

GRANT MACEWAN UNIVERSITY
FACULTY ASSOCIATION
C O N S T I T U T I O N
(Amended and Approved April 2011)
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1. NAME

- 1.1 The official name of this Association is the **Faculty Association of Grant MacEwan University**.
- 1.2 The abbreviated title of the Association is the GMUFA.

2. DEFINITIONS AND TERMS

In these bylaws:

2.1 Extraordinary Resolution

A resolution pertaining to the budget and/or the constitution passed by a majority of not less than two thirds (2/3) of such members entitled to vote as are present in person and voting at an Annual, General, or Special Meeting of which notice specifying the intention to propose the resolution as an Extraordinary Resolution has been duly given. Proper notice for such motions shall be a written statement of intention provided to the Membership at least one month before the issue is to be considered.

- 2.2 Whenever the singular or masculine is used it means and includes the plural and/or the feminine as the context may require.

3. OBJECTIVES

- 3.1 To advance and protect the contractual rights and professional interests of its members as individuals and groups;
- 3.2 To act as the representative of members of the Faculty Association in the negotiation of terms and conditions of employment;
- 3.3 To foster communication and social community among members of the Association;
- 3.4 To protect the independence and freedom of academic thought and teaching;
- 3.5 To promote the joint interests and welfare of the Faculty Associations of the provincial colleges and institutes through the Alberta Colleges and Institutes Faculties Association (ACIFA);
- 3.6 To deal with any other matters considered by the Executive Committee to be in the interests of the Association or its members.

4. MEMBERSHIP

4.1 Members

Members of the GMUFA are all individuals who are designated as academic staff within the Collective Agreement for the duration of their appointments.

In order to remain in good standing, and be represented by the Association, a member shall remit dues in accordance with Article 10.6.

4.2 Honorary Members

The Executive Committee may, from time to time, nominate an individual for honorary membership in the Association. Honorary Membership is granted on the approval of the Association at a duly constituted Assembly where proper notice has been given. The appointment has no voting or office-holding privileges.

4.3 Termination of Membership

Membership in the Association terminates 120 days after the termination of employment at Grant MacEwan University or, in the event of a grievance procedure being initiated by or on behalf of a member, for 60 days beyond the conclusion of the grievance procedure or any legal action arising from it.

5. THE EXECUTIVE COMMITTEE

5.1 Members of the Executive Committee must be members of the Faculty Association.

5.2 Operation of Association Affairs

Subject to any bylaws properly enacted or amended or repealed, the Executive Committee of the Association shall be vested with the full responsibility for the overall governance, direction, and business affairs of the Association between general meetings.

5.3 Role of the Executive: Interpretation and Advising

The Executive Committee shall be responsible for advising members on the interpretation of the bylaws in the constitution, the terms and conditions of the Collective Agreement, as well as policies regarding the processing and arbitration of grievances.

5.4 Role of the Executive: Negotiating Policy

The Executive Committee approves negotiating policy and all terms and conditions of employment being proposed to the general membership at a General Assembly.

5.5 Executive Committee Duties

5.5.1 Meeting Schedules: The Executive Committee calls regular and special meetings of the Association as set forth in Article 6.

5.5.2 Meeting Agendas: The Executive Committee establishes the agenda for all assemblies and the Annual General Meeting.

5.5.3 Financial Statement: The Executive Committee, at the Annual General Meeting of the Association, presents an audited financial statement for the year ending March 31.

5.5.4 Employees and Agents: The Executive Committee may, from time to time, appoint any employees and agents it considers necessary to carry out the objectives of the Association and these agents and employees have the authority and responsibilities as prescribed by the Executive Committee.

5.5.5 Release Time and Compensation: Service by Executive Committee members on the Executive Committee may be awarded release time or compensation in lieu of release time.

5.5.6 Executive Committee Vacancy: The Executive Committee can call by-elections or, in emergencies, appoint members to fill vacancies in Association offices or committees. If a vacancy occurs on the Executive Committee, the position shall be filled at the next general assembly in accordance with the procedures outlined in Article 7.0. Until the election takes place, the Executive Committee may, if required, make a pro term appointment to fill the vacancy. The elected officer shall serve the completion of the term of office. If an Executive member is required to take a substantial leave (greater than one month), their position will be held for them, and an interim replacement will be appointed by the Executive Committee. If the Executive Committee member on leave does not return to the Executive by the next Annual General Meeting, the Executive Committee can call a by-election.

