

*T.K. Sparks*  
**T.K. SPARKS**



**UNIVERSITY OF THE FRASER VALLEY**

**FACULTY & STAFF ASSOCIATION**

---

**CONSTITUTION**  
**and**  
**BYLAWS**

---

## Table of Contents

CONSTITUTION.....	1
BY-LAWS.....	1
1. Membership .....	1
2. General Meetings.....	3
3. Proceedings at General Meetings .....	3
4. Appointment and Removal of Directors and Officers and Their Duties and Powers .....	4
5. Duties of Officers.....	7
5.1 Duties of the Past President .....	7
5.2 Duties of the President.....	7
5.3 Duties of the Equity Vice-President.....	7
5.4 Duties of the Grievances Vice-President .....	8
5.5 Duties of the Bargaining Vice-President.....	9
5.6 Duties of the Member Engagement Vice-President.....	9
5.7 Duties of the Secretary-Treasurer .....	10
5.8 Duties of the Faculty Chief Steward .....	11
5.9 Duties of the Staff Chief Steward .....	11
5.10 Duties of the Social Committee Chair .....	11
5.11 Duties of the Professional Development Committee Co-Chair .....	11
5.12 Duties of the Occupational Health and Safety Committee Co-Chairs.....	12
5.13 Duties of the Job Classification Audit Committee Co-Chair .....	12
5.14 Duties of the Non-Regular Employees Representative.....	12
5.15 Duties of the Human Rights & International Solidarity Representative .....	12
5.16 Duties of the Gender Equity Representative .....	12
5.17 Duties of the Decolonization, Reconciliation and Indigenization Representative.....	13
5.18 Standing Committees .....	13
6. Functions and Powers of the Executive Committee .....	15

7. Area Stewards .....	16
8. Borrowing Powers.....	16
9. Alteration of By-Laws.....	16
APPENDIX A: VOTING PROCEDURE.....	17
APPENDIX B: REVENUE AND EXPENDITURE INITIATIVES .....	18

# **UNIVERSITY OF THE FRASER VALLEY**

## **FACULTY & STAFF ASSOCIATION**

### **CONSTITUTION**

1. The name of the Society is "The University of the Fraser Valley Faculty and Staff Association".
2. The objective of the Society is to promote and protect the welfare and professional interests of the Association membership in the University.
3. The operations of the Society are to be chiefly carried on in the University of the Fraser Valley region.
4. In the event that the Association should at any time be dissolved, the remaining assets after payment of all debts and liabilities shall be turned over to a recognized charitable organization in the province or elsewhere in Canada as directed by the members. This provision is unalterable.

### **BY-LAWS**

#### **1. Membership**

- 1.1
  - a) Membership in the Association is open to all members of the bargaining unit as defined by the Collective Agreement between the Association and the University of the Fraser Valley.
  - b) A member in good standing shall be any person who is qualified for membership as stated in a) above and who has paid the required membership fee, and who has not been dismissed from the Association as provided for in 1.2. Members on long term disability leave remain in good standing, but their dues are waived on a compassionate basis for the duration of their leave.
  - c) A person ceases to be a member of the UFV Faculty and Staff Association when their rights under the Collective Agreement have expired and dues are no longer paid.

- d) Honorary Lifetime Membership status for FSA Executive members who are retired. Although this status is honorary, it does carry with it some privileges. This may be given out to one member in a given year.

Criteria:

- i. Has served on the FSA Executive for at least 3 years
- ii. Has made a significant contribution to the membership through union activities
- iii. Is nominated by 3 members of the FSA and accepts
- iv. Is recommended by the FSA Executive by majority vote and brought to the next Annual General Meeting for ratification by the membership.

This status permits the person to attend FSA Executive meetings, Annual General Meetings, and other functions of the FSA by invitation from the FSA Executive. While in attendance at meetings, the person with Honorary Lifetime Membership status has a voice in all debate, but shall be without a vote.

