

CONCORDIA UNIVERSITY COLLEGE OF ALBERTA FACULTY ASSOCIATION  
BYLAWS  
(Updated May 2022)

**Article 1. NAME**

The Association shall be known as the Concordia University College of Alberta Faculty Association (CUCAFA).

**Article 2. OBJECTIVES**

**2.A** To foster academic community among members of the Association and to promote the professional interests of its members.

**2.B** To promote freedom of thought, teaching, and research.

**2.C** To provide information, suggestions, and guidance to the Administration of Concordia University of Edmonton (CUE) on matters of general faculty interest.

**2.D** To represent all members of the Association in employer-employee relationships with respect to such matters as salary and benefits, pension, working conditions, leaves, job security, and grievances.

**2.E** To cooperate with other organizations whose interests and purposes are similar to those of CUCAFA.

**2.F** To promote positive relations with the Community at large.

**Article 3. EXECUTIVE COMMITTEE**

**3.A** The Executive Committee, accountable to the general membership, shall be the governing body of the CUCAFA *and manage the affairs of the association*. The Executive shall consist of ten elected members: a President, a Vice-President, a Treasurer, a Secretary, a Grievance Officer, 2 Engagement Officers (Internal and External), a Bargaining Officer, an Academic Service Officer, Issues Officer, and the Representative to the Board of Governors. The membership shall elect the officers at the Association's Annual Meeting

**3.B** The Annual Meeting shall be held in April or early May and the officers shall assume office July 1 for a three-year term.

#### **Article 4. AMENDMENTS TO THE BY-LAWS**

**4.A** Any request to amend the by-laws must in the form of a *special resolution* submitted in writing to the Secretary and shall be discussed at the next meeting, provided the written request has been received no later than twenty-one days prior to this meeting.

**4.B** Voting shall take place by confidential ballot within one week of the distribution of the minutes of the meeting at which the proposed amendment is discussed. A two thirds majority of the votes cast shall be required for approval of the amendment.

#### **Article 5. MEMBERSHIP**

**5.A** The membership shall consist of all faculty members laboratory instructors, professional librarians and field placement coordinators having full-time continuing appointments and who are not administrators at the level of dean or above. Full or part-time sessionals or adjunct professors may apply to the Executive of the Association for associate membership; their names will be brought to the Association members at a regular meeting for acceptance as associate members. Associate members have voice but no vote. Retired members are invited to Association meetings (without vote) and social events.

**5.B** Faculty Association members, while still employed by the university, may not withdraw from membership once they have initially agreed to be members. However membership in the Concordia University College of Alberta Faculty Association is terminated when a member ceases to be employed by the University.

**5.C** The members of the Faculty Association may, by resolution passed by at least two thirds of the votes cast at a General Meeting, remove any member of the Executive before the expiration of his or her term of office and may, by a majority of votes cast at that meeting, elect any member in his or her stead for the remainder of his or her term. Notification specifying the intention to vote on such a resolution must appear on the agenda of a General Meeting.

**5.D** The payment of any dues or changes in the level of dues will be determined by the members of the Association at the Annual Meeting.

#### **Article 6. FINANCIAL AFFAIRS**

**6.A** The Executive shall prepare an annual budget for the following year to be approved by the membership at the Annual Meeting.

**6.B** Any funds of the Association, as received by the Treasurer, must be deposited in a financial institution to the credit of the Association. Expenditures must be according to the approved budget. Expenditures

larger than \$500.00 must be approved by the Executive. The President, VP/Treasurer and Secretary shall have signing authority and two signatures are required for the disbursement of funds of the Association.

**6.C** For the purpose of carrying out the objectives of the Faculty Association, the Faculty Association Executive may borrow or raise or secure the payment of money in such manner as may be approved by a majority vote of the membership.

**6.D** Unless authorized at any meeting and after notice of the same shall have been given, no officer or member of the Faculty Association shall receive any remuneration for his or her services. The books, accounts, and records of the Association shall be audited once a year by a Chartered Accountant or by two members of the society elected for that purpose at a meeting. A complete and proper statement of the standing of the books for the previous year shall be submitted by such auditor or auditors at the Annual Meeting of the Association.

