF THE UNIVERSITY OF BRITISH COLUMBIA**

**BYLAWS**

**Article I – Incorporation**

1. The Association is incorporated under the Societies Act of the Province of British Columbia.

**Article II – Definitions and Interpretation**

1. In these Bylaws, unless the context otherwise requires:
  - a) “AAPS” means The Association of Administrative and Professional Staff of The University of British Columbia.
  - b) “Act” means the *Societies Act* of the Province of British Columbia as amended.
  - c) “Agreement” means any formal agreement entered into between the University and AAPS effective on and subsequent to 18 May 1995, the date of ratification of the Framework Agreement.
  - d) “Association” means The Association of Administrative and Professional Staff of The University of British Columbia.
  - e) “Board” means Board of Directors.
  - f) “Bylaws”, “Constitution”, and “Subscription” have the meanings respectively assigned to them by the Act.
  - g) “Director” means a member of the Board of Directors.
  - h) “Electoral Officer” is a member appointed by the Board to oversee Board elections.
    - i. The Electoral Officer may not run for any Board position while serving as Electoral Officer.
    - ii. The Electoral Officer may not be a current member of the Board while serving on as Electoral Officer.
  - i) “Member” means a member of the Association of Administrative and Professional Staff.
  - j) “Ordinary resolution” means a resolution passed by the members in a general meeting by a simple majority of the votes cast in person.
  - k) “Special resolution” means a resolution, of which such notice as required in Article VIII of these Bylaws has been given, specifying the intention to propose the resolution as a special resolution, which is:
    - i. passed at a general meeting by a majority of at least 66% of those members who, being entitled to, vote at the general meeting;
    - ii. consented to in writing by all of the voting members; or

*Association of Administrative and Professional Staff of UBC*

*Bylaws  
Incorporated April 7, 1977*

*Certificate of Incorporation No. S13074  
Last Amended April 28, 2016*

- iii. passed in an electronic ballot by a majority of at least 66% of those members who, being entitled to, vote in the electronic ballot.
  - l) “University” means The University of British Columbia.
  - m) “Year” means the fiscal year of the Association and “annual” refers to such year.
  - n) Words importing the singular include the plural and vice versa.
2. If there is a conflict between these Bylaws and the Act or the Regulations under the Act, the Act or the Regulations, as the case may be, prevail.
  3. All questions affecting the interpretation of the provisions of the Constitution and Bylaws shall be decided by the Board and such decisions shall be final and binding.

### **Article III – Membership**

1. Membership shall be restricted to Management & Professional staff employed by the University and all such personnel shall be eligible for membership.
2. Pursuant to the terms of the Framework Agreement, membership is mandatory for all Management and Professional staff employed by the University except for:
  - a. those persons holding positions excluded from membership according to the Framework Agreement; or
  - b. those continuing Management and Professional staff who were not listed as members on 18 May 1995, the date of ratification of the Framework Agreement.
3. Membership shall commence automatically on the date that the eligible individual commences employment as a Management and Professional staff member with the University.
4. Members will pay dues according to the Agreement.
  - a. Fees may be set from time to time by the Board subject to the approval of the members at a General Meeting.
  - b. This fee shall be due and payable through monthly Payroll deduction.
5. The right to vote and to hold office shall be restricted to members in good standing.
6. A member shall be identified as in good standing when his/her membership fee has been paid in full. Members who have failed to pay their current membership fee or any other subscription or debt due and owing by them to the Association shall be members not in good standing so long as the membership fee, subscription or debt remains unpaid. A person shall cease to be a member of the Association:
  - a. by resignation from a Management & Professional position at the University;
  - b. by termination from the University;

*Association of Administrative and Professional Staff of UBC*

*Bylaws*

*Certificate of Incorporation No. S13074*

*Incorporated April 7, 1977*

*Last Amended April 28, 2016*

- c. by his/her death;
  - d. on being expelled; or
  - e. on having been a member not in good standing for 12 consecutive months.
7. A member may be expelled by a special resolution.
    - a. The notice of special resolution for expulsion shall be accompanied by a brief statement of the reasons for the proposed expulsion.
    - b. The person who is the subject of the proposed resolution for expulsion shall be given an opportunity to be heard at a General Meeting before the special resolution is put to a vote.
  8. Every member must uphold the constitution of the Association and must comply with these Bylaws.

