

O.A.C.U.S.A. Bylaws

1. NAME OR ORGANIZATION

- 1:01 This organization shall be named ONTARIO ASSOCIATION OF COLLEGE AND UNIVERSITY SECURITY ADMINISTRATORS (OACUSA). Hereinafter referred to as the “Association”.
- 1:02 The Association shall have an Executive consisting of a minimum of five (5) institutional members. It is recommended that the Executive include at least one member from a college and a university.

2. MEMBERSHIP

- 2.01 Membership shall be open to institutional security representatives from colleges and universities funded by the Ministry of Training, Colleges and Universities of Ontario.
- 2.02 INSTITUTIONAL MEMBERSHIP- Each member institution shall have one representative designated as the official institutional representative. S/he will normally be responsible for the safety and security function on his/her campus.
- 2.03 ASSOCIATE MEMBERSHIP- An employee of a member institution who is an active practitioner in a field directly related to the security function of the campus shall be eligible for associate membership, upon certification by the institutional member of the Association. Associate members may attend meetings and may work on committees. Associate members are eligible to serve on the Executive Committee and vote in the Association with the permission of their Institutional member.
- 2.04 CHARTER MEMBERSHIP- A member of the Association who retires as an active security practitioner from a member institution may continue membership in the Association. Charter members may attend meetings and may work on committees, but shall not be eligible to serve on the Executive Committee or vote in the Association.
- 2.05 Each member institution shall have one vote, which will normally be exercised by the institutional representative.
- 2.06 An institutional member, if unable to attend a meeting, may designate in writing, or via electronic mail, an associate member from their institution to attend the meeting who shall have the same voting privileges as that institutional member.

3. MEMBERSHIP FEES

- 3.01 All moneys collected by the Treasurer for any purpose whatsoever shall be and remain the property of the Association until properly directed as directed by the Executive.
- 3.02 Annual dues for the Association will be reviewed annually at the Annual General Meeting. Any decision to change the amount of membership fees must be approved by not less than two-thirds of voting members present.
- 3.03 Charter membership shall be dues free.
- 3.04 Each institution shall be responsible for the expenses incurred by its representative(s) in attending Association meetings or participating in Association organized programs and committees, except as provided in article 3.05 below.
- 3.05 Members of the Executive and Chairs of Committees may receive, at the discretion of the general membership and subject to budgetary reserves, total or partial refund of costs associated with their attendance at Association approved meetings. This does not apply to attendance at the annual general meeting or any meeting of the general membership.
- 3.06 The fiscal year of the Association shall run from January 1 to December 31.

4. AUDIT

- 4.01 At the Annual general meeting, the Treasurer will table a Financial Report and make available for inspection the Account books of the Association. Further, a special report on the financial state of the Association may be requested by the Executive at any other time.
- 4.02 Fiscal Year- The fiscal year of the Association shall begin on the first day January and end on the last day of December within the calendar year.

5. OFFICERS

- 5.01 The officers of the Association shall be a President, a Vice-President, a Secretary, a Treasurer, and the Immediate Past-President.
- 5.02 The Association shall elect a President, Vice-President, Secretary and Treasurer bi-annually from amongst the institutional members of the Association. Members may serve a maximum of two terms in each position. Should the Vice-President, Secretary or Treasurer be unable to fulfill their term of office, a replacement shall

be appointed by the Executive Committee until the next General Meeting. Should the President be unable to fulfill his/her term of office, the Vice-President will act as President until the next General Meeting. Should the Past-President be unable to fulfill his/her term, a member-at-large will be elected at the next General Meeting.

- 5.03 The President shall assume the position of Immediate Past-President upon the conclusion of the President's term of office and must be off the Executive Committee for at least one full term before running again for any position on the Executive Committee.

6. EXECUTIVE COMMITTEE

- 6.01 The Executive Committee shall be responsible for conducting the business of the Association and supporting its strategic direction to ensure that the goals and objectives of the Association are met.
- 6.02 The Executive Committee shall be composed of the Officers of the Association.