5.5.7 Removal of Executive Members: The Executive Committee shall have the power by majority vote to remove executive members for inadequate performance of their duties. Notification of such removal shall be sent to all members. Such removal shall become effective immediately; however, the member(s) shall have the right to appeal at the next regularly scheduled General Assembly and be reinstated if a motion to reinstate is ratified by a three quarters (3/4) majority.

5.6 Officers of the Association

5.6.1 President

- a. Is the Chief Executive Officer and shall act as Chair of the Executive Committee;
- b. Is the spokesperson for the Association and shall be the official liaison between the Association and the University;
- c. Shall call and preside over all Faculty Association Assemblies and, through the Executive Committee, be responsible for the preparation and approval of agendas;
- d. Is an ex-officio, non-voting member of all Association committees;
- e. Is a member of the Alberta Colleges and Institutes Faculties Association (ACIFA) Council of Presidents, or designates an alternate;
- f. Advises members on the interpretation and application of the Constitution, and the development and implementation of Faculty Association policies and procedures, as directed by the Executive Committee;
- g. Chairs the Constitution Committee and makes recommendations at the Annual General Meeting;
- h. Shall determine the duties and supervises employees of the Association;
- i. Is empowered to countersign checks;
- j. Presents an annual report to the AGM on behalf of the Executive;
- k. Shall have a two year term, and be elected in those years ending in an odd number.

5.6.2 Vice President Executive

- a. Shall assist the President and carry out his duties in his absence or assume the office if it becomes vacant until a by-election can be held;
- b. Chairs the Professional Ethics and Conduct Committee and makes recommendations at the Annual General Meeting on changes and revisions to the Code of Professional Conduct as required;
- c. Is empowered to countersign checks;
- d. Is elected for a term of two years in those years ending in an even number.
- e. Is a member of the Faculty Evaluation Committee, and acts as Chair of the faculty caucus.
- f. Reports to the Executive Committee and General Assembly on Faculty Evaluation Committee (FEC) matters.

5.6.3 Vice President Dispute Resolution

- a. Shall chair the Faculty Association Grievance Committee (FAGC) and is responsible for the handling of Association grievances brought under the Collective Agreement, as well as the mediation of internal disputes;
- b. Shall ensure that Faculty Association policies and procedures are known and followed in cases of members who appeal to the FAGC;
- c. Is the official spokesperson on behalf of the FAGC, reports to the Executive Committee, and recommends whether or not to pursue a grievance in the Association's name;
- d. Is elected for a term of two years in those years ending in an odd number.

5.6.4 Vice President Communications and Research

- a. Assumes responsibility for the establishment of efficient channels of communications between the Executive Committee and the general membership and vice versa;
- b. Assists the President with internal and external communications;
- d. In collaboration with the Faculty Association Office and Human Resources, ensures accurate and up-to-date information on Faculty membership. Analyzes changing patterns and trends and disseminates statistical information as required by the Executive.
- e. Elected for a term of two years in those years ending in an even number.

5.6.5 Vice President Professional Affairs

- a. Is the Executive representative on the University Faculty Development Committee;
- b. Represents the Executive and Faculty Association views to the Faculty Development Committee;
- c. Is the Faculty representative on the University Copyright Committee;
- d. Shall provide a liaison between campus and ACIFA professional development activities;
- e. Shall report on a regular basis to the Executive Committee and to the General Assembly on matters of professional development considered by the University Faculty Development Committee;
- f. Is elected for a two-year term in those years ending in an odd number.

5.6.6 Faculty Member on the Board of Governors

- a. Is elected by the Association and, pursuant to the Post Secondary Learning Act, is recommended to the Minister to serve as a Faculty Member on the Board;
- b. Sits on the Executive Committee as a non-voting member. Reports to regular and special meetings of the Association and the Executive on the deliberations of the Board as they affect the Association's interests;
- c. Acts as a faculty representative on the Board, promoting Association and Faculty interests;
- d. Is elected in February for a term of three years and assumes office July 1.

