

## **Bylaws**

Complementing the APUO Constitution, the Bylaws specify the rules governing the life and operation of the Association.

### **Article 1 – Object**

These rules, established in accordance with the Association's Constitution, constitute the Association's general administrative rules.

### **Article 2 – Languages**

2.1 All official minutes of the Association, shall be available in both French and English.

2.2 When a collective agreement or memorandum of settlement related thereto is presented to the membership for ratification, each clause shall be submitted in the language in which it was drafted during negotiations.

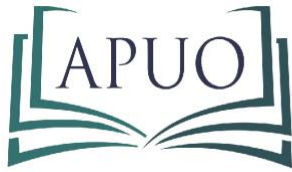
2.3 The French and English texts of the Constitution and Bylaws are equally authentic.

### **Article 3 – Affiliations**

3.1 Affiliated with various organisations, the Association plays a full part in affiliated activities and responsibilities. Its members participate in the life of these organisations at all levels.

3.2 The Board of Directors shall be consulted of any proposal for APUO membership of external organisations and shall decide on the matter.

3.3 Official representatives of the Association to organisations it is affiliated with shall be appointed by the Executive Committee. An appointment takes effect immediately, subject to approval by the Board of Directors at its first meeting following the appointment. A representative's term shall be for a period determined by the Executive Committee and shall be renewable without limit. A representative's appointment may be terminated by, and at the discretion of, the Executive Committee, upon presentation of grounds, subject to approval by the Board within 10 working days following the termination.



#### **Article 4 – Membership**

4.1 Retired members retain the right to participate in, and vote on matters of, the Association, subject to the limitations listed below:

- (a) Retired members shall not participate in the deliberations or voting concerning fees or matters related to a current, proposed, or future Collective Agreement.
- (b) Retired members are eligible for membership on the Collective Bargaining Committee, where they may take part in deliberations without voting rights.
- (c) Retired members are not eligible for membership on the Executive Committee, nor may they participate in the nomination or voting process with respect to Executive Committee elections.
- (d) Retired members are eligible for membership on the Board of Directors as representing an electoral unit established for retired members.

#### **Article 5 – General Assembly**

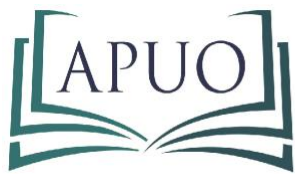
5.1 The Association's General Assembly shall be held at a location, with the date and time determined by the Executive Committee.

5.2 All members must receive the notice of the General Assembly at least 10 working days before the date of the meeting.

5.2.1 The non-receipt of a notice shall not invalidate any meetings unless there is bad faith by the Association.

5.3 The presence of 50 regular members, including the Chair, constitutes a quorum for any General Assembly.

5.3.1 In the event a General Assembly lacks quorum, the Board of Directors is authorized to address urgent matters and shall report back to the membership on its actions at the next General Assembly. Such actions shall be considered valid notwithstanding any decision or resolution made at a subsequent General Assembly.



5.4 The agenda for the General Assembly is set by the Executive Committee. When the Board of Directors or at least 10 members request that a particular item be included on the agenda, it is automatically added, provided that the request is submitted at least 7 working days before the scheduled date of the General Assembly. The agenda, which is finalised by the general meeting at the start of its proceedings, must include the items added by the Board of Directors, as well as those requested by at least 10 members.

5.5 To enable members to deliberate promptly, the Executive Committee is required to communicate the agenda and the various preparatory reports relating thereto 5 working days before the scheduled date of the General Assembly.

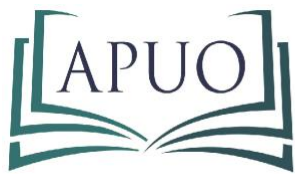
5.6 The General Assembly receives the President's report presented by the President. It also receives the Treasury report, presented by the Treasurer. It hears the various reports relating to the items on the agenda, discusses them and votes on the resolutions. Finally, it may deal with items not on the agenda if their consideration proves urgent and necessary.

5.6.1 If a question is raised without prior notice, the Chair shall decide on the urgent and necessary nature of the proposal. The decision of the Chair may be challenged and overturned. Approval of a motion to overrule requires a two-thirds vote of the members present and voting.