7. EXECUTIVE MEETINGS

- 7.01 The location, dates and times of regular meetings shall be determined by the executive.
- 7.02 Special meetings may be called by the President or his/her designate when deemed necessary. Notice must be given for a special meeting.
- 7.03 Committee meetings may be called when the Chair of such committee deems it necessary. Minutes of the committee meeting shall be submitted to the executive at a regular meeting.

8. QUORUMS

- 8.01 A Quorum for regular executive meetings means the presence of a minimum of three (3) members.
- 8.02 A Quorum for the annual general meeting of Association members shall mean the attendance of members of five (5) institutional members not including members of the Executive.

9. NOMINATIONS

- 9.01 Nomination for all legally constituted executive members of the Association shall be held at the Annual General Meeting and conference. The Executive shall appoint an Elections Officer. Nominations will be submitted in writing and orally to the Elections Officer prior to the Annual General Meeting. The Elections Officer will read the nominations for the Executive. A nominee wishing to decline must do so prior to the closing of nominations. A member may be nominated for and serve on the Executive in consecutive years.
- 9.02 Any Institutional member from any agency who has paid dues to the Association in the current year shall be eligible to stand for election for a position on the executive or an Associate member with the permission of their Institutional member. Only one (1) member of an Institute can service on the Executive at one time.
- 9.03 Any member fulfilling the qualifications as laid out in Article #2 Sec. 2:02 of this Constitution, and who is unable to attend the Annual meeting, may submit a letter to Elections Officer, stating willingness to stand for election to one of the positions of the Executive.

10. ELECTIONS

- 10:01 Elections for President, Secretary and Directors will be held on even numbered years. Elections for Vice President and Treasurer on odd numbered years
- 10.02 Executive members will decide at the end of their term of office whether they will stand for another term or decline. Their decision will be given to the presiding Elections Officer prior to the Annual General Meeting.
- 10.03 Following the close of nominations, the Executive may be elected to office by closed ballot, as decided by the presiding Elections Officer.
- 10.04 In accordance with Article 8, Sec.8:01, at the conclusion of the voting, the closed ballots will be counted and results made known by one (1) scrutineer. Scrutineers are to be appointed prior to the balloting. The scrutineer will be responsible for destruction of the ballots after the results are announced.
- 10.05 The installation of duly elected executive members shall take place following the elections.
- 10.06 Notwithstanding Article 10 of this constitution, the term of office for all elected Executive Members of the Association shall be as follows:
- 10.07 For all positions of the Executive, two (2) years from date of election.

11. DUTIES OF THE EXECUTIVE

11.01 Executive

It shall be the duty of this Executive to run the affairs of the Association, subject to popular vote whenever applicable, unless certain responsibilities and duties are otherwise delegated by this Constitution or the Executive. The Executive shall be comprised of the President, Vice-President, Secretary, Treasurer, Immediate Past and President.

11.02 Immediate Past President

Shall be as the name implies, or the member who has served the immediate preceding term of office to the newly-elected and installed President. It shall be the duty of the past President to act as an advisor to the present Executive.

11.03 President

The President shall preside at all meetings of the Association, preserve order and decorum, and enforce the Constitution, Rules and By-laws of the Association. And exercise supervision of its affairs generally; shall decide all questions of law and order subject to the appeal to the Association by any two members. Shall not be entitled to vote except: at the election of executive members, and in the event of a tie, vote on any resolution. The President shall be a member EX-OFFICIO of all Committees of the Association. The President shall be the first delegate to any committee where the Association is represented. Shall require all executive members make their reports to the Association in conformity with its laws and regulations. The President shall sign documents that require proper authentication and shall see that the executive of the Association perform such duties as are required of them by the Constitution and By-laws of the Association.