5.6.7 Vice President Negotiations

- a. Serves as Chair of the Faculty Association Negotiating Committee (FANC);
- b. The FANC Chair, on behalf of the committee, shall consult with and report to the Executive Committee and to the Membership of the Association at times and in a manner as directed by the Executive Committee. The Chair of the FANC shall seek prior approval for the bargaining proposals to be exchanged with the Board of Governors at a General or Special Assembly, on or before February 1 of the negotiating year;
- c. Is responsible for organizing, coordinating, and directing the activities of the FANC;
- d. Is an ex-officio, non-voting member of the Faculty Association Grievance Committee;
- e. Elected for a term of office that commences 14 months prior to the expiration of the current collective agreement, and to a term of office that ends 14 months prior to the expiration of the subsequent agreement.

5.6.8 Treasurer

- a. Is responsible for keeping accurate financial records and preparing a statement for audit of the financial transactions of the Association;
- b. Presents an annual report to the Association, which includes an audited financial statement for the fiscal year ending March 31;
- c. Reports to the Executive and/or Membership regarding finances when required;
- d. Administers the financial affairs of the Association, as directed by the Executive;
- e. Is a member of the Finance Committee and is empowered to countersign checks;
- f. Elected for a term of two years in those years ending in an even number.

5.6.9 Past President

- a. Acts in an advisory role to the Executive, the President, and Faculty Association;
- b. Normally serves a term of one year as a non-voting member of the Executive Committee following his/her presidency.

5.6.10 Member-At-Large

- a. If as the result of annual elections, or by-elections, any academic unit, administrative unit, or other faculty group as determined by the Executive Committee is not represented among the officers, the Association may, at the next regular General Meeting, elect to the Executive Committee a member-at-large from among the Faculty members in that group.
- b. Is elected for a term of one year or until the next AGM, whichever is the shorter period.

6. MEETINGS

6.1 Meetings of the Executive Committee

- 6.1.1 The President of the Association shall call meetings of the Executive Committee at least once monthly from September through April;
- 6.1.2 Special meetings of the Executive Committee may be called at the discretion of the President or any two Executive Committee members;
- 6.1.3 At any meetings of the Executive Committee, a majority of voting members constitute quorum.

6.2 Meetings of the General Assembly

Meetings of the Association (General Assemblies) are normally held once in the Fall term and once in the Winter term with an Annual General Meeting to be held, usually in late April or early May. Proper notice and circulation of the agenda shall be at least one week in advance.

The Association shall hold an Annual General Meeting (AGM) at the end of the Winter academic term. At such time:

- a. The officers, elected in February, assume their respective offices;
- b. The audited financial report is presented.

6.3 Special Assemblies

Special Assemblies of the Association are called at the discretion of the Executive Committee, provided that notice of at least 48 hours has been given to the members of the Association. Special Assemblies of the Association are also called upon presentation to the President of a request signed by at least 15 Association Members.

6.4 Quorum

The quorum for any General or Special Assembly Meeting is 20 voting members.

A quorum for the Annual General Meeting is 50 voting members. Executive quorum: see 6.1c.

6.5 Rules of Order

The Meetings of the Faculty Association are conducted according to such rules of order as the Association from time to time adopts. In the absence of such adopted rules of order, or where such adopted rules of order are silent as to a particular matter in question, then such matters are governed by *Roberts Rules of Order*.

7. NOMINATIONS AND ELECTIONS

7.1 Nominations

7.1.1 Nominations must be submitted on forms approved by the Executive Committee and received at the Faculty Association Office by 4:00 p.m. no later than 10 working days prior to the Assembly at which the election is to take place.

7.1.2 Nominations must be signed by three Association Members and have the written consent of the nominee.

7.1.3 In the absence of written nominations, nominations are accepted from the floor of the Assembly where elections are to be held, provided the nominee is present and indicates his willingness to run.

7.2 Elections

7.2.1 Officers of the Association are elected in February and assume office at the Annual General Meeting in April, except the Chair of the Faculty Association Negotiating Committee who is elected pursuant to Article 5.5.7.e, and the Faculty Member on the Board of Governors, who assumes office pursuant to Article 5.5.6.d.

7.2.2 No member holds more than one office simultaneously on the Executive Committee.

7.2.3 Officers may serve consecutive terms of office, except for the Faculty Member on the Board of Governors who shall not serve more than two consecutive three-year terms.