5.7 In general, voting is done by members, by a show of hands or, in the event of a dispute, by recorded division. Proxy voting is not permitted. However, as an exception, this principle may be waived in the case of a documented reason related to a documented accommodation based on grounds provided for in the Ontario Human Rights Code, whereby the member is unable to attend the General Assembly in question. The request must be made 4 working days before the meeting. In any case, proxy voting may only be used on items on the agenda circulated with the notice.

5.7.1 Unless otherwise specified in the Constitution or Bylaws, and except for procedural matters, resolutions shall be adopted by a majority of the votes cast by the members present. The Chair shall only vote in the event of a tie, in which case the Chair shall have the deciding vote.

5.8 Each General Assembly of the Association shall be presided by a Chair. The President, or a member designated by the President, shall chair the General Assembly.



5.9 A request for an Extraordinary General Assembly must specify the nature of the business to be conducted and any notices of motion to be deliberated. Notice and agenda for an Extraordinary General Assembly must be sent to members at least 5 working days in advance of the meeting.

## **Article 6: Board of Directors**

6.1 The Board of Directors is composed of elected members and members of the Executive Committee (ex officio), to ensure effective representation of the various academic units within the faculties and to ensure that it is sufficiently operational.

6.1.1 To this end, the number and distribution of representatives to the Board of Directors will be determined as needed, but at least every 5 years, in the following manner:

- (a) For academic units with 20 or more members, the number of representatives shall be calculated by dividing the total number of members in the unit by 25 and rounding to the nearest whole number.
- (b) Any academic unit with fewer than 20 members shall be combined with one or more small units within the same faculty to collectively elect one representative.
- (c) The composition of combined units shall be reviewed by the Nominations and Elections Committee to ensure fair representation as membership number change.

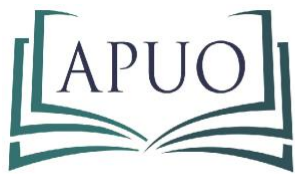
6.1.2 Representatives are elected by the members of the electoral unit they represent. A representative of a unit must be a member of that unit.

6.1.3 The term of office for representatives is two years, starting on 1 July following the election. Terms of office are staggered.

6.2 The Board of Directors is convened by the President. All members of the Board of Directors must receive notice of the meeting at least 10 working days before the date of the meeting.

6.2.1 Failure to receive a notice of meeting shall not invalidate any meeting, except in cases of bad faith on the part of the Association.

6.3 The presence of one-third of the members of the Board of Directors, excluding its Chair, constitutes a quorum for any meeting of the Board of Directors.



6.4 The agenda for the board meeting is set by the President. When the Executive Committee or at least 5 members of the Board of Directors request that a particular item be included on the agenda, it is automatically added, provided that the request is submitted at least 7 working days before the scheduled date of the meeting of the Board of Directors. The agenda, which is finalised by the Board of Directors at the start of its proceedings, must include the items added by the Executive Committee, as well as those requested by 5 members of the Board of Directors.

6.5 To enable members to deliberate in a promptly, the President is required to communicate the agenda and the various preparatory reports relating thereto 5 working days before the scheduled date of the meeting of the Board of Directors.

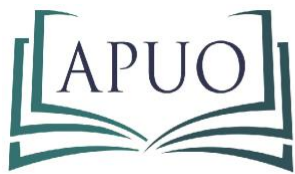
6.6 The Board of Directors receives the President's report presented by the President. It also receives the Treasury report presented by the Treasurer. It hears the various reports relating to the committees and items on the agenda, discusses them and votes on resolutions. Finally, it may deal with items not on the agenda if their consideration proves urgent and necessary.

6.6.1 If a question is raised without notice, the Chair shall decide on the urgent and necessary nature of the proposal. The decision of the Chair may be challenged and overturned. Approval of a motion to overrule requires a two-thirds vote of the members present and voting.

6.7 In general, voting is done by members, by a show of hands or, in the event of a dispute, by recorded division. Proxy voting is not permitted. However, as an exception, this principle may be waived in the case of a documented reason related to a documented accommodation based on grounds provided for in the Ontario Human Rights Code, whereby the member is unable to attend the meeting of the Board of Directors in question. The request must be made 4 working days before the meeting. In any case, proxy voting may only be used on items on the agenda circulated with the notice.

