



## CONSTITUTION

### **1.0 NAME OF ORGANIZATION:**

- 1.1 This organization shall be named ONTARIO ASSOCIATION OF COLLEGE AND UNIVERSITY SECURITY ADMINISTRATORS (OACUSA). Hereinafter referred to as the “Association”.
- 1.2 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.

### **2.0 MEMBERSHIP**

- 2.1 Membership shall be open to institutional security representatives from colleges and universities funded by the Ministry of Training, Colleges and Universities of Ontario.
- 2.2 **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.
- 2.3 **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. Associate Members are eligible to serve as Directors and on the Executive with permission of their Institutional Member. Associate Members may vote in the Association only as a proxy for an absent institutional member.
- 2.4 **AFFILIATE MEMBERSHIP** – An employee of a member institution, non-member institution or professional association who is an active practitioner in a field related to the security function on campus shall be eligible for Affiliate Membership, subject to the approval of the Executive. Affiliate Members are not eligible to serve on the Executive or as Directors and cannot vote in the Association including not being eligible to vote as a proxy for an Institutional Member.
- 2.5 Each member institution shall have one vote, which will normally be exercised by the institutional representative.
- 2.6 An Institutional Member, if unable to attend a meeting, may designate in writing or via electronic mail to the Secretary, an Associate Member from their institution to attend the meeting who shall have the same voting privileges as that Institutional Member.

### **3.0 MEMBERSHIP FEES**

- 3.1 All moneys collected by the Treasurer for any purpose whatsoever shall be and remain the property of the Association as directed by the Executive.
- 3.2 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.
- 3.3 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 3.4 below.
- 3.4 Members of the Executive, Directors and Chairs of Committees may receive reimbursement for reasonable expenses for attendance at Association approved meetings, events or functions subject to budgetary reserves and approval of the majority of the Executive. This does not apply to attendance at the annual general meeting or any meeting of the general membership.

### **4.0 AUDIT**

- 4.1 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.
- 4.2 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.
- 4.3 An Audit Committee consisting of 3 Institutional Non-Executive Members shall be appointed by the Executive Committee to complete an internal financial audit on an annual basis prior to the Annual General Meeting.
- 4.4 A third party financial audit shall take place when there is a change in member filling the role of Treasurer or every 4 years, whichever occurs first.

### **5.0 OFFICERS**

- 5.1 The officers of the Association shall be a President, a Vice-President Colleges, a Vice-President Universities, a Secretary, a Treasurer, and the Immediate Past-President.
- 5.2 The Association shall elect a President, a Vice-President Colleges, a Vice-President Universities, a Secretary and a Treasurer bi-annually from amongst the institutional members of the Association. Members may serve a maximum of two terms in each position, unless appointed under Section 9.2.



- 5.3 Should the Vice-President Colleges, Vice-President Universities, 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.
- 5.4 Should the President be unable to fulfill his/her term of office either the Vice-President Colleges or Vice-President Universities (from the same institution type as the former President) will act as President until the next General Meeting. However, nothing in this section prohibits the two Vice-Presidents from mutually agreeing which one of them will fill the role).
- 5.5 Should the Past-President be unable to fulfill his/her term the position shall remain vacant.
- 5.6 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.

## **6.0 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.

## **7.0 EXECUTIVE MEETINGS**

- 7.1 The location, dates and times of regular meetings shall be determined by the Executive.
- 7.2 Special meetings may be called by the President or his/her designate when deemed necessary. Notice must be given for a special meeting.
- 7.3 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.

## **8.0 QUORUMS**

- 8.1 A Quorum for regular executive meetings means the presence of a minimum of three (3) members.
- 8.2 A Quorum for a general meeting of the Association shall mean the attendance of ten (10) institutional members not including members of the Executive.

## **9.0 NOMINATIONS**

- 9.0 Nomination for all legally constituted executive members of the Association shall be held prior to the Annual General Meeting (AGM).
- 9.1 The Executive shall appoint a three (3) member Nominating Committee a minimum of 60 days prior to the AGM which shall include an Elections Officer. The Nominating Committee will gather names of those interested in an executive position prior to the AGM.
- 9.2 The Nominating Committee will submit in writing to the membership a slate of nominees. At the conclusion of the AGM the election will be held. A member may be nominated for and serve on the Executive in consecutive years.
- 9.3 Any Institutional or Associate Member who has paid dues to the Association in the current year shall be eligible to stand for election for the positions of President, Secretary or Treasurer.
- 9.4 Any Institutional Member or Associate Member from a member College who has paid dues to the Association in the current year shall be eligible to stand for election as Vice-President Colleges.
- 9.5 Any Institutional Member or Associate Member from a member University who has paid dues to the Association in the current year shall be eligible to stand for election as Vice-President Universities.
- 9.6 Any member fulfilling the qualifications as laid out in Article 2 Sec. 2.2 or 2.3 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.

