



*The Constitution
and
Regulations*

*Mona Non-Academic Staff Association
Union*

**THE CONSTITUTION AND REGULATIONS
MONA NON-ACADEMIC STAFF ASSOCIATION UNION**

ARTICLE 1 – TITLE

1. (a) The name of the Union shall be the Mona Non-Academic Staff Association (MONASA) TRADE UNION

ARTICLE 2 – REGISTERED OFFICE

1. (a) The Registered Office of the Union shall be situated at the Staff Canteen, UWI, Mona and all EXECUTIVE COUNCIL AND GENERAL MEETING shall be held at the registered office or at any other venue decided on by the EXECUTIVE COUNCIL.

ARTICLE 3 – AIMS AND OBJECTIVES

2. The functional purposes of the Union generally shall be to do all lawful things for the good and welfare of the Union as an entity and more particularly
 - (a) To promote the economic, cultural and recreational interest of its members.
 - (b) To secure by representation to their employers the implementation planned programmes or specific proposals calculated to achieve these objectives.
 - (c) To initiate, implement and execute projects organized in the Union's interest in addition to and/or supplementary to those contained in (b) thereof.
 - (d) To establish Departmental Committees and Worker-Category Committee and maintain them (subject to such reservations as are provided under these regulations) as a major part of the machinery for the effective achievement of those aims.
 - (e) To affiliate with other organizations of similar aims (whether local or international), if deemed to be in interest of the Union and its members.
 - (f) At all times, to be prepared and ready to offer acceptable moral and practical support to the University of the West Indies, Mona Campus.

ARTICLE 4 – MEMBERSHIP

3. (a) The Union shall accommodate three (3) categories of members as set hereunder:

- (i) Ordinary
- (ii) Affiliated
- (iii) Life

(b) Ordinary Membership

Ordinary members are employees of the University of the West Indies, Mona Campus, who having paid the prescribed fees, operate on the Departmental Committees and/or Worker-Category Committees and conform to the rules established under the Constitution, and who shall be entitled to all the rights and privileges.

(c) Affiliated Membership

- (i) Organizations (whether local or international in scope, purpose or origin) engaged in kindred activities recruited by resolution of the Union in Annual General Meeting at the request of any such organization, may be registered as Affiliated Members by the Executive Council on receipt of the prescribed fees. The resolution must be supported by a minimum of two-thirds of the membership.

Affiliated members shall have the right of representation at General Meetings of the Union.

(d) Life Membership

In recognition of outstanding service, the Union may confer Life Membership on persons whose ordinary membership is terminated by retirement or resignation from service on the staff of the University of the West Indies, Mona Campus. Recommendations for Life membership shall be made to the Executive. Life Members shall not be required to contribute fees, but shall enjoy similar rights and privileges as Ordinary Members.

(e) Member's Fee

- (i) An Affiliated organization shall pay an annual fee which shall be determined by executive members and ratified at Annual General Meeting, upon the recommendation of the Executive Council.
- (ii) The annual amount of fees payable by each Ordinary Member shall be decided at Annual General Meetings on the nomination of the Executive Council.

- (iii) There shall be no entrance fee charged. Each prospective member shall sign a form authorizing the University of the West Indies, Mona Campus to make deductions from his/her salary to cover the Annual Membership Fee.
- (iv) The members fee deducted from salary by the University of the West Indies, Mona, shall be forwarded by the University to the Treasurer of the Union.

ARTICLE 5 – STRUCTURE AND FUNCTIONS

5. The Permanent organs shall consist of the following

- (i) THE EXECUTIVE COUNCIL (hereinafter called THE EXECUTIVE)
- (ii) DEPARTMENTAL COMMITTEES
- (iii) WORKER-CATEGORY COMMITTEES
- (iv) ANY other committees recommended by the Executive and approved by a General Meeting.

5.1 The **Executive Committee** should consist of 16 apart from the membership

- (a) The President
- (b) The Vice-Presidents
- (c) The Treasurer
- (d) The General Security
- (e) Departmental Representatives
- (f) The Public Relations Officer

The Executive shall perform the functions of the Union in accordance this Constitution and Regulations. The Business of the Union shall be vested in the period between Annual General Meetings.

5.2 Departmental Committees

- (a) The Departmental Committee is the heart of the Union, in that, this is where the membership meets to discuss matters and decide on basic positions.
- (b) In principle, these are geographically determined and the structure of each committee will affect the worker-categories represented.
- (c) On the basis of the existing University physical structure, the following Departmental Committees shall established geographically.
 - (i) Library & Bindery
 - (ii) Social Sciences, Law School, Medical Research Council
 - (iii) Bursary, Registry & Bookshop
 - (iv) Maintenance Service, Faculty of Agriculture & Nuclear Science

- (v) The Halls, Domestic Bursary, SWTC & TUEI
 - (vi) The Health Services, Computing Centre, Personnel and Social & Preventive Medicine
 - (vii) Natural Sciences and Pre-clinical Departments (Discovery Bay)
 - (viii) Medical Departments-Clinical
 - (ix) Mass Communications, Printing School, Sports, Public Relations & Lodgings
 - (x) Arts, Education, Extra Mural, Faculty
- (d) The membership shall be all the members who work in the department(s).
 - (e) Departmental Committees should meet regularly under the chairmanship of the Departmental Representative.
 - (f) The Departmental Representative of each Committee, shall represent the group on the Executive and report regularly to the Executive and report regularly to the Executive on the activities of the group.
 - (g) The Departmental Representative should be elected annually by members of the group.