6.7.1 Unless otherwise specified in the Constitution or Bylaws, and except for procedural matters, resolutions shall be adopted by a majority of the votes cast by the members present. The Chair shall only vote in the event of a tie, in which case the Chair shall have the deciding vote.

6.8 Each meeting of the Board of Directors shall be presided by a Chair. The President, or a member designated by the President, shall chair the Board of Directors.



6.9 A request to convene an extraordinary meeting of the Board of Directors must specify the nature of the issues to be addressed and any motions to be debated. It may be convened by decision of the Executive Committee, or at the written request of 10 members of the Board of Directors. The notice and agenda for an extraordinary meeting of the Board of Directors must be sent to the members of the Board of Directors at least 5 working days before the meeting.

6.10 Election of representatives to the Board of Directors shall follow the following procedures:

6.10.1 The Nomination and Elections Committee shall oversee soliciting and receiving nominations, and organising and conducting elections, for representatives to the Board of Directors from the electoral units. Elections shall be either by postal ballot or virtual ballot, at the discretion of the Nominations and Elections Committee.

6.10.2 Nominations must be submitted in written form, including both the consent of the nominee and the support of a regular member of the Association. A member is eligible to file their nomination only for the electoral unit to which they belong.

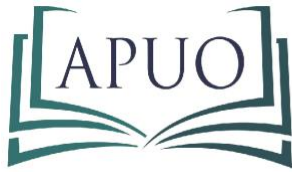
6.10.3 In the case of a single nominee for an office, they will be elected by acclamation. If there are multiple nominees for an office, an election will take place.

6.10.4 To fill any vacancy on the Board of Directors due to resignation, removal, or failure to elect, the Nomination and Election Committee shall fill the vacancy by holding a by-election. Nominations shall be solicited within 20 working days of the occurrence of a vacancy. If no nominations are received during the nomination period, but a member is later nominated to serve for the remainder of the term, a by-election shall be organised at that time.

6.10.5 Should any irregularities occur in the election of representatives to the Board of Directors, the Nomination and Elections Committee shall take appropriate action to address them.

## **Article 7 – Executive Committee**

7.1 The Executive Committee is responsible for the ongoing management of the Association's activities within the framework of the resolutions of the General Assembly and the decisions of the Board of Directors.



7.2 The Executive Committee consists of nine members, including:

- (a) President (or Co-Presidents);
- (b) First Vice-President;
- (c) Second Vice-President;
- (d) Treasurer;
- (e) Academic Officer;
- (f) Mobilisation Officer;
- (g) Equity Officer;
- (h) Past-President;
- (i) Officer-at-Large.

7.2.1 If the President is fluent in only one of the official languages of the Association, the First Vice-President must be fluent in the other.

7.2.2 Past-President shall mean the immediate past president, unless that person cannot or will not serve, in which case it shall be one of the past presidents appointed by the Executive Committee, to be effective immediately, subject to approval by the Board of Directors at its next meeting.

7.2.3 The members of the Executive Committee shall take office on 1 July, following their election.

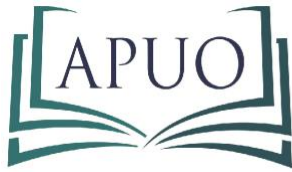
7.2.4 The President's first mandate is for two years, while any consecutive mandate is one year. All other members of the Executive Committee shall have one-year mandates, and they therefore serve until 30 June of the following year.

7.2.5 Members shall not serve on the Executive Committee for more than seven years in a nine-year period. This limitation shall not apply to the Past President during each year they occupy that position.

7.2.6 If two candidates for President receive the same number of votes, both individuals shall assume the position of Co-Presidents, resulting in a total of 10 officers. As Co-Presidents, they shall equally share all the duties and functions outlined in the Constitution. If any disagreement arises concerning the specific allocation of these responsibilities, the Board shall resolve the matter by issuing a formal resolution.

7.3 The Executive Committee meets weekly in principle and more frequently if circumstances require.





7.3.1 The Executive Committee is convened by the President. Executive Committee members must receive notice of the meeting at least 2 working days before the date of the meeting, except if the President convenes an emergency meeting. The non-receipt of a notice shall not invalidate the meeting unless there is negligence or bad faith.