8. VOTING

- 8.1 Voting at a meeting of the General Assembly will be by a show of hands unless, at the discretion of the Executive Committee or by motion at the General Assembly, a secret ballot is directed to be taken.
- 8.2 In any vote, a simple majority shall be required to carry a motion, with the exception of an extraordinary resolution and a deficit budget presented at the Annual General Meeting.
- 8.3 Write-in votes, in a form approved by the Association's Executive Committee, are accepted for purposes of voting on any matter except the ratification of the Collective Agreement, and are not considered for quorum purposes.
- 8.4 Members have a FULL VOTE in all Association voting matters.
- 8.5 All election of officers, standing committee members, and faculty representatives will be conducted by secret ballot. A candidate shall be declared elected to any position when he has received 50 percent plus 1 of the ballots cast by members eligible to vote.
- 8.6 Where no candidate has received 50 percent plus 1, the name of the candidate receiving the least number of votes shall be removed from the ballot and voting shall continue until the required majority is reached.
- 8.7 In the event that two or more candidates receive the least number of votes, those particular ballots shall be discarded and the members shall vote again. Should the same lie recur, one of those candidates shall be selected by lot and removed from the ballot and a new vote shall be conducted until the required majority is reached.
- 8.8 Where only one candidate stands for office, a confirmation vote shall be taken at the next regular General Assembly where a quorum has been achieved and the candidate shall be declared elected when he or she has received 50 percent plus 1 of the ballots cast by members eligible to vote.
- 8.9 Candidates shall be entitled to appoint scrutineers for the period of balloting and the counting of ballots.

9. STANDING AND AD HOC COMMITTEES AND FACULTY REPRESENTATIVES ON UNIVERSITY COMMITTEES

Ad Hoc Committees

- 9.1 The GMUFA may from time to time elect or appoint such ad hoc committees as are required to carry out the objectives of the Association. All ad hoc committees are responsible to the Executive and shall be required to attend such meetings and give such reports as directed by the Executive Committee.

Standing Committees

9.2 The Faculty Association Negotiating Committee (FANC)

- 9.2.1 The FANC consists of the Chair and 4 members elected for a term of office that commences 14 months prior to the expiration of the current collective agreement, and to a term of office that ends 14 months prior to the expiration of the subsequent agreement negotiated. The outgoing committee

will select one member of the outgoing committee (usually the outgoing chair) as an ex officio voting member of the next committee.

- 9.2.2 The FANC consults and reports to the Executive Committee in all matters of negotiating policy and is empowered to negotiate on behalf of the GMUFA members.
- 9.2.3 The FANC Chair, on behalf of the committee, shall consult with and report to the Executive Committee and to the Membership of the Association at times and in a manner as directed by the Executive Committee. The Chair of the FANC shall seek prior approval for the bargaining proposals to be exchanged with the Board of Governors at a General or Special Assembly, on or before February 1 of the negotiating year.
- 9.2.4 If authorized by the Executive and approved by the General Assembly, the FANC represents the Association in the event of an interest arbitration.
- 9.2.5 The FANC recommends acceptance or rejection of any proposed memorandum of agreement to the General Assembly, but cannot bind the Association to any settlement or Collective Agreement.

9.3 The Faculty Association Grievance Committee (FAGC)

- 9.3.1 The FAGC consists of:
 - a. The Vice President Dispute Resolution, who is Chair, and one member elected for a term of two years in those years ending in an odd number, and;
 - b. Two members elected for a term of two years in those years ending in an even number; and
 - c. The Chair of the Faculty Association Negotiating Committee, as an ex-officio, non-voting member of the Grievance Committee.
- 9.3.2 The FAGC makes every effort to resolve non-grievable disputes between Faculty member(s) and one or more of the following:
 - a. The Board of Governors
 - b. Administration or other University staff
 - c. Other Faculty Association members
- 9.3.3 The FAGC acts as an advocate for Faculty Member(s) when it determines there are grounds for a grievance.
- 9.3.4 The FAGC acts both on behalf of the Faculty Members who appeal to it, pursuant to Article 4 and 5 of the Collective Agreement titled Grievance and Grievance Arbitration, and in the interests of the Faculty Association as a whole.
- 9.3.5 The FAGC follows the procedures approved by the Faculty Association.
- 9.3.6 The FAGC shall, from time to time, review all policies and procedures of the FAGC, and make recommendations for change to the Executive and the General Assembly as required.

