

**THE  
CONSTITUTION**

**OF**

**THE WEST INDIES GROUP**

**OF**

**UNIVERSITY TEACHERS**

THE  
C O N S T I T U T I O N  
of  
THE WEST INDIES GROUP OF UNIVERSITY TEACHERS

**NAME**

Article 1: The name of the Union shall be: THE WEST INDIES GROUP OF UNIVERSITY TEACHERS (ST. AUGUSTINE) (hereinafter referred to as 'the Union').

**PLACE OF MEETING**

Article 2: The place of meeting for the business of the Union shall be the University of the West Indies (UWI) Campus, St. Augustine, or such other place as the Executive Committee may from time to time advise; all notices and communications may be addressed to the Union at UWI, St. Augustine.

**OBJECTS**

Article 3: The Union is established for the following objects:-

- (a) to promote the welfare of the University of the West Indies and its teaching, research, library and senior administrative staff who are members of the Union;
- (b) to regulate the relations between the members and the employer in connection with the terms and conditions of service of its members;
- (c) to attempt the settlement of all disputes between its members and their employers concerning all aspects of the employment of its members, and or

such disputes of a professional nature which may arise between its members from time to time.

#### MEMBERSHIP

Article 4: Membership shall be open to all full-time members of the Academic and Senior Administrative Staff of the University of the West Indies, St. Augustine, and members of the Library Staff from the grade of Senior Library Assistant and above.

- Article 5: (a) There shall be an annual subscription payable by each member. The amount shall be decided by a simple majority of members present and voting at any Annual General Meeting or at any General Meeting of the Union. The subscription period shall run from the beginning of October in one year to the end of September in the next year.
- (b) Staff joining during the third term of the year or after would be required to pay 50% of the subscription.

- Article 6: (a) If any member's annual subscription is in arrears for more than one year his or her membership shall be deemed to have lapsed.
- (b) Any member may resign at any time by writing to the Secretary to that effect.
- (c) Any member who resigns is contracted to pay the full membership fee for the year and is therefore not entitled to any refund, nor may the member withhold any part of the subscription for that year.

#### CO-OPERATION

Article 7: The Union may consult from time to time with the West Indies Group of University

Teachers at Mona and Cave Hill and agree on a common policy whenever this is possible and necessary. The Union may also associate, affiliate or align itself with any other body or organisation within or outside the University of the West Indies, in furtherance of the objects of the Union herein before provided. Provided however, that such association, affiliation or alignment must be approved by a majority vote of the members of the Union present at a duly summoned general meeting of the membership of the Union.

#### EXECUTIVE COMMITTEE

Article 8: There shall be an Executive Committee of the Union responsible for carrying out the policies of the Union. Each member thereof shall be a trustee of the Union so long as he continues to be a member of the said Committee and financial member of the Union.

Article 9: The Executive Committee shall consist of the following members:-

- (a) President
- (b) Vice President
- (c) Secretary
- (d) Treasurer
- (e) Seven other members.

Article 10: Each committee member shall be elected for a period of one year and shall be eligible for re-election. The entire committee or any member or members thereof may be removed during their term of office if a majority of those present and voting at any General Meeting convened for that purpose so agreed.

Article 11: The Executive Committee may act notwithstanding any vacancy which may arise and shall have power to co-opt members to fill any such vacancy until the next Annual General Meeting.

Article 12: A quorum for a meeting of the Executive Committee shall be five members.

Article 13: The Secretary shall convene a meeting of the Executive Committee if a member of the said Executive Committee so requests. Such a meeting must be convened within two weeks from the date of such request, and the Secretary shall take all reasonable steps to ensure that all Committee members receive notice of any such meeting.

Article 14: If the President of the Union is absent from any meeting of the Executive Committee, then the Vice President shall be the Chairman of the meeting; if the Vice President is also absent, then the members at the meeting may choose one of their members to be the President of the meeting.

Article 15: Questions arising at any meeting of the Executive Committee shall be decided by a majority of the votes of those present and voting. The President shall have no right to vote except in the case of an equality of votes when he shall have a casting vote.

Article 16: A resolution in writing signed by all the members of the Executive Committee signifying agreement shall be as valid and effectual as if it had been passed at a meeting of the Executive Committee duly convened and constituted.