7.3.2 The presence of 5 members of the Executive Committee, including the President, constitutes a quorum for any meeting of the Executive Committee.

7.3.3 In general, voting is done by members, by a show of hands or, in the event of a dispute, by recorded division. Proxy voting is not permitted. However, as an exception, this principle may be waived in the case of a documented reason related to a documented accommodation based on grounds provided for in the Ontario Human Rights Code, whereby the member is unable to attend the meeting of the Executive Committee in question. The request must be made 4 working days before the meeting. In any case, proxy voting may only be used on items on the agenda circulated with the notice. Unless otherwise specified in the Constitution or Bylaws, and except for procedural matters, resolutions shall be adopted by a majority of the votes cast by the members present. The Chair shall only vote in the event of a tie, in which case the Chair shall have the deciding vote.

7.3.4 Each meeting of the Executive Committee shall be presided by a Chair. The President, or in their absence, the First Vice-President or the Second Vice-President, shall Chair the Executive Committee.

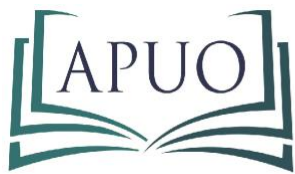
7.4 The President and members of the Executive Committee are responsible for representing the Association before public authorities, official bodies, and where appropriate, various external bodies or groups.

#### 7.5 Election of the Executive Committee

7.5.1 The Nomination and Elections Committee shall oversee soliciting and receiving nominations, and organising and conducting elections, for members of the Executive Committee. Elections shall be either by postal ballot or virtual ballot, at the discretion of the Nominations and Elections Committee.

7.5.2 A request for nominations at least 25 working days before the opening of the vote shall be sent to all regular members, marking the beginning of the nomination period. The nomination period will last 10 working days.





7.5.3 Nominations must be made in writing by two regular members of the Association, with the agreement of the nominee. A member can only be nominated and stand for a single position.

7.5.4 In the case of a single nominee for an office, they will be elected by acclamation. If there are multiple nominees for an office, an election by secret vote will be conducted.

7.5.5 The candidate for an office who receives an absolute majority of all the votes cast will be deemed elected. If no candidate achieves an absolute majority, the candidate receiving the lowest number of votes will be dropped for the next round of voting, and this process will continue until a successful candidate emerges.

7.5.6 All candidates participating in an election will have the right to observe the vote count if they wish to do so.

7.5.7 In order to fill any vacancy on the Executive Committee due to resignation, removal, or failure to elect, the Nomination and Election Committee shall fill the vacancy by holding a by-election. Nominations shall be solicited within 20 working days of the occurrence of a vacancy. If no nominations are received during the nomination period, but a member is later nominated to serve for the remainder of the term, a by-election shall be organised at that time.

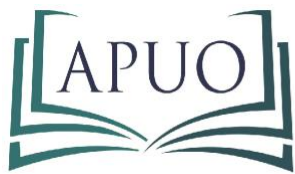
7.5.8 Should any regularities occur in the vote on the Executive Committee, the Nomination and Election Committee shall take appropriate action to address them.

## **Article 8 – President and Treasurer**

8.1 The President alone has the authority to sign all official documents binding the Association, and to represent it in all civil matters.

8.1.1 The President shall be responsible for the custody of all books, papers, records, correspondence, contracts, indentures, and other documents belonging to the Association, and shall ensure that the minutes are duly approved by the appropriate body and maintained in the Association's official records.

8.1.2 During the President's absence or inability to act, their duties shall be performed, and their powers exercised by the First Vice-President or, if unavailable, by the Second Vice-President.



8.2 The President and the Treasurer are the only persons authorized to jointly sign accounting documents relating to expenses incurred by the Association.

8.3 The Treasurer alone has the authority to sign accounting documents relating to current expenses.

8.3.1 The Treasurer shall be responsible for maintaining the Association's financial records and shall maintain a record of the Association's financial position and provide such reports to the Executive Committee, the Board of Directors, and the General Assembly as required.

## **Article 9 – Disputes Commission**

9.1 The Disputes Commission is responsible for investigating all disputes brought before it and deciding how to resolve them. It is also responsible for investigating requests for sanctions, which may be made by the various regular bodies of the Association. In carrying out its duties, the Disputes Commission, either in its entirety or by delegation, may request to hear the members involved.