9.4 Faculty Association Finance Committee (FAFC)

9.4.1 The FAFC consists of:

- a. The Treasurer, who is Chair;
- b. The Past Treasurer, who is an ex-officio, non-voting member;
- c. Four members who are elected at the Annual General Meeting for a term of two years.

9.4.2 The FAFC:

- a. Advises and assists the Executive Committee in all matters of budget planning. The Committee is responsible for ensuring that the budget goals and objectives are consistent with the objectives of the Association and the policies and directives established by the Executive;
- b. Reviews the investments and advises the Executive Committee on the investment of any assets of the Association, and is allowed to invest reserve assets, with overall investment guidelines to be determined by the Executive Committee;
- c. Assists in the revision of accounting procedures of the Association as required;
- d. Reviews the Association dues annually.

9.5 Faculty Association Professional Ethics and Conduct Committee (FAPECC)

9.5.1 The FAPECC consists of:

- a. The Vice President Executive, who is the Chair;
- b. Three members who are elected at the Annual General Meeting for a term of two years in those years ending with an even number, and;
- c. Three members who are elected at the Annual General Meeting for a term of two years in the those years ending with an odd number;
- d. The Chair of the Faculty Association Grievance Committee is an ex-officio, non-voting member of the Professional Ethics and Conduct Committee;
- e. Members serve no more than two consecutive terms.

9.5.2 The role of the FAPECC is to administer the policy and procedures as set out in the Code of Ethics and approved by the Membership. The FAPECC shall, through procedures it establishes and are approved by the Executive, hear all disputes arising out of interpretations and alleged violations of the Code of Professional Conduct and determine if a violation has occurred. In matters where the request from a member or members is only for an interpretation of the application of the Code of Professional Conduct, the FAPECC may publish its decision for the benefit of the general membership. In cases where the FAPECC has been asked to rule on the conduct of an individual or individuals, recommendations will be made to the Executive in writing, providing a rationale, and if required, stating the redress sought and the application of sanctions.

9.5.3 Sanctions: The FAPECC may make one of the following recommendations:

1. No further action;
2. A private letter to the individual or individuals and other affected parties;
3. A public letter describing the case and disciplinary actions;
4. Suspension from holding office and participation in Association activities.

The President, on behalf of the Executive, shall concur with the recommendations or refer them back to the FAPECC. Only the President can issue sanctions under the Code of Professional Conduct.

- 9.5.4 The FAPECC shall, from time to time, review the procedures and policies of the FAPECC, and make recommendations to the Executive as required.

9.6 Faculty Association Governance Committee

- 9.6.1 The Governance Committee is responsible to the membership of the GMUFA. The Committee is responsible for assisting the Executive to ensure that an appropriate governance system is in place for the Executive's overall stewardship responsibility and the discharge of its responsibility to the members of the GMUFA. The Committee is also responsible for compensation matters, and for assessing the overall performance of the Executive and the standing committees of the Executive.

The Committee is a standing committee of the Executive.

9.6.2 Governance Committee Membership

- a. The Committee shall be comprised of four members, not from the GMUFA Executive Committee, elected for a term of 2 years, with two members elected each even year and two members elected each odd year, plus one appointed member of the Executive with a term lasting one year
- b. The Chair of the Committee shall be elected by the members of the Committee at the first meeting of the Governance Committee after the Annual General Meeting (AGM).
- c. The FA President shall be a non-voting, ex-officio member of the Committee.
- d. FA members may at any time petition to present concerns to the committee, and shall be honored with a prompt response from the committee both in terms of their petition to present, and in response to their presented concern.

9.6.3 Governance Committee Duties and Responsibilities

- a. To periodically consider the composition and size of the Executive, and make any appropriate recommendations to the Executive for approval.
- b. To ensure that an appropriate orientation and education program is in place for new Executive members.
- c. The GC shall conduct an annual assessment of the effectiveness of the Executive and the standing committees of the Executive. The GC shall report, prior to March first of each year, on the results of this annual review to the full Executive.
- d. To conduct a performance assessment of the FA President on an annual basis, and to report the results of such assessment to the full Executive.
- e. To review and make recommendations to the Executive on governance issues including, but not limited to:
 - i. monitoring, reviewing and updating the ongoing development and maintenance of the approach by the GMUFA to governance issues, including the governance guidelines; and
 - ii. annually reviewing the GMUFA's system of governance for inclusion in any annual report of the GMUFA or its Executive members.