Article 17: The Executive Committee may exercise all such powers and do all such things as may be exercised or done by the Union and are not hereby expressly required to be exercised or done by the Union in General Meeting. This shall be subject to any regulations made by the Union in General Meeting except that no such regulations shall invalidate any prior act of the Executive Committee.

Article 18: Without prejudice to the scope of the general powers conferred by the last preceding article, it is expressly declared that the Executive Committee shall have the following powers:

- (a) to use any monies belonging to the Union for the effective administration of the affairs of the Union, provided that donation from union money to any organisation must be authorised by a majority vote at a General Meeting of the Union.
- (b) To institute, conduct, defend, settle or abandon any legal proceedings by or against the Union or its officers or otherwise concerning the affairs of the Union.
- (c) To give receipts, releases and other discharges for money payable to the Union.
- (d) To determine who shall be entitled to sign on the Union's behalf bills, notes, receipts, acceptances, endorsements, cheques, releases, contracts and documents.
- (e) To establish a grievance procedure and to appoint a grievance officer who shall be responsible to the Executive Committee for processing employment grievances of the members of the Union.

Article 19: All monies belonging to the Union shall be paid to the Union's bankers to an account to be opened in the name of the Union. Cheques on the Union's bankers shall be signed by such person or persons as the Executive Committee may from time to time appoint for that purpose. The Union's bankers shall be determined by the Executive Committee.

Article 20: The Executive may delegate any of its powers to sub-committees consisting of such member or members of its body as it thinks fit. Any such sub-committee shall, in the exercise of the powers so delegated, conform to any regulations that may be imposed on it by the Executive Committee.

Article 21: The Executive Committee may establish advisory sub-committees consisting of such members of the Union as it thinks fit.

### SECRETARY

Article 22: The duties of the Secretary of the Executive Committee shall be:-

- (a) To keep a register with the names of all members of the Union, such register to be open to members for inspection.
- (b) To attend to all correspondence and assist generally in carrying out the objects of the Union.
- (c) To keep the Minutes of all Meetings of the Union in Committee or otherwise. A list of the members present at a meeting shall be set out at the head of the Minutes of each Meeting.
- (d) To convene General Meetings of the Union.
- (e) To deliver a copy of this Constitution to a member within 21 days of the acceptance of his/her application for membership.

### MEETINGS

Article 23: There shall be an Annual General Meeting of the Union normally in November but in any event not later than the last day of the first term of the Academic year.

Article 24: The Annual General Meeting shall be for the

## Purpose of:-

- (a) Receiving the reports of the Executive Committee.
- (b) Receiving the yearly Statement of Accounts.
- (c) Electing members of the Executive Committee for the ensuing year.
- (d) Considering and if necessary taking action upon any business or motion of which due notice shall have been given.

Article 25: Written notice specifying the place, date and time of the Annual General Meeting, and its agenda, shall be sent to members at least one week in advance of the said meeting.

Article 26: All other meetings of the Union shall be called General Meetings.

Article 27: Written notice of any General Meeting specifying the place, date and time of Meeting and the subject or subjects thereof shall be sent to members at least one week in advance of the said meeting; except that in time of emergency, the length of such notice shall be in the discretion of the Executive Committee but in any case shall not be less than one clear day.

Article 28: All General Meetings shall be called either:-

- (a) at the direction of a previous General Meeting; or
- (b) forthwith at the written request of ten members; or
- (c) as deemed advisable by the Executive Committee.



Article 29: Fifteen members present shall constitute a quorum for a General Meeting and no business shall be transacted at any such meeting unless the requisite quorum shall be present at the commencement of the business.

Article 30: Only fully paid up members of the Union or those who have contracted to pay their current subscriptions by authorising in writing its deduction from salary, shall be entitled to vote at any General Meeting. Attendance of non-members at any meeting of the Union is at the discretion of the Chairman of the meeting.

Article 31: At General Meetings, unless a majority of members present and voting object, the Chairman of the meeting shall be the President of the Union or in his absence the Vice President. If both these officers are absent, then the Chairman of the meeting shall be such other member of the Executive Committee as the majority of members present and voting elect or failing that any member whom they elect in the manner aforesaid.

