

By-laws of the Professional and Managerial Association of The University of Western Ontario

By-law 1 — Name

1.1 The name of the organization shall be the Professional and Managerial Association (Western) hereinafter referred to as PMA

By-law 2 — Aims and Goals

The aims, goals and interests of the PMA are to:

- 2.1. represent the interests of PMA members in their employment relationship with Western;
- 2.2. **facilitate and support** career enrichment and professional development;
- 2.3. assist members with the interpretation of PMA and corporate policies;
- 2.4. represent **the PMA membership on Western** committees.

By-law 3 – Membership

3.1. Regular Membership shall be open to regular full-time administrative staff of the University of Western Ontario in positions which are of a managerial or professional nature. The job classifications which are eligible for membership are provided in Appendix A and shall be mutually agreed on between the PMA and the University. Appendix A may be changed from time to time as new job classifications are added and others eliminated. Such changes shall not be deemed to be an amendment to these ByLaws.

3.2 The nature of the responsibilities of some of the positions may be such that the staff member may, in some circumstances, be placed in a position of conflict. **A conflict of interest will be defined as any situation in which a member or the member's spouse and/or child(ren) has a financial interest in an issue before the PMA.** Members will be expected to declare a conflict of interest where applicable. In the alternative, a conflict of interest may be declared by a majority of the Committee to which the conflict applies. Any appeals regarding a declaration of a conflict of interest may be taken to the Executive Committee and will be determined by a majority vote of the Executive Committee. Where a member of the Executive Committee wishes to appeal a finding of a conflict of interest they may do so at a general membership meeting. The outcome of such an appeal shall be determined by a majority vote of the general membership.

3.3 Committee members will be expected to abstain from any votes and/ or discussions on issues in which they have a conflict of interest. Committee members with a conflict of interests may be removed from the committee(s) on which they sit pursuant to the procedure provided for in By-law 6. With the above exceptions, these individuals retain all other privileges associated with their membership in the PMA.

3.4. Membership Fees shall be established by resolution of the organization. If a change in fees is proposed by the Secretary-Treasurer at the Annual Meeting of the organization, the membership fees shall be changed by a majority of votes cast. Membership fees shall provide an income sufficient to support the operation of the organization.

By-law 4 – Elections and Officers

4.1. Elections

All regular members in good standing are eligible to be nominated and elected as officers. The officers of the Association shall be elected annually at the Annual General Meeting. The Executive Committee shall appoint a nominating committee which shall present a slate of officers to the PMA membership for approval at the Annual General Meeting.

4.2. Officers

The officers of the PMA shall be the President, the immediate Past President, the **1st** Vice-President and the **2nd** Vice President, either of whom may be President-elect, and the Secretary-Treasurer.

The officers listed above, together with the Chairs of such committees as exist, shall constitute the Executive Committee with the power to conduct the business of the PMA within such restrictions as may be placed upon them by membership from time to time.

4.3. Terms of Office

The term of office shall be two years in length and will run from June 1st and will conclude on May 31st of the second year.

No member of the Executive Committee shall be eligible to serve more than two consecutive terms in the same office.

The Executive Committee shall have authority between General Meetings to fill any post which, for any reason, is vacated, with the exception of Past President.

4.4 Duties of Officers

All Officers, with the exception of the President and Secretary-Treasurer, are required to sit on a PMA Standing Committee and/or as a PMA representative on a University committee. The President and Designate are to attend Campus Council on behalf of the PMA.

4.4.1. The President shall preside at all meetings of the organization when present, shall chair the Executive Committee, and shall be responsible for the operations of the organization and for the supervision of all assigned and/or delegated duties.

4.4.2. The **1st** Vice-President is the principal assistant to the President and shall assume the duties of the President when called upon to do so. The **1st** Vice-President shall be responsible for all activities relating

to membership of the PMA, and shall carry out such other duties as may be assigned. On June 1 of each year, the incumbent 1st Vice-President may become the President of the Association.