- 1.2 Any member whose actions, behavior, or activities are deemed to bring discredit or damage to the Association may be dismissed by special resolution of the membership present and entitled to vote, at a properly convened General Meeting, provided:

- a) The member in question has been informed in writing and in detail of the nature of the charges against them;
- b) The member has been invited to attend a meeting with the Association President and respective Chief Steward and given the opportunity to reply to the charge that they have acted in a manner calculated to bring discredit or cause damage to the Association;
- c) The member has been invited to attend a meeting of the Executive Committee and given the opportunity to reply to any and all charges levied against them;
- d) The member is allowed the opportunity of being represented.

## **2. General Meetings**

- 2.1 The Annual General Meeting of the Association will be held in April, May or June of each year at a time and place to be designated by the Executive Committee, in accordance with the Societies Act.
- 2.2 Every general meeting, other than an annual general meeting, shall be called an extraordinary general meeting.
- 2.3 The Executive Committee may, whenever they consider it necessary, convene an extraordinary general meeting.
- 2.4 Notice of a general meeting shall specify the place, the day and the hour of the meeting and, in case of special business, the general nature of that business. The accidental omission to give notice of any meeting to, or the non-receipt of any notice by any of the members entitled to receive notice shall not invalidate any proceedings.
- 2.5 The minutes of all meetings and general meetings shall be made available to members in the main Faculty & Staff Association office and on the FSA website.

## **3. Proceedings at General Meetings**

- 3.1 No business, other than the election of a Chairperson in the absence of the President, or the adjournment of the meeting, shall be conducted at any general meeting at any time when a quorum is not present. If at any time during a general meeting there ceases to be a quorum present, any business then in progress shall be suspended until there is a quorum present, or until the meeting is adjourned or terminated as the case may be.
- 3.2 For the purpose of these By-Laws, a quorum of the Association shall consist of thirty (30) members in good standing of the Association present and entitled to vote at a general meeting of the Association.
- 3.3 The President of the Association, or in their absence, one of the Vice-Presidents, or in the absence of all of them, any member of the Executive Committee present, shall preside as Chairperson of every general meeting.
- 3.4 When all those in attendance decide by a majority vote a general meeting shall be conducted according to procedures as outlined in Roberts' Rules of Order.

- 3.5 Voting by proxy will be allowed at a general meeting, with the understanding that:
- a) The proxy is not permanent and entitles a member to vote at only one meeting. Adjournment will void the proxy; and
  - b) The recording secretary of the general meeting has received written notice prior to the meeting including the name and signature of the person authorized to vote in the member's place, and the date of the general meeting where the member wishes to vote by proxy.
- 3.6 If a vote of **two-thirds** of the members at a general meeting deems it necessary, a motion on the floor can be made to defer to electronic vote.
- 3.7 All balloting will be conducted as per the Faculty & Staff Association Policy on Voting Procedure. **(See Appendix A)**
- 3.8 Votes on revenue and expenditure initiatives will be conducted in accordance with FSA Policy on Revenue and Expenditure Initiatives. **(See Appendix B)**
- 3.9
- a) The results of a vote, including the number of ballots cast and the number of votes for, against, and spoiled, shall be made available to both the members and the employer.
  - b) All employees in a bargaining unit, whether or not they are members of the union, may participate in votes held by a trade union of its members on a question of whether to strike or whether to accept or ratify a proposed collective agreement.

## **4. Appointment and Removal of Directors and Officers and Their Duties and Powers**

- 4.1 The Executive Committee shall consist of: the President, Equity Vice-President, Grievances Vice-President, Bargaining Vice-President, Member Engagement Vice-President, the Staff and Faculty Chief Stewards, the Secretary-Treasurer, the Past President (ex-officio, non-voting) and the following chairpersons or representatives of standing committees including Professional Development, Job Classification Audit, Occupational Health & Safety, Gender Equity, Human Rights, Non-Regular Employees, Social Committee, and Decolonization, Reconciliation and Indigenization.