**6.E** The fiscal year of the Association shall begin July 1.

## **Article 7. MEETINGS**

**7.A** There shall be at least two meetings of the Association each year: the Annual Meeting in April/May and a General Meeting in the fall semester. Members shall be notified of the annual meeting and General Meetings by *electronic mail*, 15 days prior to the meeting.

**7.B** General meetings may be called by the Executive, by written request of at least 5 members (such a request must state the purpose of the meeting, which must be held within 15 working days of receipt of the request), or by a motion at a General Meeting.

**7.C** Written notice of a General Meeting and the agenda, including the text of any proposed amendments, for the meeting must be distributed *electronic mail* at least five working days in advance.

**7.D** A quorum shall consist of 15 members including at least two members of the Executive.

**7.E** Two Returning Officers shall be appointed by the membership when necessary.

**7.F** All meetings shall be conducted according to the current edition of *Roberts Rules of Order*.

**7.G** The President shall preside at all meetings of the Association.

**7.H** A special meeting of the Faculty Association shall be called by the President or Secretary upon receipt by him, or her, of a petition signed by one third of the members in good standing, setting forth the reasons for calling such a meeting. Members will be informed of special meetings by

means of a letter delivered in the mail to the last known address of each member, at least eight days prior to the meeting date.

**7.I** A quorum for special meetings shall consist of 15 members in good standing, including at least two members of the Executive.

## **Article 8. COMMITTEES**

**8.A** Standing and *ad hoc* committees may be struck at any meeting at the discretion of the Executive or general membership. Election of committee members shall be based on a majority vote of the members present. Committees shall be coordinated by the Internal Engagement Officer.

**8.B** Committees shall normally consist of five members. Each committee shall elect its own Chairperson who shall have the right to vote on all issues. The only exception to this rule shall be the Bargaining Working Group Committee, which is chaired by the Bargaining Officer.

## **Article 9. DUTIES OF OFFICERS**

### **9.A President**

**9.A.1** The President shall call all meetings of the Association and meetings of the Executive. The President shall be the official spokesperson of the Association.

**9.A.2** The President shall be an advisory member of all committees (shared with the Vice-President). The President shall serve on the Joint Committee and the General Faculties Council.

**9.A.3** The President shall be the contact person for all Legal Council; unless delegated.

**9.A.4** The President shall be on the Edmonton Area FA Presidents' Council.

### **9.B Secretary**

**9.B.1** The Secretary shall attend all meetings of the Association and of the Executive and shall record the minutes of these meetings and distribute them to the membership within one week of the meeting. The Secretary shall be responsible for keeping and preparing all non-financial records including correspondence at the direction of the President.

**9.B.2** The Secretary shall have charge of the seal of the Faculty Association. When the seal is used it shall be authenticated by the signature of the Secretary and the President.

**9.B.3** The Secretary coordinates all voting and serves as the Primary Returning Officer for all votes.

### **9.C Vice-President**

**9.C.1** In the absence or incapacity of the President, the VP shall perform the duties of the President.

**9.C.2** The Vice-President shall be an advisory member of all committees (shared with the President). The Vice-President shall serve on the Joint Committee.

**9.C.3** The Vice-President works as a team with the Grievance Officer on FA grievances and disciplinary actions.

### **9.D Treasurer**

**9.D.1** The Treasurer shall be responsible for the proper conduct of the financial affairs of the Association and for proper reporting of these affairs to the Association and Executive.

**9.D.2** The books and records of the Faculty Association may be inspected by any member of the society at the annual meeting provided for herein or at any time upon giving reasonable notice and arranging a time satisfactory to the officer or officers having charge of same. Each member of the Faculty Association Executive shall, at all times, have access to such books and records.

**9.D.3** The Treasurer prepares the Annual Reports for the Provincial Government.

**9.D.4** The Treasurer coordinates support for other Faculty Associations that may be on strike.

### **9.E Grievance Officer**

**9.E.1** Grievance Officer is the initial point of contact for members inquiring about proceeding with a grievance or for a member who has been notified of potential disciplinary action.

**9.E.2** The Grievance Officer works with the VP to gather information regarding grievances and disciplinary actions.

**9.E.3** The Grievance Officer, brings information to the President, who authorizes pursuing the grievance based on the recommendation of the Grievance Officer.