4.4.3. The 2nd Vice-President shall assume the duties of 1st Vice President when called upon to do so.

4.4.4. The President, Secretary-Treasurer or PMA Membership Services Assistant, must approve any financial transaction of the organization following the *Procurement of Materials and Services/ Authorization to Spend Procedure*.

4.4.5. The Secretary-Treasurer shall be responsible for the collection of fees and the maintenance of all records of a financial nature. In the absence of the PMA's Membership Services Assistant, the Secretary-Treasurer shall act as the recording secretary. All cheques shall be signed by two of the three signing officers (President, Vice-President(s), and Secretary-Treasurer).

The Secretary-Treasurer shall present an audited statement of the PMA's financial position to the membership at the Annual General Meeting.

4.4.6. The President, in consultation with the Executive, will be responsible for organizing an annual planning retreat.

By-law 5 – Meetings

5.1. Unless otherwise directed by the Executive Committee of the PMA, an Annual General Meeting of dues paying members of the PMA shall be held within the six weeks preceding May 31st. The business of the Annual Meeting shall include, but not be limited to: election of officers for the year; annual reports of the officers, the chairs of PMA committees and the PMA representatives on university committees; setting of membership fees for the coming year; review of the proposed budget for the coming year; consideration of any proposed amendments to the bylaws of the PMA. For the Annual Meeting, members shall be notified of the time, place and agenda three weeks prior to the date of the meeting.

5.2. Special Meetings shall be held at the call of the Executive Committee or upon petition (stating reason for the request) by not less than ten percent of the membership. As much notice as possible will be given to members regarding the time, date, place and agenda of Special Meetings, with a minimum of 1-2 business days to be given. Twenty percent of the members shall constitute a quorum.

By-law 6 - Committees

6.1. There shall be Standing Committees for Personnel Policies; Negotiations; Professional Development; Membership Engagement; and Support and Equity. Committee membership will be voluntary and shall be approved by the Executive Committee. All Committees shall have at least one member.

6.2 The Chairs of Standing Committees shall be selected by the Standing Committee, subject to approval by the Executive Committee. The Chairs of Standing Committees shall be responsible,

although not necessarily as organizers, for the provision of workshops, seminars, research and reports within their area of responsibility. They shall hold discussions with the university administration on behalf of the PMA in the areas of responsibilities of their respective committees.

- 6.3. Special Committees may be created as the Executive Committee from time to time as it deems necessary to carry on the work of the PMA. The President shall appoint all committee members to these committees except when other provisions of their selection are laid down in the bylaws or in the resolution creating the committee.
- 6.4. Committees shall meet at least once every six months. The number and schedule of meetings shall be determined by Committee Chair(s) except where other meeting schedules or requirements are laid down in the bylaws or in the resolution creating the committee.
- 6.5. A committee member may be removed by a majority vote of the Committee in consultation with the president. Where a Committee wishes to remove a member it must provide the committee member in question the opportunity to address the Committee and the President and at least one meeting's notice of any upcoming vote to remove.
- 6.6. Where a committee member is removed they may appeal their removal to the Executive Committee. The committee member in question will be given the opportunity to address the Executive Committee. The outcome of the appeal will be determined by a majority vote of the Executive Committee. Where an Executive Committee member has been removed a general membership meeting will be convened for the purpose of hearing any appeals. The Executive committee member in question will be given the opportunity to address the membership and the outcome of the appeal will be determined by a majority vote of the general membership.

By-law 7 — Rules of Order

7.1. The rules contained in the **most** current edition of *Robert's Rules of Order Newly Revised* shall govern all deliberations of the PMA unless they are in conflict with these bylaws or any special rules the PMA may adopt.

By-law 8 – Amendments

8.1. These bylaws may be amended at any Annual Meeting by a two-thirds vote of the regular members present and voting provided that 21 days written notice has been given by the Executive Committee to all regular members.

Appendix A

Job Classifications Eligible for Membership in PMA.

Salary Level 13 and above
Computer Services 2 and above
Technical 7 and above
Research Scientist

(UPDATED – May 7, 2019)