11.04 Vice-President

It shall be the duty of the Vice-President to assist the President in the discharge of duties, and assume full responsibility of the President when absent. The Vice-President shall assume the responsibilities, and discharge the duties of the President in the event of the President's office becoming vacant, and shall attend all meetings of the Executive and perform such other duties as may be required.

11.05 Secretary

The Secretary shall keep a true and complete record of all proceedings; receive communications; conduct correspondence, notify all applicants for membership of the Association; shall notify all Executive members and committee members of their election or appointment; shall act as secretary of, and keep a true record of the proceedings of the Executive and perform such other duties as may be required.

11.06 Treasurer

The Treasurer shall receive all assessments, dues, donations, and other monies, the property of the Association. Same to be deposited in a Chartered Bank, Trust Company or Credit Union and credited to the accounts as authorized by the

Executive. The Treasurer shall make all collections of money whenever necessary, giving receipt for same; disburse all moneys of the Association; by cheque, duly signed by the Treasurer. The Treasurer will present a complete financial statement at all regular meetings; report to the Executive the names of members who are in arrears in dues or otherwise financially indebted to the Association; make all reports as are required. The Treasurer shall complete all financial reports and make them available to the Executive or any member of the Association upon request and make available the formal report at each Annual General Meeting and Conference; and at any other time when directed by the Executive and perform such other duties as may be required.

12. DIRECTORS

12.01 At minimum three (3) persons shall be elected to the position of Director. The Directors will each represent one of the following geographic areas of the province: North, South and East. Directors shall perform duties as assigned by the President or Designate and act as a liaison to the institutions in their area. An Associate member can serve as a Director. A Director who is an Associate member cannot vote in the Association.

13. RESIGNATION OF EXECUTIVE MEMBER(S) AND POSITION(S) DECLARED VACANT

13.01 The resignation of an Executive member of the Association shall be in writing and presented at a regular meeting of the Executive.

13.02 If any Executive member of the Association is willfully absent from more than two (2) consecutive meetings without good and sufficient cause, or becomes inattentive to the required duties, the member shall be notified in writing, to be present and show good reason why their position should not be declared vacant.

13.03 When a position becomes vacant, it may be filled by an Association member by way of a majority vote of the presiding Executive for the remainder of that term.

14. COMMITTEES

14.01 The Association may establish committees from time to time as outlined in the bylaws.

14.02 Committee Chairs shall be appointed by the Executive Committee from amongst the general membership. Chairs shall report to the Executive Committee at the request of the President of the Association.

15. AMENDMENTS

This constitution may be amended in the following manners only:

- 15.01 Proposed amendments shall be submitted in writing by any member and shall be placed in the hands of the Executive, two weeks prior to the Annual General Meeting. The Executive will then consider these proposed changes and present them with recommendations they deem necessary, at the Annual general meeting. A two-thirds majority vote of the members at that meeting shall be necessary to adopt an amendment to the Constitution of the Association.
- 15.02 This Constitution may be amended at any General Meeting of the Association by a two-thirds majority vote of Institutional Members, provided that members have been notified of the details of the proposed amendment(s) at least two months prior to the date of the meeting at which the amendment is to be considered. The tabling of proposed constitutional amendments at a prior General Meeting shall constitute such notification.
- 15.03 Write in votes will be accepted amendment(s) to the Constitution as long as they are received by the Secretary-Treasurer no later than one day before the General Meeting at which the amendment(s) are being considered.

16. RULES OF ORDER

- 16.01 All issues not herein provided for, shall be resolved in accordance with the principles laid down in ROBERTS RULES OF ORDER. When the ruling of the President is so based in cannot be appealed.

17. ORDER OF BUSINESS FOR THE ANNUAL GENERAL MEETING

- 17.01 The Annual General Meeting may be held during the Spring Annual Conference of the Association at the discretion of the Executive.

*AMENDMENTS TO THE CONSITUTION AND THE BY-LAWS WERE ADOPTED
ON:*