#### **Article IV – Board of Directors**

1. The Board shall consist of a President, a First Vice-President, a Second Vice-President, a Secretary, a Treasurer, the Immediate Past President, the Chair of the Advocacy Committee and a minimum of four (4) to a maximum of six (6) Members at Large. The Immediate Past President and Chair of the Advocacy Committee shall serve in ex-officio capacity but will not hold a vote on the Board.
2. The Board shall be responsible for directing the activities of the Association subject to the provisions of the AAPS Constitution and Bylaws, the Agreement, and following the policies agreed to by the membership. The Board shall have all the powers of the Association between meetings.
3. The Board, except for the Immediate Past President and the Chair of the Advocacy Committee, shall be elected at or before the Annual General Meeting during the month of October and shall take office at the close of the meeting.
  - a. The Board, except for the Immediate Past President and the Chair of the Advocacy Committee, shall be elected for a two-year term.
  - b. The President, First Vice-President, Secretary, and three (3) Members at Large shall be elected on even years.
  - c. The Second Vice-President, Treasurer, and three (3) Members at Large shall be elected on odd years.
4. The Immediate Past President shall take office at the close of the Annual General Meeting at which there was a change in Presidency.
5. If following a change in Presidency, the former President declines to be the Immediate Past President, the person who would otherwise cease to be Immediate Past President shall continue in that position.

6. Nominations for the elected positions on the Board must be submitted in writing to the Electoral Officer no earlier than 90 calendar days prior to the date set for the Annual General Meeting and no later than 21 calendar days prior to that date.
  - a. Each candidate must be nominated and seconded by a member in good standing.
  - b. No person may nominate nor second more than one (1) candidate for any given position.
7. Voting in the elections shall be by secret ballot by a method adopted by the Board which may include electronic balloting.
  - a. The procedure for the election shall be the nomination and election of the following categories as the term dictates:
    - i. President;
    - ii. First Vice-President;
    - iii. Second Vice-President;
    - iv. Secretary;
    - v. Treasurer; and
    - vi. Members at Large.
  - b. The candidates receiving the highest vote totals shall be declared elected.
  - c. A person shall not hold more than one (1) position on the Board at a time.
8. Except as herein otherwise provided, the Board shall manage the Association and may employ and pay for such assistance as it may require and otherwise use the funds of the Association in furthering the interests of the members.
9. The expenses of Directors while engaged in work for the Association shall be paid out of the funds of the Association but no Director shall receive any remuneration for his/her services save the said remuneration for expenses incurred.
10. A Director may be removed from office by special resolution and another member may be elected or, by ordinary resolution, appointed to serve during the balance of the term.
11. A Director may resign from his/her position at any time. The resulting vacancy may be filled by appointment upon majority vote approval by the Board. A Director appointed to fill a vacancy holds office until the election or appointment of their successor at the next general meeting, but is eligible for re-election at that general meeting.
12. Five (5) voting members of the Board constitute a quorum. A decision or resolution of the majority of the Board present and constituting a quorum is a decision or resolution of the Board except where otherwise provided.

13. The Directors may pass a resolution without meeting if all of the Directors, excluding the President, Immediate Past President and the Chair of the Advocacy Committee, consent to the resolution in writing.
14. Each Director, except the President, the Immediate Past President and the Chair of the Advocacy Committee, may vote on each decision or resolution before the Board. If the votes of the Directors are equally divided, the President has the deciding vote.
15. A meeting of the Board may be held at any time at the call of the President or upon the request of at least three (3) Directors, made in writing to the Secretary.
16. The Board will normally schedule at least one (1) meeting per month, with a minimum of 10 meetings per year.
17. Signing officers shall be the following:
  - a. the President;
  - b. the First Vice-President;
  - c. the Second Vice-President;
  - d. the Treasurer; and
  - e. the Secretary.
 Signatures of two (2) signing officers are required to authorize financial transactions.