9.1.1 The Disputes Commission shall make decisions regarding complaints or allegations, receive the investigation report concerning conflict of interest, violence, harassment, and discrimination complaints, and impose sanctions.

9.2 The Disputes Commission shall report to the Board of Directors as soon as possible on the cases it is investigating.

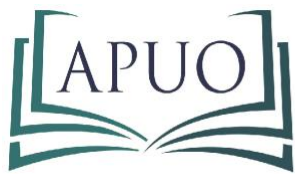
9.2.1 The Disputes Commission shall maintain confidentiality safeguards for all persons involved in its investigations and decisions.

9.3 The Disputes Commission is composed of five members, at least three of whom are not members of the Board of Directors.

9.3.1 The Board of Directors shall appoint the members of the Disputes Commission.

9.3.2 Members of the Executive Committee are not eligible to be members of the Disputes Commission.

9.3.3 Members of the Disputes Commission shall be appointed for a staggered term of two years. A term may be renewable only once, for a total term of four years.



9.4 To replace any members who are personally involved in a dispute submitted to the disputes committee, or who are temporarily or permanently unable to fulfil their duties, or who resign from the Disputes Commission, the Board of Directors shall appoint substitutes.

9.5 The Disputes Commission must be composed with a view to achieving gender parity.

9.6 The Disputes Commission designates its chair and a secretary.

### **Article 10 – Standing Committees and Special Committees**

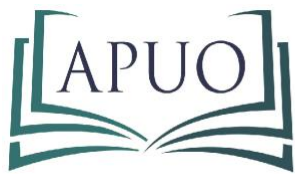
10.1 Standing committees are established under the Board of Directors in the Association's main areas of activity. There are the following standing committees:

(a) Collective Bargaining Committee

10.1.a.1 The First Vice-President shall be responsible for overseeing collective bargaining and chairing the Collective Bargaining Committee.

10.1.a.2 The Collective Bargaining Committee shall help the Association prepare for contract negotiations. The Collective Bargaining Committee shall monitor the Collective Agreement and consult the membership to determine what clarifications and changes are required for the next round of negotiations. The Collective Bargaining Committee will prepare an outline of the overall priorities for the bargaining round, as well as specific proposals for Collective Agreement negotiations. The overall priorities shall be approved by the Executive Committees, the Board of Directors, and the General Assembly. Any specific proposals shall be subject to the approval of the Executive Committee and the Board of Directors.

10.1.a.3 Appointments to the Collective Bargaining Committee shall occur as soon as practicable after the ratification of a Collective Agreement. The mandates of members appointed to the Collective Bargaining Committee end upon ratification of the respective Collective Agreement. One retired member may be appointed to the Collective Bargaining Committee with the right to participate in deliberations but not vote.



10.1.a.4 The Collective Bargaining Committee shall have a Salaries Subcommittee. The chair of the Salaries Subcommittee shall be nomination by the Executive Committee and appointed by the Board of Directors. The chair of the Salaries Subcommittee shall be an ex officio member of the Collective Bargaining Committee.

(b) Communications Committee

10.1.b.1 The Second Vice-President shall oversee member communications and chair the Communications Committee.

10.1.b.2 The Communications Committee supports the Association in its relations with members through policy recommendations and implementation of approved policies, including but not limited to monthly newsletters, negotiations updates, pension reform updates and strike bulletins. If the Chair of the Communications Committee is fluent in only one of the Association's official languages, at least one other member of the Communications Committee must be fluent in the other.

(c) Financial Analysis Committee

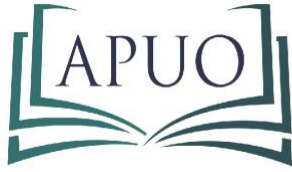
10.1.c.1 The Treasurer shall chair the Financial Analysis Committee.

10.1.c.2 The Financial Analysis Committee shall advise the Association on matters relating to the University of Ottawa's financial statements and financial initiatives that may affect the Association and its members, in general and in relation to the provisions of the Collective Agreement.

(d) Academic Affairs Committee

10.1.d.1 The Academic Officer shall chair the Academic Affairs Committee.