5.3 Worker-Category Committees

- (a) These are standing advisory committees to Council
- (b) These committees comprise
 - (i) Scientific Officers, Technologists, Technicians and related categories
 - (ii) Secretaries, Stenographers and Clerks
 - (iii) Supervisors
 - (iv) Office Managers and Administrative Assistants
 - (v) Telephone Operators
 - (vi) Nurses and Pharmacists
 - (vii) Computing Specialists
- (d) These committees shall meet regularly under a chairman to be selected by the group.
- (e) The membership will be all the members of the Union who falling the particular category.

ARTICLE 6 – OFFICERS AND THEIR DUTIES

- 6.1(a) The Officers of the Union shall be President, Two (2) Vice-Presidents of equal status, a Treasurer, General Secretary (and if deemed necessary, a Recording Secretary) and a Public Relations Officer.

(b) The Officers aforesaid shall be elected at the Annual General Meetings and shall function until their successors are elected. All elected officers are eligible for re-election

6.2 Election of Officers

At the Annual General Meeting, the election of officers will be conducted by a member, approved by the Executive.

6.3 Duties of Officers:

The President

The President shall preside over all meetings of the Executive Council, the Annual General Meeting and any Special General Meeting called by the Union. In the event of the absence of the President, one of the Vice Presidents shall preside.

The Secretary

The secretary shall be responsible for preparing the Agenda, recording the minutes of all meetings of the Union as required, and presenting them for confirmation at the next meeting, The Secretary shall be responsible for correspondence, the safe-keeping of all the records and important documents, books and files of the Union. The Secretary shall be paid an honorarium/salary to be decided by the Executive Council.

The Treasurer

The Treasurer shall be responsible for the safe keeping of all the physical assets of the Union, including vital documents relating thereto. He shall receive all incoming cash and other valuables and issue receipts therefore. He shall operate the Union's Savings Account and checking Account at the designated Commercial Bank. He shall sign all withdrawals from these accounts for the purpose of the Union and Keep the necessary books of accounting in connection with these transactions. In addition, the Treasurer shall keep a Register of names of all members of the Trade Union and the amount of fees paid by them. Such accounts and Register shall be made available for inspection at the request of any person having served proper notice. The Treasurer shall prepare and present a fully audited report of the financial transactions and position of the Union to the Annual General Meeting. A copy of such report shall be forwarded to the Secretary for the information of the Executive Council, prior to the date of the Annual General Meeting. The Treasurer shall attend the regular meetings of the Executive Council and shall exercise his normal functions there as a member, as well as Treasurer. He will also be required to present to the Executive Council quarterly, a brief statement of income and expenditure. The Treasurer shall be responsible to transport the financial statements to the Deputy Keeper of the Records in accordance with the Trade Union Act.

7. Trustees

- (a) Notwithstanding the aforementioned duties of the Treasurer, the total assets of the Union shall be vested in a Board of Trustees.
- (b) The Board of Trustees shall consist of the President, the General Secretary and one ordinary member, elected by the Annual General Meeting.
- (c) The Board of Trustees shall have the responsibility of monitoring the income and expenditure of the Union.
- (d) The Trustees shall be elected to serve of one (1) year, and shall be eligible for re-election at the Council's General Meeting.
- (e) The Executive Council shall have the right to fill immediately, any vacancy for a Trustee, due to prolonged illness, migration or voluntary resignation. This temporary appointment shall continue in effect until the Annual General Meeting or Special General Meeting called for the purpose, which body is the sole authority for electing or removing Trustees.

8. Auditors

The Accounts of the Union shall be subject to independent audit by an auditor elected by the Annual General Meeting. This Auditor shall be named from among the "Listed Auditors". The Auditor shall make a report to the Executive Council for presentation to the Annual General Meeting.

ARTICLE 7-MEETINGS

- 9. (a) The members of the Union shall meet in Annual General Meeting not later than fourteen (14) months after the previous Annual General Meeting.
- (b) The quorum necessary for the conduct of business at the Annual General Meeting and Special General Meeting shall be one-tenth of the full membership.
- (c) Special General Meetings may be called:
 - (i) As directed by the Annual General Meeting: or
 - (ii) At the written request to the General Secretary from not less than fifty (50) members; or
 - (iii) At the request of the Executive.

