

# **West Indies Group of University Teachers, WIGUT (Jamaica)**

## **CONSTITUTION**

This constitution is currently under review. The amended version will be posted as soon as it becomes available.

### Article 1      Name

The name of the Trade Union shall be:

The **West Indies Group of University Teachers (Jamaica)**, hereinafter referred to as the **Union**. The registered office of the Union shall be situated at the Senior Common Room, University of the West Indies, Mona, and all meetings for the business of the Union shall normally be transacted at that address.

### Article 2      Membership

Membership shall be open to the following:

(a) Any person employed by the **University of the West Indies, Mona** (hereinafter referred to as the **University**) in any of the following capacities:

(i) full-time member of the Teaching Staff;

(ii) full-time Research Fellow of the University;

(iii) Warden of the University;

(iv) senior member of the Administrative Staff and Professional Staff from the grade of Assistant Registrar and above;

(v) Supervisor of Works or member of middle management;

(vi) senior member of the Library Staff from the grade of Senior Library Assistant and above;

(vii) part-time staff in any of the above categories.

(b) Tutors or other persons in categories corresponding to those in (a) above at the Norman Manley Law School.

(c) Academic and Senior Administrative staff of the Eugene Dupuch Law School in the Bahamas

(d) Any other person as may be accepted by a majority vote at a General Meeting of the Union on the recommendation of the Executive Committee.

### Article 3      Aim

It shall be the object of the Union to promote the welfare of its members, to safeguard the academic standards of the University, and to maintain conditions of service conducive to these ends.

### Article 4      Meetings

(a) There shall be an Annual General Meeting to be held no later than April 30 in every year.

(b) General Meetings may be called:

- (i) as is directed by the Annual General Meeting; or
- (ii) at the written request of ten members; or
- (iii) as is deemed advisable by the Executive Committee.

(c) Emergency General Meetings may be called:

- (i) by the Executive Committee at the written request of ten members; or
- (ii) as is deemed desirable by the Executive Committee.

(d) Special General Meetings for the purpose of elections only, as provided in Article 6(d), may be called at the written request of ten members.

(e) Notice:

(i) Notice of an Annual General Meeting or a General Meeting shall be given in writing by the General Secretary, shall contain a statement of the agenda, and shall be sent to each member at least one week prior to the date of the meeting.

(ii) Notice of an Emergency General Meeting shall be given by posting upon the Union notice board at the Senior Common Room, Mona, a notice to that effect signed by the General Secretary on the direction of the Executive Committee. Such notice shall contain a statement of the agenda, and must be posted on the said notice board at least twenty four hours prior to the time of the meeting.

(iii) Notice of a Special General Meeting shall be given by posting upon the Union notice board at the Senior Common Room, Mona, a notice to that effect at least one week before the date of the meeting.

(f) Quorum:

(i) Fifteen members shall constitute a quorum for an Annual General Meeting or a General Meeting.

(ii) Five elected members shall constitute a quorum for a meeting of the Executive Committee.

(iii) The quorum for an Emergency General Meeting shall be twenty five members.

## Article 5      Fees

There shall be an annual membership fee, the amount of which shall be decided at the Annual General Meeting.

## Article 6      Executive Committee

(a) There shall be an Executive Committee responsible for the day to day running of the Union and for carrying out the policies of the Union. The Executive Committee shall consist of the following:

(i) President, Vice-President, General Secretary, Treasurer; and

(ii) Eight members, each representing major segments of the Union's membership (eg the Faculty of Arts and General Studies, Natural Sciences, Pre-Clinical Medicine, Clinical Medicine, Social Science, the School of Education, the Library, Administration, Maintenance, and other Members);

(iii) An additional number of special secretaries on the recommendation of the Executive;

(iv) The Executive shall be empowered to co-opt additional representatives or special secretaries as the need arises, and to co-opt additional members to fill any vacancy that may occur in its ranks during its year in office.