10.1.d.2 The Academic Affairs Committee shall advise the Association on matters relating to academic affairs, the University of Ottawa's educational policies, and management of academic issues that may affect the Association and its members, in general, and in relation to the provisions of the Collective Agreement.



(e) Work Action Committee

10.1.e.1 The Mobilisation Officer shall chair the Work Action Committee.

10.1.e.2 The Work Action Committee shall make recommendations to the Executive Committee and the Board of Directors regarding mobilisation, strikes, lockouts, and other types of work action.

(f) Equity Committee

10.1.f.1 The Equity Officer shall chair the Equity Committee.

10.1.f.2 The Equity Committee shall advise the Association on matters which may be of particular interest to the Association or have a distinct impact on members of the Association who are members of equity-seeking groups.

(g) Nominations and Elections Committee

10.1.g.1 The Past-President shall chair the Nominations and Elections Committee.

10.1.g.2 The Mobilisation Officer and the Equity Officer shall serve as ex officio members of the Nominations and Elections Committee.

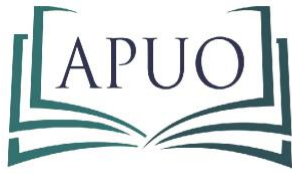
10.1.g.3 The Nominations and Elections Committee shall seek nominations to fill positions on the Executive Committee, Board of Directors, Association committees and joint Employer-Association committees, in accordance with the Constitution and Bylaws of the Association, as well as recommend representatives to external bodies.

10.1.g.4 The Nominations and Elections Committee shall examine and determine the composition of the Board of Directors at least annually to ensure equitable representation of members.

10.1.g.5 The Nominations and Elections Committee shall be responsible for ensuring the Association's elections proceed in compliance with the Constitution and Bylaws.

(h) Retired Members Committee

10.1.h.1 The Retired Members Committee shall advise the Association on matters of interest to the Association which may be of particular interest to or have a distinct impact on the Association's retired members.



10.2 The Board of Directors or the Executive Committee may organise any conferences they deem necessary to study specific issues.

10.3 The terms of reference for the special committees will be established by the Board of Directors.

10.4 The Board of Directors distributes its members among the various standing committees or special committees. It may also appoint members from outside the Board of Directors to participate in these committees.

10.4.1 Members of standing committees and special committees are appointed by the Executive Committee or by the Board of Directors, with the appointment taking immediate effect. An appointment by the Executive is subject to approval by the Board of Directors at its first meeting, following the appointment. A member may be removed by, and at the discretion of the Executive Committee, upon presentation of grounds, subject to approval by the Board within 10 working days following the removal.

10.4.2 A standing committee shall not include more than five members, including its Chair, except for the Collective Bargaining Committee.

10.4.3 The chair of a standing committee shall not be the member of another standing committee, except for the Nominations and Elections Committee.

10.4.4. Voting shall be by a show of hands and voting by proxy is prohibited. Resolutions shall be adopted by a majority of the votes cast. The chair shall have a regular right to vote but shall not have a second or casting vote.

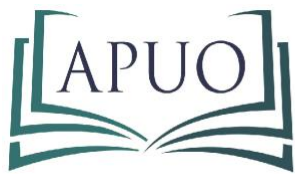
10.4.5 The President shall be an ex officio member of every standing committee and special committee of the Association.

## **Article 11 – Association Bulletin**

11.1 The management of the Association's newsletter is entrusted to the Second Vice-President.

11.2 The Association's newsletter is distributed to every member.

11.3 The newsletter is also distributed to partner organisations such as university unions and student associations, the list of which is drawn up by the Executive Committee.



## **Article 12 – Dues and Treasury**

12.1 The Association's fiscal year runs from 1 July to 30 June.

12.2 For members, the annual Association membership fee is a percentage of the regular salary that the member receives from their employer.

12.2.1 Members' fees shall be set or modified by a vote of the majority of the regular members present at a General Assembly of the Association, upon recommendation of the Board.

12.2.2 The fees for a retired member, shall be a one-time fixed dollar amount, remitted to the Association within 30 days preceding the date the member ceases employment with the employer.

12.2.3 Fees for an individual member may be reduced or waved by resolution of the Executive Committee for compassionate or other valid reasons. The resolution approving such action must specify the duration for which the reduction or waiver will be in effect.