- 4.2 Procedures for nomination and election and the term of office for all officers of the Association except as noted shall be as follows:
- a) Nominations for an office shall be open three weeks prior to the Annual General Meeting and shall close at the Annual General Meeting. Following confirmation of validity by the Returning Officer, the names of nominees and their respective nominators are to be made available to members as they are received.
  - b) Election of officers shall be conducted by a secure ballot within one week after the Annual General Meeting; or, when only one nominee is put up, the Chair shall declare that the nominee is elected, thus effecting the election by unanimous consent or “acclamation”.
  - c) Officers of the Executive shall be elected for a term of two years. The President, Grievances Vice-President, Member Engagement Vice-President, Faculty Chief Steward, Secretary-Treasurer, Gender Equity Representative, Non-Regular Employees Representative, and the Social Committee Chair will be elected in years alternate to the election of the Bargaining Vice-President, Equity Vice-President, Staff Chief Steward, Human Rights & International Solidarity Representative, Decolonization, Reconciliation, and Indigenization Representative, Professional Development Committee Chair, and the Occupational Health and Safety Committee Co-Chair. This is to ensure some continuity of knowledge and experience on the executive committee.
  - d) The Job Classification Audit Committee Co-Chairperson (non-voting) shall be elected by the FSA representatives on that respective committee for a term of three years.
  - e) The position of Past President (ex-officio, non-voting), if declined by the outgoing President, may be filled by appointment of a previous President by the incoming Executive Committee.
  - f) To allow a transition period after the elections in May, newly elected officers of the FSA will normally take office on June 1<sup>st</sup> (except in the event of replacement).
- 4.3 Any candidate for office as an officer of the Association must be a member in good standing at the time of nomination, and their nomination must be made by a member in good standing at such time of nomination. A member cannot accept a nomination for more than one position on the executive within the same election.



4.4 The Executive Committee has power to appoint any person as an officer to fill a casual vacancy in the Executive Committee.

a) A casual vacancy arises when a member of the Executive Committee:

- i) Dies,
- ii) Resigns mid-term,
- iii) Is on leave and unable to execute their duties or has not attained approval for the leave from the Executive Committee,
- iv) Is no longer a member in good standing, as described in 1.1,
- v) Has been removed from the Executive Committee for failure to regularly attend meetings without the permission of the Executive or has not responsibly carried out the assigned duties of the position to which they were elected, as provided for in 5.18,
- vi) Has been removed or stepped down from the Executive Committee as a result of a perceived or material conflict of interest, as described in 5.19.

b) Any officer so appointed may hold office only until the conclusion of the next following Annual General meeting of the Association, but is eligible for election at that meeting.

c) If it becomes necessary that a person hold more than one position on the Executive, then there will be only one vote allowed for the person holding those positions. The vacant position being temporarily filled shall not ordinarily exceed 3 months before a by-election is held for the position.

4.5 The Executive Committee may meet at such places as it sees fit for the dispatch of business. A quorum for the Executive meeting shall be seven (7) executive members. The President shall call meetings of the Executive Committee as required and at least quarterly. In addition, the President must call a meeting upon receipt of a request in writing by no less than three members of the committee requiring that a meeting be held.

4.6 The membership may remove any elected officer by a special resolution in accordance with the BC Society Act.

## 5. Duties of Officers

Unless otherwise noted below, all Officers listed below are voting members of the FSA Executive and are expected to attend Executive and relevant committee meetings and make regular reports to the Executive and to the membership.

### 5.1 Duties of the Past President

The Past President shall serve in a non-voting, ex-officio capacity and shall provide background information to the Executive Committee on matters previously discussed, and shall provide any necessary assistance as requested by the current President.

