

WEST INDIES GROUP OF UNIVERSITY TEACHERS

W I G U T (JAMAICA)

CONSTITUTION

ARTICLE 1 - NAME

- 1.1 The name of the Trade Union is: The West Indies Group of University Teachers (Jamaica) ('the Union').
- 1.2 The Registered Office of the Union is the Senior Common Room, The University of the West Indies, Mona, Kingston 7 and all meetings for the business of the Union shall normally be transacted at that address.

ARTICLE 2 - PURPOSES

- 2.0 The purposes of the Union are to:
- 2.1 Promote the welfare and interests of The University of the West Indies' ('the University') Academic, Senior Administrative, and Professional staff;
 - 2.2 Regulate the employment relationship between Union members and the University;
 - 2.3 Promote the welfare of its members by securing conditions of service conducive to the highest professional standards, which will make it possible for them to give the best possible professional service;
 - 2.4 Defend the professional integrity of its members and their academic freedom;
 - 2.5 Secure for its members the opportunity to participate actively at all levels in the formulation of policies which affect the standard of service offered by the University; and
 - 2.6 Affiliate with national, regional, and international organizations for the advancement of the interests of the members of the Union.

ARTICLE 3 - MEMBERSHIP

- 3.0 Membership shall be open to the following:

- 3.1 Any person employed by The University of the West Indies, Mona Campus, the University Centre, the Open Campus (in Jamaica, and in other countries served by the UWI excluding Trinidad and Tobago and Barbados) in any of the following capacities:
 - 3.1.1 Full-time members of the Academic Staff including Research Fellows, Research Assistants, Instructors and Teaching Assistants;
 - 3.1.2 Senior members of the Administrative Staff from the grade of Assistant Registrar and above;
 - 3.1.3 Professional Staff;
 - 3.1.4 Part-time staff in any of the above categories;
 - 3.1.5 And any other category of staff within the University that might, from time to time, seek representation by the Union;
- 3.2 Tutors or other persons in categories corresponding to those in 3.1 above at the Norman Manley Law School;
- 3.3 Any other group as may be accepted by a majority vote at a General Meeting of the Union on the recommendation of its Executive Committee;
- 3.4 Centre for Hotel and Tourism Management;
- 3.5 The School of Clinical Medicine and Research in the Bahamas.

ARTICLE 4 - FEES

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

ARTICLE 5 - ORGANIZATIONAL STRUCTURE

- 5.0 The structure and the main organs of the Union shall be:
 - 5.1 The Annual General Meeting, in which the supreme authority of the Union is vested;
 - 5.2 The Executive Committee, comprising such members as determined in accordance with this Constitution;
 - 5.3 Branches;
 - 5.4 Standing Committees;

5.5 Such other committees, organs or structures as may be decided upon by a General Meeting for the better achievement of the objectives of the Union.

ARTICLE 6 - MEETINGS

6.0 Notices of Meetings as provided for under this Constitution shall be in writing, shall contain a statement of the agenda, and shall be distributed electronically to each member of the Union. Such notices shall also be posted on the Union notice board at the Senior Common Room and shall be signed by the General Secretary. Except for the Annual General Meeting, all other meetings shall only deal with matters for which they have been convened.

6.1 The Annual General Meeting is the highest policy making authority of the Union and shall be held no later than April 30 in every year;

6.1.1 The Annual General Meeting shall:

6.1.1.1 Elect, and ratify the election of, the Officers and the Executive of the Union;

6.1.1.2 Receive and consider reports on the activities and the audited financial accounts of the Union for the period since the previous Annual General Meeting;

6.1.1.3 Consider and determine the budget and activities of the Union for the period until the next Annual General Meeting;

6.1.1.4 Consider resolutions from the Members, Branches, Sections and Executive Committee;

6.1.1.5 Consider and determine any other matters relating to members of the Union;

6.1.1.6 Amend the Constitution of the Union.

6.1.2 Notice of an Annual General Meeting shall be given 21 days prior to the date of the meeting;

6.1.3 Thirty members shall constitute a quorum for an Annual General Meeting.

6.1.4 In between Annual General Meetings, other meetings as provided for under the Constitution may be called to consider specific matters that arise outside of the Annual General Meeting and that require the endorsement of the members of the Union;

6.2 General Meetings may be called:

6.2.1 As is directed by the Annual General Meeting; or

6.2.2 At the written request of ten members; or

6.2.3 As is deemed advisable by the Executive Committee;

6.2.4 Notice of a General Meeting shall be given at least 21 days prior to the date of the meeting;

6.2.5 Thirty members shall constitute a quorum for a General Meeting.

6.3 Special General Meetings may be called:

6.3.1 By the Executive Committee, or at the written request of ten members of the Union;

6.3.2 Notice of a Special General Meeting shall be given seven days prior to the date of the meeting;

6.3.3 Thirty members shall constitute a quorum for a Special General Meeting.

6.4 Emergency General Meetings may be called:

6.4.1 By the Executive Committee;

6.4.2 By the Executive Committee at the written request of ten members of the Union;

6.4.3 Notice of an Emergency General Meeting shall be given no later than 24 hours prior to the time of the meeting;

6.4.4 Thirty members shall constitute a quorum for an Emergency General Meeting.

6.5 Provided that a quorum is not obtained at the first summoning of a General Meeting, a Special General Meeting or an Emergency General Meeting, any number present at the next meeting duly called 7 days after, shall constitute a quorum.

