

# O.A.C.U.S.A. Constitution

## CONSTITUTION

### 1. MISSION STATEMENT

The Ontario Association of College and University Security Administrators strives to promote a safe and secure learning and working environment and to enhance the safety of persons and security of property at Ontario Colleges and Universities. The Association will provide a forum for communication, cooperation and information exchange on all matters related to community safety and security on member campuses.

### 2. GOALS AND OBJECTIVES

To support the Association's mission by:

- 2.1 providing a forum to discuss common interests and concerns;
- 2.2 proactively promoting community awareness and involvement in making our campuses safe and secure;
- 2.3 establishing and maintaining formal mechanisms for on-going sharing of information regarding policies, procedures and reports;
- 2.4 developing and maintaining a common format for the standard reporting of occurrence statistics;
- 2.5 reviewing legislation and regulatory developments which affect personal safety and security operations on campus;
- 2.6 providing advice and information to appropriate organizations on safety and security matters of mutual concern; and
- 2.7 initiating appropriate activities, such as research, reports, position statements, professional development, establish/develop industry standards and best practices, and other programs related to campus safety and security.

### 3. MEMBERSHIP

3.1 Membership shall be open to institutional security representatives from colleges and universities funded by the Ministry of Training, Colleges and Universities of Ontario.

3.2 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.

3.3 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, but shall not be eligible to serve on the Executive Committee or vote in the Association.

3.4 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.

3.5 Each member institution shall have one vote, which will normally be exercised by the institutional representative.

3.6 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.

#### 4 MEMBERSHIP FEES

4.1 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.

4.2 Charter membership shall be dues free.

4.3 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 4.4 below.

4.4 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.

4.5 The fiscal year of the Association shall run from May 1 to April 30.

#### 5 OFFICERS

5.1 The officers of the Association shall be a President, a Vice-President, a Secretary-Treasurer, and the Immediate Past-President.

5.2 The Association shall elect a President, Vice-President and Secretary-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 or Secretary-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.

5.3 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

6.1 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.

6.2 The Executive Committee shall be composed of the Officers of the Association.

## 7. COMMITTEES

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

7.2 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.

## 8. AMENDMENTS

8.1 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.

8.2 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.