### 5.2 Duties of the President

The President shall preside over meetings of the Executive Committee and over all general meetings of the Association. The President is empowered to ensure compliance with the Constitution and Bylaws and to uphold rules of order. They shall, in collaboration with Executive Committee members, exercise a general care over and supervision of all matters of the Association, including the FSA office, and the supervision and performance appraisal of FSA staff. The President is expected to attend all UFV Board of Governors meetings, Labour and Management committee meetings, Federation of Post Secondary Educators (FPSE) Presidents' Council meetings and will delegate other FPSE duties and responsibilities as required. They will serve as a member of the Table Officers Committee, the Finance and Administration Committee, and the Grievance Review Committee. The President may elect to be an ex-officio member of any other Faculty & Staff Association committees. The President will also serve as a signing officer for FSA financial matters.

### 5.3 Duties of the Equity Vice-President

The Equity Vice-President will work to advocate for the reduction and removal of systemic inequities and marginalization at the University of the Fraser Valley. They will also be responsible for setting and implementing an overarching vision of equity, diversity, and inclusion for the operations of the Faculty and Staff Association. This includes:

- a) Examining and making recommendations on policies, procedures, contract language, and best practices to address issues relating to exclusion, discrimination, harassment, and accommodation.
- b) Supporting actions and campaigns with regard to equity at UFV and in post-secondary education in general.

- c) Alerting the executive to issues of concern to marginalized groups and individuals within the UFV-FSA membership.
- d) Identifying, liaising with, and supporting the efforts of equity seeking groups within the University as well as within the broader community, and establishing caucuses for underrepresented groups as necessary.
- e) Keeping apprised with current research and best practices related to equity, diversity, and inclusion, and providing these resources to membership.
- f) Supporting the activities and interests of elected UFV-FSA representatives (pertaining to gender equity, non-regular employees, indigenization, reconciliation, and decolonization, human rights and international solidarity), through representation on Executive subcommittees and directly incorporating their interests in the Association's activities.

The Equity Vice-President shall be a member of the Contract Committee, Grievance Review Committee, Table Officers Committee, and will attend Labour and Management meetings. The Equity Vice-President shall actively assist and support the Chief Stewards, especially with respect to labour issues pertaining to FPSE subcommittee mandates. The Equity Vice-President may assume all the responsibilities and duties of the President in their absence, including chairing meetings, setting agendas, attending meetings, etc., as delegated by the Executive Committee.

#### **5.4 Duties of the Grievances Vice-President**

The Grievances Vice-President shall oversee and coordinate the efforts of the FSA stewards and, through establishing an effective steward network, support the efforts of the Chief Stewards with respect to workplace administration.

Duties of the Grievances Vice-President include:

- a) Establish and support the activities of FSA stewards through organized training, communication, and serving as chair of regular meetings of the Stewards Committee.
- b) Actively assist and support the Chief Stewards as required.
- c) Serve as chair of the Grievance Review Committee.
- d) Serve as a member of the Contract Committee.

- e) Serve as a member of the Table Officers Committee.

The Grievances Vice-President may assume all the responsibilities and duties of the President in their absence, including chairing meetings, setting agendas, attending meetings, etc., as delegated by the Executive Committee.

#### 5.5 **Duties of the Bargaining Vice-President**

The Bargaining Vice-President shall represent the Faculty & Staff Association and lead the Bargaining Team in matters related to the Collective Agreement. The Bargaining Team will negotiate the local Collective Agreement with the Employer UFV Board Representatives. They will convene and chair the Contract Committee (see committees below), survey the membership to determine bargaining priorities, make recommendations to the Executive Committee on the composition and membership of the Bargaining Team, and prepare contract language. They shall report on a regular basis to the Executive Committee and to the general membership as required, on all matters relating to contract negotiations. The Bargaining Vice-President will serve as a member of the Table Officers Committee. They shall represent the FSA on the FPSE Bargaining Coordination Committee, and at any central bargaining tables.