#### **Article V – Duties of the Directors**

1. Directors of the Association must:
  - a. Act honestly, in good faith and in the best interest of the Association;
  - b. Act with a view to the purposes of the Association;
  - c. Exercise the care, diligence and skill of a reasonably prudent person, in exercising the powers and performing the functions as a Director;
  - d. Contribute to the planning and implementation of the Association’s strategic plan; and
  - e. Regularly attend Board meetings, Board planning meetings, Association General Meetings and the Board strategic retreat.
2. The President shall:
  - a. Preside at all meetings of the Association and of the Board;
  - b. Act as chief executive officer of the Association and supervise other Directors in the execution of their duties;
  - c. Work in partnership with the Executive Director to ensure Board resolutions are carried out;
  - d. Coordinate Executive Director annual performance evaluation; and
  - e. As needed, oversee the search for a new Executive Director.

3. The First Vice-President shall:
  - a. Assist the President as requested; and
  - b. Assume the powers and perform the duties of the President in the absence or incapacity of the President or in the event of vacancy in the office of the President.
  
4. The Second Vice-President shall:
  - a. Assume the powers and perform the duties of the President in the absence or incapacity of both the President and First Vice-President or in the event of vacancy in the office of the President not filled by the First Vice-President.
  
5. The Secretary shall:
  - a. Conduct the correspondence of the Association;
  - b. Issue notices of meetings of the Association and Board;
  - c. Keep minutes of all meetings of the Association and Board;
  - d. Have custody of all records and documents of the Association except those required to be kept by the treasurer;
  - e. Have custody of the Seal of the Association; and
  - f. Maintain the register of members.
  
6. The Treasurer shall:
  - a. Be responsible for the receipt, custody and disbursement of the funds of the Association;
  - b. Keep the financial records, including books of accounts as necessary to comply with the Act;
  - c. Render financial statements to the Directors, members and others when required; and
  - d. Chair the Finance Committee.

## **Article VI – Committees**

1. The Association, by motion at a meeting, or the Board shall set up such standing and ad hoc committees as are deemed necessary. The Board shall appoint all committee members except where the composition of a Committee is described in the Bylaws or in the motion creating such a Committee.
  
2. There shall be the following standing committees:
  - a. Executive Committee;
  - b. Finance Committee; and
  - c. Advocacy Committee.
  
3. The Executive Committee shall consist of the President, First Vice-President, Second Vice-President, Secretary, and Treasurer. Responsibilities of this committee include:
  - a. Carry out the work of the Board between board meetings;

*Association of Administrative and Professional Staff of UBC*

- b. Develop board agendas;
  - c. Regularly review and update Board Bylaws and Policies; and
  - d. Ensure the evaluation of the Executive Director of the Association.
4. The Finance Committee shall consist of the Treasurer and a minimum of two (2) to a maximum of five (5) Members of the Association. Responsibilities of this committee include:
    - a. Formulate and administer rules and regulations for the collection, banking, appropriation and distribution of the funds of the Association; and
    - b. Prepare and present to the Board a budget for the next fiscal year which budget, as approved by the Board, shall be submitted for acceptance or rejection at the Spring General Meeting.
  5. The Advocacy Committee shall consist of a minimum of five (5) to a maximum of seven (7) Members of the Association plus three (3) AAPS staff members. Responsibilities of this Committee include:
    - a. Provide advice and guidance to the Executive Director and the Member Services Officers on advocacy matters as they relate to the individual and collective membership of AAPS; and
    - b. Make recommendations to the Board, as appropriate, regarding the pursuit of grievances and other matters germane to the provision of advocacy services to the membership.
  6. The Board will strike other Committees as necessary to fulfill the duties and responsibilities of the Association.
  7. The chairperson of each committee shall submit to the Board before the Annual General Meeting a report of activities of the committee for the period ending June 30th each year and from time to time at the request of the Board.
  8. Subject to the Constitution and Bylaws, the Board may direct the exercise and performance of all powers and duties specified in articles VI-1 to VI-7 inclusive.

**Article VII – General Meetings**

1. The Board shall call at least two (2) general meetings each year, an Annual General Meeting to be held during the month of October and a Spring General Meeting to be held during the month of April. These meetings shall be held at places and times determined by the Board.
2. The Board may call a general meeting at any time it feels the need to do so.
3. The Board must call a general meeting within 21 days of receipt of a written request by at least 10% of the members of the Association. The meeting must be held within 60 days of said receipt.