- (d) Notice of every General Meeting shall be given in writing by the General Secretary to the Chairmen of Departmental Committees for circulation to members or in the form of Notices on approved bulletin boards.
- (e) Notices will include the agenda for the meeting and shall be circulated at least seven (7) clear days prior to the meeting.
- (f) The Executive Council shall convene regular meetings at least once per month.
- (g) The quorum for an Executive meeting shall be not less than five (5) members of which:
 - (i) One shall be the President or a Vice-President;
 - (ii) The General Secretary (or Assistant Secretary) and/or
 - (iii) Not less than three (3) Departmental Committee Chairmen.

Special Meetings of the Executive may be called by, or with the consent of the President, or by any other ten (10) members of the Executive, in the absence of such consent, provided that at least nine (9) of these be present at such a meeting.

ARTICLE 8-FINANCIAL YEAR

- 10. The Financial Year of the Union shall be January 1st to December 31st.

11.1 Discipline

The Executive Council shall appoint a Disciplinary Committee consisting of three (3) members of the Executive, to deal with matters of discipline whenever this appears to be necessary.

11.2 Disciplinary Action

- (a) The disciplinary committee shall have the authority to recommend
The imposition of (i) fines, (ii) suspension, (iii) expulsion in any case or any member(s) proven to its satisfaction to have been guilty of conduct prejudicial to the interest of the Union.

- (b) Any member or members recommended by the disciplinary committee for such fine, suspension, or expulsion, shall have the right to appeal to a Special Meeting of the Executive Council called for the purpose. The decision of this Special Executive Council meeting shall be final.

12. Removal of Officers from Executive Council

- (a) Notwithstanding any provisions otherwise in this constitution, the Executive Council or any member thereof may be removed from office during the period between any two Annual General Meetings.
- (b) The request for such removal shall be made in the form of a petition stating therein the charges proffered against an officer or officers or the full Executive Council and signed by not less than one hundred (100) bone fide members of the Union from at least seven (7) departmental committees. The Petition: Shall, when duly signed, be forwarded to the General Secretary who shall, within fourteen (14) days of receipt of such petition, issue notice for the holding of a Special General Meeting not later than thirty (30) days from the date of such notice, provided however, that such Special General Meeting shall not fall within two (2) months prior to the date of the Annual General Meeting. If the Special General Meeting removes one or more officers or the entire Executive Council, it shall then forthwith, proceed to elect replacement for such one or more officer or officers or for the entire Executive Council.
- (c) Members of the Executive Council may resign at any time by the serving in writing to the General Secretary of a Notice of such intent at least two (2) months prior to the date of the proposed resignation, except in cases of emergency.
- (d) Vacancies on the Executive however caused, shall be filled by the remaining members appointing any other member, provided however that:
 - (i) The appointment be confirmed at the next General Meeting.
 - (ii) If the President resigns, one of the Vice-Presidents shall be appointed by the Executive to act, but

without prejudice to the calling of a Special General Meeting for the purpose of electing a new President.

- (iii) If the vacancy is that of a Departmental Committee chairman, the appointment is made from the same group on the recommendation of that group.

(13) Members' Grievances

A Grievance Committee shall be established to investigate complaints by and/or against members of the Union, in connection with their employment.

14. Levies

(a) The Executive Council may, if they consider it necessary, impose a levy upon all members of the Union and all members shall be required to pay such levies.

(b) If any member fails to pay a levy within eight (8) weeks of its imposition, the amount shall be treated as arrears of subscriptions.

15. Legal Action

The Executive Council or Annual General Meeting shall, as they deem fit, empower the President or any other officer acting for the President, to bring or defend any action, suit, proceeding or complaint in any court of law or equity, touching or concerning the property, right or claim of the Union as the Trade Union Law allows.

ARTICLE 9-THE CONSTITUTION-AMENDMENT OR ALTERATION

- (a) This Constitution shall be binding to the members, Councils and Committees of the Union and may be amended only by a resolution duly passed at an Annual General Meeting or Special General Meeting with not less than two-thirds majority of these members present and voting on the proposed amendment. Such proposal shall be by Notice given in writing to the Executive Council at least two (2) months before the date of the Annual General Meeting or Special General Meeting at which the resolution is scheduled for debate.

(b) Four (4) weeks notice of such a meeting and of the Resolution for amendment must be given to the delegates attending the meeting.

(c) Notice of any proposed amendment must be submitted for the approval of the Deputy Keeper of the Records.

16. **Dissolution**

(a) The Union may be dissolved by resolution passed by three-fourths (3/4ths) of the members present and voting at an Annual General Meeting or Special General Meeting, called for the purpose.

(b) Such voting shall be by ballot.

(c) Thirty (30) days notice of such resolution must be given to delegates.

(d) The resolution asking for the Dissolution of the Union shall be forwarded to the Deputy Keeper of the Records.

(e) In the event of the Union being dissolved as provided above, all debts and liabilities legally incurred on behalf of the Union shall be fully discharged and the remaining funds divided amongst the financial members in proportion to their total contributions to the fund over their membership period. Upon the completion of such division, the Union shall be dissolved.

We the undersigned hereby Declare that this is a true copy of the Constitution of "MONASA" duly adopted at an inaugural meeting held on the _____ day of 19____

Name	Signature	Position
.....
.....
.....
.....
.....