ARTICLE 7 - EXECUTIVE COMMITTEE

7.0 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.

7.1 The Executive Committee shall consist of the following:

7.1.1 President;

7.1.2 Vice-Presidents;

7.1.3 General Secretary;

7.1.4 Assistant General Secretaries;

7.1.5 Treasurer;

7.1.6 Assistant Treasurer; and

7.1.7 Grievance Officer;

7.1.8 Members representing major segments of the Union's membership as from time to time determined by the Executive Committee.

7.1.8.1 The following are the approved segments of the Union membership, with each segment having at least one representative:

7.1.8.1.1 University Centre;

7.1.8.1.2 Faculty of Humanities and Education;

7.1.8.1.3 Faculty of Law;

7.1.8.1.4 Faculty of Medical Sciences;

7.1.8.1.5 Faculty of Science and Technology;

7.1.8.1.6 Faculty of Social Sciences;

7.1.8.1.7 Library;

7.1.8.1.8 Maintenance Services (Estate Management);

7.1.8.1.9 Mona Campus Administration;

7.1.8.1.10 Mona Information and Technology Services;

7.1.9 An additional number of chairpersons of the Standing Committees (See Article 9) on the recommendation of the Executive;

7.1.10 One member representing the Mona Campus in Western Jamaica (WJC);

7.1.11 One member from the Open Campus, Jamaica, and one representing other countries served by the UWI, excluding Trinidad and Tobago and Barbados;

7.1.12 One member representing the CHTM and the School of Clinical Medicine in the Bahamas;

7.1.13 One member representing the Norman Manley Law School.

- 7.2 Each member of the Executive Committee should be elected or endorsed normally by a simple majority vote of the members present at an Annual General Meeting;
- 7.3 The Executive Committee may appoint additional members as it sees fit, or to fill any vacancy that may occur in its membership during the year;
- 7.4 Ex-officio members may be co-opted as members of the Executive on the recommendation of the President to the Executive Committee;
- 7.5 The term of office of a member of the Executive Committee shall be until the next Annual General Meeting, but such member shall be eligible for re-election;
- 7.6 Members of the Executive Committee may be removed from office by a majority vote at a General Meeting;
- 7.7 In the event that there are not sufficient members of the Executive Committee in office to constitute a quorum following the acceptance of such a motion, a Special General Meeting shall be called by the President or the General Secretary for the purpose only of electing an interim Executive Committee, to hold office until the next Annual General Meeting;
- 7.8 Five elected members shall constitute a quorum for a meeting of the Executive Committee.

ARTICLE 8 - BRANCHES

- 8.0 The Union is comprised of six Branches, determined on the basis of the existence of separate collective agreements;
- 8.1 Except for the Mona Campus, each Branch shall be represented by at least one member, who normally should be elected or endorsed each year at the Annual General Meeting;
- 8.2 There are six approved Branches representing the following sections:
- 8.2.1 Mona Campus (inclusive of WJC);
 - 8.2.2 University Centre;
 - 8.2.3 Open Campus – Jamaica;
 - 8.2.4 Open Campus – in other countries served by the UWI, excluding Trinidad and Tobago and Barbados;
 - 8.2.5 Mona Campus in the Bahamas;
 - 8.2.6 Norman Manley Law School.
- 8.3 The organization and functioning of each Branch shall be the responsibility of the members of the Branch.

ARTICLE 9 - STANDING COMMITTEES

9.0 There shall be Standing Committees to assist the Executive with the work of the Union.

9.1 These Committees shall include:

9.1.1 Elections Committee;

9.1.2 Negotiations Committee;

9.1.3 Finance and Investment Committee;

9.1.4 Grievance Committee;

9.1.5 Membership Committee;

9.1.6 Pension Committee;

9.1.7 Professional Development Committee;

9.1.8 Public Relations Committee;

9.1.9 Any other Committee which the Executive Committee establishes from time to time for the better functioning of the Union.

9.2 The Chairperson of a Standing Committee shall be a member of the Executive Committee.

ARTICLE 10 - OFFICERS OF THE UNION

10.0 The Officers of the Union shall be:

10.1.1 President;

10.1.2 Vice-Presidents (2);

10.1.3 General Secretary;

10.1.4 Assistant General Secretaries (2);

10.1.5 Treasurer;

10.1.6 Assistant Treasurer;

10.1.7 Grievance Secretary.

10.2 Each year there shall be an election of two members to the office of Vice-President.

10.3 The Officers of the Union shall form the Management Committee and shall be responsible for the day-to-day activities of the Union between meetings of the Executive Committee.