(b) Every member of the Executive Committee shall be elected by a simple majority vote of the members present at an Annual General Meeting; a member shall be elected to hold office until the next Annual General Meeting, and shall be eligible for re-election.

(c) The Executive Committee or particular members thereof may be removed from office by a majority vote for such a motion at a General Meeting.

(d) In the event that there is no Executive Committee, or not sufficient members of the Executive Committee in office to constitute a quorum, a Special General Meeting shall be

called for the purpose only of electing an interim Executive Committee, to hold office until the next Annual General Meeting.

**Article 7**            **Functions of the Executive Committee**

(a) The President (or his nominee) shall be chairman at General Meetings or meetings of the Executive Committee. The President shall submit to the Annual General Meeting a report of the Union's activities since the preceding Annual General Meeting.

(b) The Vice-President shall assist the President in carrying out his functions and shall act as President in his absence.

(c) The General Secretary shall be responsible for taking minutes at all meetings and shall provide reasonable opportunity for their inspection by members of the Union. Along with other secretarial duties the General Secretary shall give notice of General Meetings as defined in Article 4.

(d) The functions of the Treasurer shall be:

(i) as prescribed under Section 16 of the Trade Union Law, Chapter 389 of the Laws of Jamaica;

(ii) to collect money from members and lodge the same with the bankers of the Union;

(iii) to keep the books and accounts of the Union;

(iv) to submit to the Annual General Meeting a full account of the Union's financial activities for the preceding financial year.

**Article 8**            **Trustees**

The Trustees of the Union shall consist of the President, the Treasurer and a member of the Executive Committee, nominated by the President.

**Article 9**            **Use of Funds**

The funds of the Union shall be employed in the discharge of its function or obligations. There shall be no financial benefit to any member of the Union, but such extra funds as accumulate from time to time shall be invested either in a savings account with the Union's bankers or in such other way as may be determined by the Executive.

**Article 10**      **Auditor**

- (a) An auditor shall be appointed annually at the Annual General Meeting.
- (b) Members may, at any reasonable time and upon request, inspect the books or documents of the Union.
- (c) Withdrawals from the Accounts of the Union shall be authorized upon the signature of at least two members of the trustees, including the Treasurer.

**Article 11**      **Fines and Forfeitures**

A breach of any of the existing rules of the Union may attract a fine not exceeding \$1.00 or forfeiture of membership, at the discretion of the Executive Committee.

**Article 12**      **Dissolution**

- (a) A member of the Union may at any Meeting move a motion for the dissolution of the Union. This motion for dissolution shall first be passed by a two-thirds majority of members present at this Meeting. Thereafter, the Executive Committee shall conduct a referendum on the motion which shall be carried upon the favourable vote of two-thirds the total membership of the Union.
- (b) Upon dissolution of the Union, the Executive Committee shall summon a General Meeting of members. At this meeting, the members shall by a simple majority vote determine how the funds of the Union shall be disposed.

**Article 13**      **Amendments**

- (a) Amendments to the Constitution may be made only at Annual General Meeting by the assent of at least two-thirds of the members present.
- (b) Notice of Motion for the amendment of the Constitution shall be given on the notice announcing the meeting.
- (c) Members wishing to submit motions for the amendment of the Constitution shall submit such motions in writing (with signatures of proposer and seconder) to the General Secretary of the Union not less than twenty one days prior to the date of the Meeting.

## **Article 14      Bye-Laws**

The Executive Committee shall submit to a General Meeting for approval such Bye-Laws as it may deem necessary for the furtherance of the work of the Union.

### **Appendix 1 - Bye-Law**

Bye-Law 1 - on donations:

The Executive may make donations that promote the aims and objects of the Union, provided that in any one year the total donations made by the Executive shall not exceed ten (10) per cent of the subscriptions received in the immediately preceding accounting year.

### **Appendix 2 - Guidelines to the Executive**

The following decision of an Annual General Meeting has the effect of a direction to the Executive Committee, until such time as it may be altered by a General Meeting:

That the Executive may, at its discretion, issue statements on matters of public concern.