## **10.0 ELECTIONS**

- 10.1 Elections for President, Vice-President Colleges and Secretary will be held on even numbered years. Elections for Vice President Universities and Treasurer on odd numbered years.
- 10.2 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.
- 10.3 Following the close of nominations, the Executive may be elected to office by closed ballot, as decided by the presiding Elections Officer.
- 10.4 At the conclusion of the voting, the closed ballots will be counted by the Election Committee and results made known by the Elections Officer. The Elections Officer will be responsible for destruction of the ballots after the results are announced.

10.5 The installation of duly elected executive members shall take place following conclusion of the Spring Conference.

10.6 Notwithstanding Article 13 of this constitution, the term of office for all elected Executive Members of the Association shall be a two (2) year term from the date of election.

## **11.0 DUTIES OF THE EXECUTIVE**

11.1 **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 Colleges, Vice-President Universities, Secretary, Treasurer, Immediate Past President.

11.2 **Immediate Past President** - Shall be as the name implies, 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.

11.3 **President** - Shall preside at all meetings of the Association, preserve order and decorum, and enforce the Constitution, Rules and By-laws of the Association. The President 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 and the designated spokesperson for the Association. 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.

11.4 **Vice-President Colleges** - It shall be the duty of the Vice-President Colleges to assist the President in the discharge of duties, and assume full responsibility of the President when absent if the President is from a College. The Vice- President Colleges may assume the responsibilities, and discharge the duties of the President in the event of the President's office becoming vacant as per Article 5.4 and shall attend all meetings of the Executive and perform such other duties as may be required.

11.5 **Vice-President Universities** - It shall be the duty of the Vice-President Universities to assist the President in the discharge of duties, and assume full responsibility of the President when absent if the President is from a member University. The Vice-President Universities may assume the responsibilities, and discharge the duties of the President in the event of the President's office becoming vacant as per Article 5.4 and shall attend all meetings of the Executive and perform such other duties as may be required.

11.6 **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.

11.7 **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.

## 12.0 DIRECTORS

12.1 The Executive shall appoint a minimum of four (4) members to the position of Director. Director appointments expire every two years concurrent with the election of a President.

12.2 Directors will be assigned a portfolio in one of four areas, Membership, Communications, Conferences or Training and shall perform duties assigned to them by the President or Designate.

12.3 Director of Communications – shall be responsible for maintaining an accurate contact list of members, updating the Association website, sending out messages to members via list serves and assisting the Executive in other matters related to communications.

12.4 Director of Conferences – shall be responsible for coordinating meetings and conferences with the hosting institution, maintaining records related to conferences and assisting the Executive in other matters related to conferences.

12.5 Director of Training – shall be responsible for gathering regular feedback from members about training needs, training offerings by member institutions, researching third party training and assisting the Executive in other matters related to training.

12.6 Director of Membership – shall be responsible for recruiting new members to the Association, member recognition and award programs, issuing of membership certificates, assisting with the updating of membership lists and the website.

12.7 All Directors are expected to maintain records of activities related to their portfolio and produce upon request those records to the Executive or to the member replacing them when their term as Director expires.

12.8 An Associate Member can serve as a Director but Directors cannot vote in the Executive.

### **13.0 RESIGNATION OF EXECUTIVE MEMBER(S) AND POSITION(S) DECLARED VACANT**

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

13.2 If any Executive member or Director 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.

13.3 When a position is declared vacant, it shall be filled in accordance with Articles 5.3 and 5.4 of this Constitution.

### **14.0 COMMITTEES**

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

14.2 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.

### **15.0 AMENDMENTS**

15.1 This Constitution may be amended at any General Meeting of the Association by two-thirds majority vote of Institutional Members, provided that the members have been notified of the details of the proposed amendment(s) at least two weeks 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.

15.2 Proposed amendments shall be submitted in writing to the Executive by any member. The Executive will then consider the proposed changes and present them with recommendations they deem necessary at a general meeting.

### **16.0 RULES OF ORDER**

16.1 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, it cannot be appealed.

### **17.0 ANNUAL GENERAL MEETING**

17.1 The Annual General Meeting shall be held during the Spring Annual Conference of the Association.

17.2 In the event that the Spring Conference is not held the Annual General Meeting shall be held in the spring.