- f. Review on an annual basis, the release time and honoraria of the executive members.
- g. To consider any other matters which, in the opinion of the Committee or at the request of the Executive, would assist the Executive in meeting their responsibilities.
- h. To review annually the Committee's terms of reference and to recommend any required changes to the Executive for approval.
- i. To provide reports and minutes of meetings to the Executive and a summary report at the AGM of the faculty association.

9.6.4 Governance Committee Procedures

- a. Meetings of the Committee are held as required, with a minimum number of two meetings each year.
- b. Committee meetings may be called by the Committee Chair or by a majority of the Committee members.
- c. Meetings are chaired by the Committee Chair or, in the absence of the Chair, by a member chosen by the Committee from among themselves.
- d. A quorum for the transaction of business at any meeting of the Committee is a majority of the elected members.
- e. Provisions shall be made to provide for the delivery of notices, agendas and available related materials to the Committee members at least two (2) days prior to the meeting except in unusual circumstances.
- f. Meetings may be conducted with members present or other communications facilities that permit all persons participating in the meeting to communicate with each other.
- g. A written resolution signed by all Committee members entitled to vote on that resolution is as valid as a resolution passed at a Committee meeting.
- h. The members of the Committee shall appoint a secretary for each meeting and the person so appointed shall keep minutes of the proceedings of that meeting.
- i. The minutes will be submitted to the Executive no later than two weeks after a meeting of the committee.

9.7 Faculty Association Constitution Committee

9.7.1 The Faculty Association Constitution Committee consists of:

- a. The President who is Chair;
- b. The Vice President Executive; and
- c. 2 members elected for a term of 2 years in those years ending in an even number and 2 members elected for a term of 2 years in those years ending in an odd number.

9.7.2 The Constitution Committee consults and reports to the Executive Committee in all matters pertaining to revisions of the Faculty Association Constitution.

9.7.3 The Constitution Committee shall meet on an annual basis, review all articles of the Faculty Association Constitution, and make recommendations for changes to the Executive and the General Assembly as required.

Representatives on University Committees

9.8 Faculty Development Committee (FDC)

- 9.8.1 The FDC has six Faculty representatives, including the Vice President Professional Affairs, elected for terms of two years. One representative from each of the Faculty of Arts and Science, and the Faculty of Health and Community Studies, are elected at the Annual General Meeting in those years ending in an even number, and one representative from each of the Centre for the Arts and Communications, the School of Business, and the Library/Student Resource Centre, are elected at the Annual General Meeting in those years ending in an odd number.
- 9.8.2 Faculty Representatives elected to serve on the FDC shall, from time to time, review all policies, procedures and funding provided by the Collective Agreement, and make such recommendations to the Executive and the General Assembly as are required to carry out and extend the professional development goals of the Association.

9.9 Faculty Evaluation Committee (FEC)

9.9.1 Members on Faculty Evaluation Committee

There are five faculty representatives on FECC, one of whom is the Vice President Executive, who acts as Chair of the faculty caucus, elected for a term of two years. One representative from each of the Faculty of Arts and Sciences and the Faculty of Health and Community Studies is elected at the AGM in those years ending in an even number, and one representative from each of the Centre for the Arts and Communications and the School of Business elected at the AGM in those years ending in an odd number.

- 9.9.2 Faculty representatives elected to serve on the FEC shall, from time to time, review all policies and procedures of the FEC and make recommendations for changes to the FA Executive and the General Assembly as required.

9.10 Faculty Standards Committee (Standing Committee of Academic Governance Council)

- 9.10.1 The President, as well as one other Executive member to be appointed by the Executive Committee, will be the FA liaisons to the Faculty Standards Committee.
- 9.10.2 The liaisons will report on the work of the Faculty Standards Committee to the FA Executive and General Assembly as required.

10. FINANCIAL

- 10.1 The proposed budget for the coming year is distributed with the agenda at least one week prior to the Annual General Meeting.
- 10.2 The Executive Committee is empowered to meet all financial obligations within budget limits as approved by the Association.
- 10.3 The Executive Committee may, by approval of an Extraordinary Resolution, borrow, raise or secure the payment of money to carry out the objectives of the Association.