**9.E.4** Works with the VP and legal counsel through the grievance or disciplinary processes as described in the Collective Agreement.

### **9.F Engagement Officers**

**9.F.1** There shall be two Engagement Officers: Internal and External.

**9.F.2** Internal Engagement Officer (IEO) shall be the point of contact for membership. They shall communicate updates, social events and be in charge of setting up committees (with the President).

**9.F.3** External Engagement Officer (EEO) shall be the point of contact for non-FA members of the CUE Community. They will be in charge of communications with students, student groups and the community at large.

### **9.G Bargaining Officer**

**9.G.1** The Bargaining Officer is the resident Collective Agreement expert/Issues point person.

**9.G.2** The Bargaining Officer is the official CAUT (Canadian Association of University Teachers) liaison.

**9.G.3** The Bargaining Officer heads the Bargaining Working Group Committee. They are not required to be on the Bargaining Team for formal Collective Agreement bargaining unless they wish to be.

**9.G.4** The Bargaining Officer coordinates bargaining training for the Bargaining team.

### **9.H Academic Service Officer Issues Officer**

**9.H.1** Academic Service Officer (ASO) Issues Officer must be an Academic Service Officer.

**9.H.2** ASO Issues Officer chairs all ASO meetings.

**9.H.3** ASO Issues Officer deals with issues and concerns related to ASO members.

### **9.I Representative to the Board of Governors**

**9.I.1** They are the representative to the CUE Board of Governors.

**9.I.2** They are responsible for communication between the Board of Governors and the FA.

**9.I.3** They attend all Board of Governor meetings.

## **Article 10. NOMINATION AND ELECTION OF OFFICERS**

**10.A** The election of the President elect who will assume office on July 1 may take place at the Annual meeting in April/May, or failing that, by a confidential ballot. The election, if held at the Annual meeting, shall be by ballot. Nominations must be made within the two weeks prior to the meeting or from the floor and must be accompanied by evidence of willingness to stand for office.

If the election is to take place by a confidential ballot an announcement to this effect shall be made at a general meeting and the date of the first ballot established. Nominations can be entertained at the general meeting in which the announcement is made or submitted in writing to any member of the executive two weeks prior to the first ballot deadline at which time nominations will close. The list of nominees must be submitted to all members one week prior to the first ballot deadline. A succession of ballots shall be held until one candidate receives a majority of votes cast. The candidate receiving the fewest votes shall be removed from the list of nominees before each successive ballot. When successive ballots are necessary they shall be spaced in such a way as to permit each new list of nominees to be available in the faculty member's email inbox for two full working days (8:00 a.m.-5:00 p.m.).

**10.B** The election of other officers shall take place at the Annual Meeting of the Association. Officers shall be elected by ballot after being duly nominated. Nominations must be made within the two weeks prior to the meeting or from the floor, and must be accompanied by evidence of willingness to stand for office.

**10.C** The officers shall be elected by majority vote. After nominations for each office are closed, a succession of ballots shall be held until one candidate receives a majority of votes cast. The candidate receiving the fewest votes shall be removed from the list of nominees before each successive ballot.

**10.D** All members shall be entitled to vote and be nominated for office. Only Academic Service Officers are eligible for the ASO Issues Officer position.

## **Article 11. VACANCIES ON THE EXECUTIVE**

**11.A** Should a vacancy occur on the Executive a replacement for the remainder of the term of office shall be elected at the next meeting of the Association.

## **Article 12. DISSOLUTION**

**12A** In the event the association is wound up or dissolved, all of its assets, after payment of liabilities, shall be distributed in one of the following ways, or in a combination thereof: assignment of the assets to a successor staff association or donation to another non-profit organization as designated by a vote of the members.

**12B** Voluntary windup or dissolution shall follow the same procedural provisions (notice, quorum, voting procedures, etc) as apply to the Annual Meeting.

**12C.** 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 section (Ai) above.

**12D** In the event of impending involuntary windup, the Officers of the Association shall be specifically empowered to convene an emergency general meeting upon 48 hours written notice. The quorum requirement shall be 15 Members. 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 its assets.