

Ontario Association of College and University
Security Administrators (OACUSA)

BYLAWS

1. Membership

1.1 Each post-secondary College of University in Ontario is eligible for institutional membership and may designate one Institutional member. Institutional members must be a full time employee of the college or university and not compensated by any contract security service or private company. All applicants for membership shall complete and sign the form available on the Association web page and submit the application to the Secretary/Treasurer, who will verify that all information on the application form is correct. On approval of the membership application, the Secretary/Treasurer will send the new member a membership card.

Members of any classification may be removed from the membership for cause by a majority vote of the Executive Committee. For any cause other than non-payment of dues, removal shall occur only after the member has been advised of the complaint and given reasonable opportunity for defense. Once removed, said member may appeal the decision at the Annual General Meeting of the Association provided that notice of appeal is submitted to the President at least ten days in advance of the meeting. Reinstatement shall require a quorum vote of the membership.

2. Duties and Responsibilities of Association Officers

2.1 President. The President shall be the chief elected officer of the Association and shall serve as Chair of the Executive Committee and all Association meetings. The President is responsible to promote the effectiveness and profile of the Association and ensure that the business of the Association is carried out in accordance with the mission and goals of the organization. The President shall communicate all such matters and suggestions to the membership.

2.2 Vice-President. The Vice-President shall assist the President in the administration of the Association, oversee the progress of Association Committees and shall perform such duties as are delegated and assigned by the President and the Executive Committee. The Vice-President shall also perform the duties of the President in the event the President is unable to serve.

2.3 Secretary/Treasurer. The Secretary/Treasurer shall oversee the Association's funds and records, the collection of members' dues or other assessments, the establishment of proper accounting procedures for the handling of Association funds including maintenance of a Checking Account at a reputable financial institution, the proper recording of the minutes of Association and Executive Committee meetings and the maintenance of accurate members' records. The Secretary/Treasurer will

provide a financial report for all General meetings and produce an up to date membership list for distribution at the Annual General Meeting each spring.

2.4 Past President of Member at Large. The Past President or Member at Large shall Chair the Ad Hoc Nomination Committee when required and perform such duties as delegated and assigned by the President.

3. Committees

3.1 There shall be three standing committees and ad hoc committees as required. All members are eligible to serve on committees. Committee Chairs will be appointed by the Executive Committee. The length of term for Committee Chairs will be mutually agreed by the Chair and the Executive Committee.

3.2 **The Professional Development Committee** shall develop and maintain mechanisms and a common format for the gathering, reporting and on-going sharing of information on occurrences, statistics, policies, procedures, reports, etc. on member campuses.

3.3 **The Standardized Reporting Committee** shall develop member services that enhance communication within the Association including, but not limited to, a mailing list, a newsletter and a web page.

3.4 **The Communications Committee** shall develop member services that enhance communications within the Association including, but not limited to, a mailing list, a newsletter and a web page.

3.5 **Ad Hoc Committees** are temporary committees that are struck to fulfill a specific purpose and are disbanded once their mission has been accomplished. Examples include nominating committees and conference planning committees. Ad Hoc committees can be formed at the request of the Executive Committee or at the request of a quorum of the general membership.

4 Meetings

4.1 There shall be two meetings annually. The Annual General Meeting will generally be held in the spring to coincide with the Association's fiscal year and the end of exams at member institutions. The second General Meeting will normally be held in the fall. An effort will be made to rotate meeting locations around the province.

4.2 Additional meetings may be called from time to time in two circumstances: at the will of the Executive Committee; or upon written request by at least five members of the Association to the Executive Committee. Every effort will be made to provide members with at least four weeks notice of such additional meetings.

4.3 Meetings of the Executive Committee shall be called by any Executive Committee member. Meetings of the Standing of Ad Hoc Committees shall be called by the Chair of the Committee concerned.

4.4 25% of the voting members of the Association shall constitute a quorum for a meeting of the Association, and a majority of the members of a committee shall constitute a quorum for a meeting of the committee concerned.

5. Financial

5.1 The Association shall generate sufficient revenue through dues, conference fees, course fees etc. to fund operations. At least two members of the Executive Committee must authorize all expenditures and ensure they are consistent with the provisions of the Constitution, Bylaws and relevant minutes of meetings. A minimum balance of \$1,000 will be maintained in the Associations account as a contingency fund.

5.2 On dissolution of the Association, any remaining funds will be donated to an Ontario charitable organization as decided by the Executive Committee.

6. Staff and Professional Services

6.1 The decision to create staff positions or retain consultants will be made by quorum vote at a General Meeting. The Executive Committee is empowered to hire such staff and contract for other professional services as may be necessary to carry out the functions of the Association, provided the financial means exist to do so.

7. Amendment to the bylaws

7.1 Amendments to or a repeal of these Bylaws may be proposed by the Executive Committee or by 5 institutional members. The Executive Committee shall present such proposals to the membership with a recommendation of approval or disapproval. Approval will require two-thirds vote of institutional members, conducted either by mail or in person at a General Meeting.