#### 5.6 **Duties of the Member Engagement Vice-President**

The Member Engagement Vice President will coordinate activities, communications, and strategies whose intent is to improve the level and quality of member engagement within the union. They will:

- a) Promote initiatives that help advance member engagement within the Association and in the community.
- b) Lead and facilitate the Association in organizing union membership.
- c) Facilitate communications with the members using various tools including, but not limited to, newsletters, bulletins, website, and social media.
- d) Chair the Association's Communications Committee.
- e) Support and shall be a member of the Social Committee.
- f) Coordinate the publication of a regular Association newsletter (Words and Vision).
- g) Assist the President in maintaining good communication between the Association and key stakeholders as necessary.
- h) Serve as a member of the Table Officers Committee.

## 5.7 Duties of the Secretary-Treasurer

- a) The Secretary-Treasurer shall be the Chief Financial Officer of the Association. The Secretary-Treasurer shall be in charge of books, documents, files and effects of the Association which shall reasonably be subject to inspection by the President and the Executive Committee or any Association member in good standing, subject to the Association's duty to remain compliant with the Personal Information Protection Act (PIPA).
- b) The Secretary-Treasurer shall prepare a financial statement of the Association for each meeting as required by the Executive Committee. The Secretary-Treasurer shall have the books of the Association reviewed each year by a registered accountant selected and approved by the Executive Committee. Such reviews shall be furnished annually to the Executive Committee and published to the membership.
- c) The Secretary-Treasurer will represent the FSA in bargaining with CUPE regarding the FSA office staff. They will also supervise the FSA Financial Coordinator including conducting a performance review as specified by the CUPE/FSA Collective Agreement.
- d) The Secretary-Treasurer shall, subject to the approval of the Executive Committee, invest the surplus funds of the Association in the name of the Association, in accordance with the relevant laws of British Columbia.
- e) The Secretary-Treasurer shall be bonded in such amount as shall be determined by the Executive Committee.
- f) The Secretary-Treasurer shall act as Privacy Officer and shall be responsible for ensuring compliance with PIPA.
- g) The Secretary-Treasurer shall be responsible for submitting from revenue any affiliation fees.
- h) The Secretary-Treasurer shall act as Returning Officer for all voting that takes place pursuant to Article 3.7. In the event that the Secretary-Treasurer is unable to perform this function, the Executive committee shall appoint another Executive member in their place.
- i) The Secretary-Treasurer shall submit a written report on the administration of their office to the Annual General Meeting.
- j) The Secretary-Treasurer will chair the Finance and Administration Committee and serve as a member of the Table Officers Committee.

**5.8 Duties of the Faculty Chief Steward**

The Faculty Chief Steward will be responsible for handling individual faculty matters related to contract and workplace administration. They must be familiar with the terms of the Collective Agreement and will provide relevant information and advice to any Association faculty member who has concerns about workplace issues. In consultation with other members of the Executive and/or Faculty Stewards, they will initiate grievances when appropriate according to the Collective Agreement and the internal FSA grievance process (See Appendix D for Internal Grievance Procedure). The Faculty Chief Steward may engage the participation and assistance of the Grievance and Equity Vice Presidents in any contract administration work. They will also support the Grievance Vice-President with providing training for Faculty Stewards.

**5.9 Duties of the Staff Chief Steward**

The Staff Chief Steward will be responsible for handling individual staff matters related to contract and workplace administration. They must be familiar with the terms of the Collective Agreement and will provide relevant information and advice to any Association staff member who has concerns about workplace issues. In consultation with other members of the Executive and/or Staff Stewards, they will initiate grievances when appropriate according to the Collective Agreement and the internal FSA grievance process (See Appendix D for Internal Grievance Procedure). The Staff Chief Steward may engage the participation and assistance of the Grievance and Equity Vice Presidents in any contract administration work. They will also support the Grievance Vice-President with providing training for Staff Stewards.

**5.10 Duties of the Social Committee Chair**

The Social Committee Chair will be responsible for organizing FSA social events. They shall also make regular reports to the Executive Committee.