Article 32: If the quorum requisite for a General Meeting is not present within three-quarters of an hour from the time appointed for the meeting:

- (a) if it is an Annual General Meeting, it shall stand adjourned to the same day in the next week at the same time and place and if at such adjourned meeting a quorum is not obtained those members who are present shall be a quorum and may transact the business for which the Meeting was called;
- (b) if a General Meeting, it shall be dissolved.

Article 33: Every question submitted to a General

Meeting shall be decided either by a show of hands or through secret ballot at the meeting whichever method the Chairman of the meeting considers necessary and expedient in the circumstances.

Article 34: At any General Meeting a Declaration by the Chairman of the Meeting that a resolution has been carried or not carried by a particular majority or lost or not carried by a particular majority and an entry to that effect in the book of proceedings of the Association shall be conclusive evidence of the fact without proof of the number or proportion of the votes recorded in favour of or against such resolution.

Article 35: The Chairman of a General Meeting may, with the consent of the meeting, given by a majority of those voting, adjourn the same from time to time and from place to place, but no business shall be transacted at any such meeting, other than the business left unfinished at the Meeting from which the adjournment took place.

#### **DISCIPLINE**

Article 36: The Executive Committee may suspend, fine or expel a member or an officer of the Union if it finds that the member or officer is guilty of conduct seriously prejudicial to the interests of the Union. A member alleged to have so conducted himself must be summoned to a meeting of the said Executive Committee convened for that purpose. The member shall be given at least seven days notice in writing of the charges against him, the place and time of the hearing, and full opportunity of defending himself. Where the charges against the member are brought by a member of the Executive Committee such member shall not also sit as a member of the said Committee

for the purpose of hearing and deciding the charge. A member so dealt with shall have the right to appeal to the next General Meeting of the Membership of the Union. He shall inform the Secretary in writing about his intention so to appeal. At least fourteen days notice of such appeal must be given to the Secretary who shall include the matter in the agenda for the next General Meeting. At any rate, the Secretary must summon a General Meeting not later than one calendar month after receiving the communication from such member.

At the General Meeting, the member shall be given the full opportunity of putting and defending the case against him. The decision of the General Meeting on the matter shall be final and binding for all purposes.

#### **AMENDMENTS TO THE CONSTITUTION**

Article 37: Amendments to the Constitution may be made at any General Meeting of the Union or at any Emergency General Meeting convened for that purpose by assent of 2/3rds of the members present and voting. In the event of such a proposal being introduced at an Annual General Meeting, written notice of the motion of amendment must be submitted to the Secretary of the Union not later than the 20th October preceding such Annual General Meeting and the Secretary shall announce the proposal (which shall have a proposer and seconder) in the notice summoning the said Annual General Meeting.

#### **BYE-LAWS**

Article 38: The Executive Committee shall submit to the Annual General Meeting or to any General Meeting for approval such Bye-Laws as it may deem necessary for the

furtherance of the work of the Union. Notice of submission of Bye-Laws or changes therein shall be given in the notice of the meeting.

### **ACCOUNTS**

Article 39: The Executive Committee shall cause true accounts to be kept:-

- (a) of the assets and liabilities of the Union; and
- (b) of all sums of money received and expended by the Union and the matters in receipt of which such receipts and expenditure take place. The responsibility for carrying out these duties shall rest with the Treasurer. These accounts shall be open to any member of the Union for inspection within one week of the Committee receiving a written request for such an inspection.

Article 40: An Auditor shall be appointed each year by the Annual General Meeting to audit the accounts of the Union and to submit a report to the next Annual General Meeting. The books of the Union shall be open to inspection by members at any time. The Financial Year ends on the 30th September. The Meeting in making the appointment shall comply with the regulations thereto in the Trade Unions Ordinance.

### **DISSOLUTION**

Article 41: The Union may be dissolved on a resolution at the Annual General Meeting or at a General Meeting convened for that purpose if such a resolution be accepted by a two-third majority of those members present and voting; a resolution passed in a similar manner shall also determine what

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is to be done with any funds belonging  
to the Union.

Dated this        day of                    1976.