- 10.4 Any proposed budget where anticipated expenses are greater than anticipated revenues requires concurrence of a two thirds (2/3) majority of those present and eligible to vote.
- 10.5 Officers of the Executive Committee and members of other Association Committees may be reimbursed for normal and reasonable expenses incurred in the performance of authorized Association duties, upon submission of expense claims and approval of the Executive Committee or the Association.
- 10.6 Membership dues shall normally be determined at the Annual General Meeting. Notwithstanding Article 11.0, changes to dues at the Annual General Meeting may be made by simple majority (with the exception of a deficit budget, cf. section 8.2); however, changes to dues at a special or general assembly may only be made by Extraordinary Resolution.

Dues are assessed:

- a. For all Faculty Association Members at a rate of 1.1264 percent of gross regular monthly salary. A maximum monthly payment (cap) shall be set in the annual budget.
 - b. For members on Sabbatical or other leave of absence, one-half the amount that would otherwise have been charged.
- 10.7 Motions requiring the expenditure of an amount in excess of \$2,000.00, where that amount has not been previously approved in the budget, require approval by an Extraordinary Resolution. (see Article 8.0 Voting)

10.8 Professional Fees Contingency Fund

The Association shall maintain a contingency fund of up to \$100,000.00 for the purpose of paying professional expenses resulting from costs associated with extraordinary dispute resolution circumstances (5.6.3).

11. AMENDMENTS AND SPECIAL RESOLUTIONS

These bylaws of the Association may be enacted, amended or repealed at an General Assembly by extraordinary resolution, provided that proper notice has been given and there is a quorum. (See Article 8 Voting)

12. RATIFICATION OF THE PROPOSED COLLECTIVE AGREEMENT

- 12.1 The vote to ratify the proposed terms and conditions of employment will be conducted by secret ballot three to five work days following a Special Assembly called to consider the proposals.
- 12.2 The Special Assembly Meeting shall be called to present and discuss a written statement of all changes, deletions, additions, and amendments being proposed to the existing Collective Agreement.
- 12.3 The FANC shall recommend that the proposed Memorandum of Agreement be either accepted or rejected.
- 12.4 Balloting will be conducted on each campus at polling stations, at times established by the Executive, and only those who are on the Membership List and are present in

person will receive a ballot and be entitled to vote, upon presentation of valid photo identification.

- 12.5 Ratification is achieved when the proposals have been adopted by 50 percent plus 1 of the votes cast.

13. DISSOLUTION OF ASSOCIATION ASSETS (WINDUP AND DISSOLUTION)

- 13.1 In the event the Association is wound up or dissolved in the course or ordinary business, all of its assets, after payment of its liabilities, shall be distributed in one of the following ways, or a combination thereof:

13.1.1 Disposition of the assets (or portion thereof) pro rata to the current members.

13.1.2 Assignment of the assets to a successor staff association or to another organization designated by the members.

13.1.3 Deed of trust to a person or corporation as designated by the members to be held on terms approved by the members.

- 13.2 Voluntary windup or the dissolution shall follow the same procedural provisions (notice, quorum, voting procedures, etc.) as apply to the Annual General Meeting.

- 13.3 In the event of the Association's impending involuntary windup or dissolution as a result of legislation, regulation, or ministerial policy, all of its assets, after payment of its liabilities, shall be distributed as per 13.1.

- 13.4 In the event of impending voluntary windup, the Officers of the Association shall be specially empowered to convene an emergency meeting with up to 48 hours written notice. The quorum requirement shall be a simple majority of those members present at the meeting. At this meeting, the Officers shall put forward the evidence prompting their action in calling an extraordinary meeting for the purposes of dissolving the Association and distributing the assets.

14. CHARTER OF ACADEMIC FREEDOM

Whereas one of the objectives of the Faculty Association is to protect the independence and freedom of academic expression and teaching (Objective 3.4), the Association has approved the following statement of academic freedom:

The Association believes that the common good of society depends upon the search for knowledge and its free exposition, and that academic freedom is essential for both of these purposes. The Association therefore supports the rights of the Members of the Association to exercise their legal rights as citizens without hindrance, harassment, intimidation, or penalty; carry out research or other activities in the enhancement of their professional responsibilities, including the publication or exhibition of the results of such work; freedom of teaching and discussion; freedom to criticize the University and the Faculty Association; and freedom from institutional censorship. Academic freedom carries with it the commitment to use it in a responsible, professional manner reflecting a scholarly dedication to education, a genuine search for knowledge, and a serious pursuit of excellence.