10.3.1 Ex-officio members of the Executive shall also be members of the Management Committee.

ARTICLE 11 - FUNCTIONS OF OFFICERS OF THE UNION

11.1 The President (or his or her nominee) shall be chairperson at Meetings defined in Article 6 and 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;

11.2 The Vice-Presidents shall assist the President in carrying out his or her functions and a Vice-President shall act as President in his or her absence;

11.3 The General Secretary shall be responsible for taking minutes of meetings as provided for under the Constitution 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 the meetings provided for under the Constitution.

11.4 The Assistant General Secretary shall:

11.4.1 Assume the duties of General Secretary when the position is vacant or the General Secretary is absent;

11.4.2 Carry out such other duties as the President may assign.

11.5 The functions of the Treasurer shall be as prescribed under Section 16 of the Trade Union Law, Chapter 389 of the Laws of Jamaica:

11.5.1 Collect money from members and lodge the same with the bankers of the Union;

11.5.2 Keep the books and accounts of the Union;

11.5.3 Submit to the Annual General Meeting a full account of the Union's financial activities for the preceding financial year.

11.6 The Assistant Treasurer shall:

11.6.1 Assume the duties of Treasurer when the position is vacant or the Treasurer is absent;

11.6.2 Carry out such other duties as the President may assign.

ARTICLE 12 - TRUSTEES

- 12.0 The Trustees of the Union shall consist of the President, the Treasurer, and a member of the Executive Committee nominated by the President and approved by the Executive Committee;
- 12.1 The Trustees may be appointed for the purpose of having any property of the Union, real or personal, vested in them in trust for members of the Union;
- 12.2 The period of appointment of such Trustees shall be in the discretion of the Executive Committee, which shall also have the power to remove a Trustee from office.
- 12.3 At the time that any property is vested in the Trustees, they shall be required to execute a declaration of trust.

ARTICLE 13 - USE OF FUNDS

- 13.0 The financial year of the Union shall be from January to December;
- 13.1 The funds of the Union shall be used solely for the purpose of carrying out the purposes of the Union as defined in Article 2 above and in the discharge of its functions and obligations;
- 13.2 There shall be no direct financial benefit to any individual member of the Union;
- 13.3 The portion of the funds which is not required for immediate expenses shall be invested in such manner as may be directed by the Executive Committee;
- 13.4 The bankers of the Union shall be such as enjoy public confidence and shall be chosen upon the recommendation of the Executive Committee.

ARTICLE 14 - ACCOUNTS

- 14.0 The books and accounts of the Union shall be audited annually by persons appointed or engaged by the Annual General Meeting.
- 14.1 The audited statement shall be submitted for consideration at the Annual General Meeting.
- 14.2 The roll of members and other books of the Union shall be made available for inspection by any financial member on application to the General Secretary and on giving not less than fourteen (14) days' notice. The General Secretary will have a maximum period of fourteen (14) days to produce such records. Such inspection shall be carried out with due regard to the security of the property of the Union and to the expedition of its business, but in any case allowing reasonable facility for such inspection.
- 14.3 Withdrawals from the accounts of the Union shall be authorized upon the signatures of two officers, including the Treasurer.

ARTICLE 15 - TERMINATION OF MEMBERSHIP

15.1 Any member whose subscription is two (2) months in arrears shall not be allowed a vote at any meeting of the Union.

15.2 Any member whose subscription is four (4) months in arrears shall cease to be a member of the Union and the name of that member shall be removed from the roll of members; but on payment of a readmission fee (payment of arrears) the member shall be re-instated.

15.3 Membership shall be terminated by voluntary resignation in writing to the General Secretary.

ARTICLE 16 - LIABILITY

16.0 Only the Union's properties shall be considered as a warrant for financial liability.

ARTICLE 17 - AFFILIATION

17.0 The Union may affiliate with international, national, and regional organizations for the advancement of the interests of its members. Such affiliation or disaffiliation shall be subject to a vote of the members of the Executive Committee.

ARTICLE 18 - DISSOLUTION

18.0 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.

18.1 Upon the decision to dissolve 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 19 - AMENDMENTS

19.0 Amendments to the Constitution may be made only at an Annual General Meeting by the assent of at least two-thirds of the members present;

19.1 Notice of Motion for the amendment of the Constitution shall be given in writing to the General Secretary;

19.2 Such notice shall be publicized by the General Secretary with the notice announcing the meeting;

19.3 Members wishing to submit motions for 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 28 days prior to the date of the Meeting.

ARTICLE 20 - BYE-LAWS

20.0 The Executive Committee shall submit to a General Meeting for approval such bye-laws as may be deemed necessary for the furtherance of the work of the Union.

ARTICLE 21 - WELFARE OR BENEVOLENT FUND

21.1 The Union shall operate a Welfare or Benevolent Fund to assist members who may find themselves in distress through no fault of their own.

21.2 A contribution of 2% of salary shall be paid voluntarily to the fund by members, upon request by the Union, via payroll deduction.

21.3 All members of the Union shall be informed of the purpose and time of the deduction following the decision of the Executive Committee. The percentage contribution shall only be changed by the Annual General Meeting.

21.4 The Executive Committee shall be responsible for the administration and rules of the Fund.

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 accounting 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 Committee may, at its discretion, issue statements on matters of public concern.