4. The agenda for all general meetings shall be delivered in accordance with Article VIII – Notice. Additions to the agenda may be made in writing by any 10 members in good standing.
5. The quorum required at a general meeting called to consider a special resolution shall be 70 of the members in good standing.
6. For all other business at general meetings, the quorum shall be those in attendance.
7. The Board shall present for approval the budget for the upcoming fiscal year to the members at the Spring General Meeting.

### **Article VIII – Notice**

1. Notice of a General or Annual General Meeting shall be sent to every member in good standing at least seven (7) days, but not more than 60 days, before the meeting. The notice shall specify the place, date and time of the meeting, as well as the agenda for the meeting. If a special resolution is to be considered at the meeting, the notice must also include either:
  - a. the exact text of the proposed special resolution; or
  - b. a summary of the proposed special resolution, and instructions as to the manner in which the exact text of the proposed special resolution may be accessed on the Association’s website.
2. Notice of a General or an Annual General Meeting may be sent by any one of the following methods:
  - a. campus mail addressed to the member at the member’s last known University address; or
  - b. email to the email address provided by the member for the purpose of receiving such notice.
3. Notice of an electronic ballot to be held pursuant to Article IX shall be sent to every member in good standing at least 21 days prior to the closing date of the electronic ballot. The notice shall specify the closing date of the electronic ballot, describe the issue to be considered by the electronic ballot, and include information on how to access the online balloting system. If an ordinary or special resolution is to be considered by electronic ballot, the notice must include either:
  - a. the exact text of the proposed resolution; or
  - b. a summary of the proposed special resolution, and instructions as to the manner in which the exact text of the proposed special resolution may be accessed on the Association’s website.
4. Notice of an electronic ballot may be sent by any one of the following methods:
  - a. campus mail addressed to the member at the member’s last known University address; or

- b. email to the email address provided by the member for the purpose of receiving such notice.

### **Article IX – Voting**

1. At a General Meeting, voting will be by show of hands or any other means as determined by the Board.
2. Ratification votes and the election of Directors shall be conducted via an electronic ballot.
3. The Board has the power to submit any ordinary resolution or special resolution to an electronic ballot.
4. A vote on an ordinary resolution or ratification vote, regardless of the method by which it is conducted, shall be considered passed if a majority of those members voting vote in favour of the resolution or ratification.
5. Electronic ballots under this Article shall be a secret ballot under the control of the Electoral Officer. All members in good standing will receive notification of the electronic ballot in accordance with Article VIII. Ballots received after 11:59 PM Pacific Time on the closing date of the electronic ballot will not be considered.
6. Voting by proxy is not permitted.

### **Article X – Borrowing Powers**

1. The Board shall have the power to borrow or raise or secure the payment of monies in such manner as the Association sees fit provided that the borrowing of any sum of monies in excess of five thousand dollars (\$5,000.00) within a single Association fiscal year must be authorized by a majority vote at a General Meeting. Debentures may not be issued without the sanction of a special resolution.

### **Article XI – Amendments to the Constitution and Bylaws**

1. The adoption, amendment, or repeal of the Constitution and Bylaws shall be by special resolution.
2. The adoption, amendment, or repeal of the Constitution and Bylaws may be proposed by the Board or by at least 10 members.
3. A proposal by members must contain the names of, and be signed by, at least 10 members.
4. Notice of the proposal by at least 10 members must be filed with the Secretary at least 21 days before a General Meeting.

5. If the Secretary receives notice of a proposal meeting the timing and other requirements of this Article XI, the Association must include with the notice of the General Meeting sent pursuant to Article VIII:
  - a. The proposal;
  - b. The names of the members submitting the proposal; and
  - c. One statement in support of the proposal, if the members submitting the proposal request that the statement be included with the notice.
6. A proposal, or if a statement is provided, the proposal and the statement together, must not exceed 200 words in length.

#### **Article XII – Fiscal Year**

1. The fiscal year of the Association shall end on the 30th day of June in each year.

#### **Article XIV – Auditors**

1. The books of account shall be audited annually by the auditors who will be appointed at the Spring General Meeting.

#### **Article XV – Inspection of Records**

1. The books and records of the Association may be inspected by members with advance appointment during normal office hours. No member shall be unreasonably denied the right to examine the records of the Association.