**5.11 Duties of the Professional Development Committee Co-Chair**

The Professional Development Committee Co-Chair shall co-chair the Joint Professional Development Committee and ensure that divisional allocations for professional development reflect the Association's and the University's commitment to professional development for all employees of the University. The Committee will consist of members outlined in the Terms of Reference. They shall make regular reports to the Executive members on the proceedings of the Professional Development Committee.

**5.12 Duties of the Occupational Health and Safety Committee Co-Chairs**

The Occupational Health and Safety Committee Co-Chairs shall co-chair the Joint Occupational Health and Safety Committee(s) to ensure that unsafe, hazardous, or dangerous conditions within the work environment are reported to the University and to respond to and investigate members' complaints about such conditions. The OH&S Co-Chairs shall make regular reports to the Executive Committee. In consultation with the FSA Executive, the OH&S Co-Chairs may delegate responsibility to another FSA member for participation in OH&S sub-committees, as well as related FPSE committees. The Co-Chairs will be responsible for all UFV campuses.

**5.13 Duties of the Job Classification Audit Committee Co-Chair**

The Job Classification Audit Committee Co-Chair shall serve in a non-voting capacity and shall co-chair the Job Classification Audit Committee to ensure that the Faculty & Staff Association commitment to the job evaluation system is carried out. The JCAC Co-Chair shall make regular reports to the Executive Committee on the proceedings of the JCAC, and from time to time establish suitable forums for providing informational workshops on the classification system to member staff.

**5.14 Duties of the Non-Regular Employees Representative**

The Non-Regular Employees Representative shall promote the interests and needs of non-regular employees in their role on executive committees, including the Contract Committee and the Bargaining Team. When feasible, they will chair a committee to address both the current and future needs of non-regular employees and shall make regular reports to the Executive Committee. This representative will serve on the FPSE Non-Regular Faculty Committee (NRFC), and report back to the Executive after each meeting.

**5.15 Duties of the Human Rights & International Solidarity Representative**

The Human Rights and International Solidarity Representative shall promote human rights protection and education among the faculty, staff, students and administrators and, when feasible, chair a committee including faculty and staff and shall make regular reports to the Executive Committee. This representative will serve on the FPSE Human Rights and International Solidarity Committee (HRISC), and report back to the Executive after each meeting.

**5.16 Duties of the Gender Equity Representative**

The Gender Equity Representative shall promote activities which contribute to an improvement in gender equity in the workplace with a decolonized and intersectional perspective. Such activities include strategies for increasing diversity and achieving equity in our institution for people of marginalized genders, including women, non-binary folks, and transgender people. The

Gender Equity Rep shall chair/co chair the Gender Equity Network, and staff and shall make regular reports to the Executive Committee. They will serve on the FPSE Women and Gender Equity Committee, and report back to the Executive after each meeting.

**5.17 Duties of the Decolonization, Reconciliation and Indigenization Representative**

The Decolonization, Reconciliation and Indigenization Representative shall work towards the strategic goal of supporting decolonization, reconciliation and Indigenization on university campuses. They shall, when feasible, chair a committee including faculty and staff and make regular reports to the Executive Committee. This representative will serve on the FPSE Decolonization, Reconciliation and Indigenization Committee (DRISC), and report back to the Executive after each meeting.

**5.18 Standing Committees**

Standing committees of the Association shall be established for the following purposes, and the chairpersons of such standing committees shall assume the duties as described:

**a) The Table Officers Committee**

The Association will have a Table Officers Committee comprised of officers duly elected by the membership (*President, Grievance Vice-President, Equity Vice-President, Member Engagement Vice-President, Bargaining Vice-President, and Secretary-Treasurer*). Subject to these bylaws, the Table Officers Committee will meet to coordinate and communicate over the operations of the Association between meetings of the Executive Committee. The Table Officers Committee may act on behalf of the Executive Committee on matters delegated to it or in accordance with the authority delegated to its constituent members' elected roles. On matters not delegated, the Table Officers Committee may act on behalf of the Executive Committee in any special or emergency matter for which a meeting of the Executive is not possible. A quorum for the Table Officers Committee shall be four (4) members. A full report of the Table Officers Committee decisions must be presented at the next Executive Committee meeting, and approval of the Executive Committee is necessary for the continuation of any action undertaken.