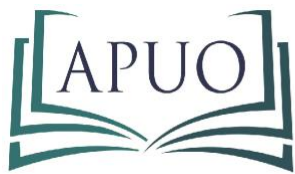
12.2.4 The President shall ensure that information about individual members' fees is kept confidential and is disclosed only to persons designated from time to time by resolution of the Board of Directors.

12.3 The Association shall conduct its banking business at a bank or corporation designated by the Board of Directors. Cheques or other bills of exchange shall be signed by persons authorized from time to time by resolution of the Board of Directors.

12.4 Any transaction, contract, or similar financial commitment by the Association, exceeding the budgeted amount, shall be approved by the Executive Committee. All related documents shall be approved by the Executive Committee and signed by the President or First Vice-President, and Treasurer. The Board of Directors shall be advised of these approvals at the first Board meeting following such actions.

12.4.1 In case of emergencies, the President has the authority to grant necessary approvals. The Executive Committee shall be advised of this at the first meeting following the emergency, and the Board of Directors shall be advised at the first meeting following that of the Executive Committee.





12.4.2 Any transaction, contract or comparable financial commitment made by the Association, provided the financial amount does not exceed the approved budget, shall require approval and execution by persons authorized through a resolution of the Board of Directors. These authorized persons shall be accountable to the Executive Committee.

12.5 A chartered accountant shall be appointed as auditor by the Executive Committee, subject to approval by the Board of Directors. They shall examine the accounts of the Association and submit a report to the Executive Committee.

12.5.1 Upon receipt by the Executive Committee, the auditor's report shall be presented by the Treasurer to the Board of Directors within 12 months after the close of the fiscal year, and then to the membership at a General Assembly.

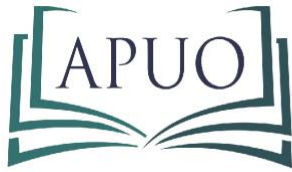
12.6 Every director, officer, or other person undertaking any action or liability on behalf of the Association, either within the scope of their office or with the express authority of the Association, shall be indemnified and saved harmless out of the funds of the Association from and against:

- (a) All costs, charges and expenses sustained or incurred in relation to the affairs of the Association, and
- (b) any costs, charges, damages, and expenses sustained or incurred with respect to any action, suit or proceeding brought against them for any act or thing done or permitted by their in the execution of their duties, unless such costs, charges, damages or expenses are occasioned by their own willful neglect or default and not covered by the Association's Error and Omissions coverage.

### **Article 13 – Association's Representatives**

13.1 The Executive Committee shall appoint members as representatives to various bodies, including but not limited to, Association committees, joint Association-Employer committees, and University Committees.

13.1.1 Such appointments become effective immediately but are contingent upon approval by the Board of Directors at its first meeting following the appointment. A representative's term shall be renewable without limit.



13.1.2 A representative's appointment may be terminated by, and at the discretion of, the Executive Committee, upon presentation of grounds, subject to approval by the Board of Directors at its first meeting following the termination.

13.2 The Association shall have Grievance Officers, who are members of the Association. The Grievance Officers are responsible for liaison between the Association and the University of Ottawa administration regarding matters covered by the Collective Agreement, for administration of the Collective Agreement, and for the processing of differences between members and the employer arising out of the interpretation, application, administration or alleged violation of the Collective Agreement. The Grievance Officers shall carry out their tasks as directed by the Executive Committee and Board of Directors and shall report regularly to those bodies.

13.2.1 Grievance Officers shall be nominated by the Executive Committee, and subsequently appointed by the Board, for a period not to exceed five years. Members shall not serve as Grievance Officers for more than five years in any eight-year period.

13.2.2 The appointment of a Grievance Officer may be terminated by the Executive Committee at its discretion, upon presentation of grounds, and subject to approval by the Board of Directors, within 10 working days following the termination.

13.3 A Negotiation Team shall be appointed as necessary by the Executive Committee, subject to approval by the Board of Directors at the first meeting following the appointment. A member of the Negotiating Team may be removed by the Executive Committee at its discretion, upon presentation of the grounds, and subject to approval by the Board of Directors, within 10 working days following the removal.