**b) The Finance and Administration Committee**

Shall normally consist of the Secretary-Treasurer, President, and two elected officers appointed by the Executive. This committee shall consider and report to the Executive in all matters involving the Association expenditures and income and all matters related to office personnel and administration.



Members of this committee shall also act as signing officers. All payments drawn on the Association's accounts will be approved by the Secretary-Treasurer and the President or by two of four signing officers with one signer being either the Secretary-Treasurer or the President.

c) **The Contract Committee**

In addition to the Bargaining Vice-President, the Contract Committee shall ordinarily include the Grievances Vice-President, Equity Vice-President, Faculty and Staff Chief Stewards, the Non-Regular Employees Representative, and other such members as the Executive Committee deem appropriate. To ensure equitable representation of membership, the Contract Committee may invite other members for specific consultation.

d) **The Communications Committee**

Shall be chaired by the Member Engagement Vice-President. Appointments to this committee will be made by the Executive. This committee shall research and implement communication strategies that support stakeholder relationships and Association activities.

e) **The Stewards Committee**

Shall consist of all the Faculty and Staff stewards and will be chaired by the Grievances Vice-President, and shall enable the work of the stewards as outlined in the Steward Policy.

f) **The Social Committee**

In addition to the Social Committee Chair, the Social Committee shall include the Member Engagement Vice-President and both faculty and staff representatives appointed by the Executive, who will promote social functions within the UFV community. The Social Committee will make recommendations to the Finance and Administration Committee regarding plans and expenditures relating to social events. Expenditures for social events must be pre-approved by the Finance and Administration Committee.

g) **Constitution and Bylaws Review Committee**

The Constitution and Bylaws Review Committee is responsible to ensure that proposed changes to the constitution and bylaws are brought forward to the membership for ratification at the Annual General Meeting each spring. Members of this committee will be appointed by the executive each year and the committee will select a chair.

**h) Grievance Review Committee**

The Grievance Review Committee (GRC) will consist of the Faculty and Staff Chief Stewards, the Equity Vice-President, the FSA President, and the Grievances Vice-President as chair. The GRC is important in the effective implementation of the FSA Internal Grievance Procedure Policy and helps ensure the professional and consistent handling of grievances and that members can understand how their union handles complaints/grievances.

- 5.19 It is the expectation that all Executive members attend Executive meetings, and submit reports to the Executive Committee. Executive members are encouraged to contribute articles for *Words and Vision*. It is also expected that members attend relevant FPSE committee meetings and report back to the Executive Committee at the next Executive meeting.
- 5.20 Any member of the Executive Committee not attending meetings on a regular basis and/or not responsibly carrying out assigned duties will be given advice and assistance from the President. If the neglect of duties continues, a majority of the Executive may vote to replace the officer for the remainder of their term.
- 5.21 A conflict of interest arises when an elected or appointed representative of the Association engages in any activities which interfere with their efficient and independent performance of Association duties, or may be so perceived by a reasonable person. If any member acting on behalf of the Association is faced with a situation involving a conflict of interest, or is in any doubt that a conflict of interest exists, they are required to discuss the circumstances with the Executive Committee.

An Executive member who finds themselves in a perceived or material conflict of interest regarding their union duties must report this to the FSA Executive and make any arrangements that are deemed necessary.

## **6. Functions and Powers of the Executive Committee**

- 6.1 The Executive Committee shall determine and interpret Association policy and shall transact all business of the Association. All policy changes made by the Executive must be ratified by membership at the next Annual General Meeting.
- 6.2 The Executive Committee may, from time to time, delegate the discussion and resolution of Association business to a smaller group of officers. In any event,

authority over all Association business shall remain with the Executive Committee as accountable to the general membership.

- 6.3 The Executive has the authority to poll faculty or staff separately on matters that affect only the faculty or only the staff.
- 6.4 No officer shall sign agreements without approval of the Executive Committee. The Executive Committee determines whether such agreements require ratification by membership.

## **7. Area Stewards**

- 7.1 Area Stewards shall represent fellow members under the guidance of the Grievances Vice-President, serve as members of the Stewards Committee, and promote union consciousness and values in the workplace. They will communicate and disseminate official union policy, communications, and directives to members in their area.

## **8. Borrowing Powers**

- 8.1 The Association shall have such borrowing powers as may be determined by special resolution of a general meeting of the membership.

## **9. Alteration of By-Laws**

- 9.1 The Association, by special resolution, may change its Constitution (its name, objects or locality of operations), so as to include some object or objects that may conveniently or advantageously be combined with the existing objects of the Association, or so as to restrict or abandon any object specified in the Constitution and/or By-Laws.
- 9.2 No change pursuant to 8.1 shall take effect unless it is approved in writing by the Registrar of Companies.
- 9.3 For purposes of 8.1, a special resolution is a resolution passed by not less than **three-fourths** of the members in good standing of the Association present at a general meeting of the Association.

## **APPENDIX A: VOTING PROCEDURE**

### **PUBLICITY OVER VOTES**

Members will be notified in writing about all votes to take place, well in advance. At the beginning of the voting period as far as practical, members will be again notified in writing about a vote taking place. It is the responsibility of the Returning Officer [Secretary-Treasurer, see 5.5 h)] to report to the Executive Committee and to the membership about the turnout of all votes during the year.

### **VOTERS LIST**

A voters list will be maintained of all eligible voters on any matter brought to a vote.

### **BALLOTS**

Voting for elections, contract ratification, or possible job action will be administered electronically. Accommodations for in person voting will be made upon request.

### **POLLING PERIOD**

Voting is to take place over a minimum of three business days. Advance polling may take place for an additional three days prior to the regular poll. The Returning Officer may extend a vote in exigent circumstances, such as inclement weather or other factors leading to an unusually poor turnout. Such variations are to be reported to the Executive Committee.

Polls are open during regular University business hours (8:30–16:00 hours) and in the evenings as required.

### **BALLOT COUNTING AND VERIFICATION**

Once the vote is completed, Faculty & Staff Association Executive and/or Faculty & Staff Association staff will verify that all those who cast votes were eligible to vote. If there are a number of ineligible voters or irregularities sufficient in number to affect the outcome of the vote, then this is to be reported by the Returning Officer to the Executive Committee with recommendations for an appropriate action. Such actions might include, among others, setting aside the results, or calling for a new election. Vote results are to be published by the Returning Officer.

## **APPENDIX B: REVENUE AND EXPENDITURE INITIATIVES**

1. The Finance and Administration Committee will consider and recommend to the Executive Committee all revenue and expenditure matters of the Association.
2. Revenue and expenditure decisions covered by an existing policy may be discharged by the Finance and Administration Committee without further consideration by the Executive Committee. All decisions of the Finance and Administration Committee are recorded in minutes, and reported to the Executive Committee. The Finance and Administration Committee may submit any matter for review and or decision by the Executive Committee and the Executive Committee may review and alter any recommendation or decision of the Finance and Administration Committee following a notice of motion.
3. Association members may initiate any revenue or expenditure proposal but must enable sufficient time for full consideration by the Finance and Administration Committee and the Executive Committee prior to a vote by the membership. Such initiatives require a minimum of 30 days' notice.
4. All revenue or expenditure initiatives outside the existing budget with a value greater than 1% of the previous year's gross revenues require approval by vote of the membership. Such initiatives of lesser value may be considered by normal policy under 1 above.