

St. Mary's University Faculty Association

Constitution and Bylaws

(Amended March 23, 2023)

1. Name and Objectives

The name of this association shall be *The St. Mary's University Faculty Association* [hereafter the Association].

The objectives of the Association are:

- To serve as the bargaining agent for St. Mary's faculty, to bargain terms and conditions of employment collectively on their behalf, and to collectively represent members in all matters affecting the St. Mary's University community and members' working conditions.
- To advocate to and liaise with the Board of Governors and the administration of the University, on behalf of its members, with respect to matters of University governance, planning, policy, and administration affecting its members and their working conditions, and with respect to other matters of member welfare.
- To support and uphold the vision and mission of St. Mary's University as a liberal arts and sciences university in the Roman Catholic tradition committed to teaching and academic excellence.
- To promote independence and freedom of teaching, of thought, and of research within the University, to ensure academic freedom and the high quality of education at St. Mary's, and to foster a culture of professionalism.
- To uphold and promote the values and principles of equity, diversity, inclusion, and fairness in Association and University processes.
- To promote and foster full-time, tenure-track positions at St. Mary's.
- To represent St. Mary's faculty within the larger Canadian Academic Community by maintaining an active membership in the Canadian Association of University Teachers (CAUT).
- To foster community among the faculty.
- To coordinate and oversee the election of a Faculty Representative to the St. Mary's University Board of Governors, and to provide, at general meetings, an occasion for the reports of the Faculty Representative.

2. Membership

All full and part-time academic staff employed at St. Mary's are members of the Association. Academic staff is defined as any person employed at St. Mary's University in a partially or wholly teaching capacity, whether or not the person has administrative responsibilities, is full time, part time, sessional, or on sabbatical. Academic staff includes but is not limited to professor of any rank, lecturer, area or program chair, laboratory or tutorial instructor, practicum advisor, or laboratory co-ordinator, but excluding those holding leadership positions at the Vice President level or above. Deans may be members if they are currently teaching courses, and their membership is confined to their teaching responsibilities. A member employed for a portion of the academic year retains Association membership throughout that academic year.

Membership dues shall be collected in order to cover the costs of membership in national and international professional associations, and other situations deemed appropriate by the executive.

3. Rights of Members

All members of the Association are entitled to:

- Participate in all activities of the Association, including but not limited to the following:
 - Attend general meetings of the Association
 - Vote on resolutions presented at general meetings of the Association
 - Present resolutions at general meetings of the Association
 - Vote in Association elections and to ratify any agreement with St. Mary's
 - Stand for office in the Association

4. Executive

The governing body of this Association shall be the Executive composed of the following officers:

- President
- Vice President and Treasurer
- Recording Secretary
- Two officers at large, one of whom must be a non-tenure track member of academic staff
- Past President, when the President is serving a first term of office

The Executive shall manage the affairs of the Association, and shall further the objectives of the Association. The Executive may advise Faculty, and when requested may communicate on members' behalf. Member requests for Faculty Association assistance can be made to any member of the Faculty Association Executive, who will bring the general matter to the attention of the entire Executive, who will in turn take appropriate action as agreed upon. In the event of a conflict of interest with any member of the Executive, such members will recuse themselves from the discussion.

4.1. President

The President shall be elected for a 2-year term by the membership of the Association. The President shall:

- Call and chair all Executive and General Meetings of the Association when present, except as provided in section 5.2.
- Be an ex officio member of all committees of the Executive and the Association.
- Ensure as far as possible that all Executive members and committees perform their respective duties.
- Represent, or delegate an alternate member of the Executive to represent, the Association at CAUT Council meetings and other professional meetings of interest to the Association.
- Exercise signing authority, in conjunction with one of the Vice President and Treasurer or Recording Secretary, for the purposes of any of the Association's official banking or other business transactions.

4.2. Vice President and Treasurer

The Vice President and Treasurer shall be elected to a 2-year term by the members of the Association. The Vice President and Treasurer shall:

- Call and chair meetings of the Executive and the Association in the absence of the President.
- Carry out any duties as assigned by the President and Executive.

- When and if the need arises, the treasurer shall receive all monies and deposit the same in whichever financial institution the Executive may decide.
- Exercise signing authority, in conjunction with one of the President or Recording Secretary, for the purposes of any of the Association's official banking or other business transactions
- Be responsible for the care and custody of all funds and account for all funds.
- Present the state of finances at any General Meeting of the Association or upon request at any meeting of the Executive.
- Make any financial reports as required by law.

4.3. Recording Secretary

The Recording Secretary shall be elected to a 2-year term by the members of the Association. The Recording Secretary shall:

- Keep minutes of all Executive and Association meetings.
- Circulate minutes to all Association members in a timely fashion.
- Provide members with notice of all meetings and activities of the Association.
- Maintain any other records of the Association.
- Exercise signing authority, in conjunction with one of the President or Vice President and Treasurer, for the purposes of any of the Association's official banking or other business transactions.

4.4. Officers at Large

The membership shall elect 2 officers at large, one of whom must be a non-tenure track member of the academic staff. Officers at large shall serve a one year term. Officers at large shall:

- Carry out any duties assigned by the President and Executive.

4.5. Past President

The past president shall serve for a single, two year term which is non-renewable. The Past President shall:

- Provide continuity, institutional memory, and historical reference for the body of the faculty association executive (FAE).
- Attend meetings of the FAE.
- Contribute to discussion in the FAE in a consultative role.
- Not have voting privileges on motions put forward within FAE meetings.
- Not have a second term as past president even if the sitting president is re-elected for another term. Should such a situation occur the role of past president will remain vacant until a new president is elected.

4.6. Ad Hoc Committees

The Executive shall establish Ad Hoc committees as needed. The Executive shall set the terms of reference and duration for each Ad Hoc committee.

The Executive shall strike and be responsible for filling, with members of the Association, positions on the Faculty Bargaining Team for the Collective Bargaining Process.

5. Meetings

5.1. General Meetings

The general membership of the Association shall meet at least once per academic term.

- Members shall receive at least 1 week notice for all meetings.
- Members shall receive an agenda at least 48 hours before any meeting.
- At least 10 members of the Association must be present for resolutions to be passed.
- Resolutions shall be passed by a simple majority of members present, except resolutions for bylaw changes as described in Article 7.
- Provisions shall be made for proxy votes which shall be in writing and signed by the member requesting the proxy vote.
- Except as otherwise provided for in the Constitution and Bylaws, the general parliamentary rules as stated in the most recently published edition of "Robert's Rules of Order: Newly Revised" shall govern all meetings of the members, the Executive, and committees.

5.2. Executive Meetings

The Executive shall meet as necessary throughout the academic year, but

- A minimum of once each academic term.
- Any two members of the Executive may call for a meeting of the Executive. Two weeks notification of any such meeting shall be provided to the President.

6. Elections

Votes for which nominations are to be received shall employ a Returning Officer, appointed at a General Meeting of the Association, who shall supervise and receive nominations and report said nominations to the Faculty Association Executive within two business days of the end of the nomination period.

Voting in all elections and votes on ratification of the Collective Agreement and bylaw amendments shall take place by electronic ballot. The Executive shall appoint an Election Officer who will be responsible for setup of the electronic ballot, communicating voting procedures to the membership, and reporting the results of the election to the Executive. Members will have a minimum of one week to vote from the date voting procedures are sent to the membership.

6.1. General Elections

General Elections to the Executive shall be held in April of each year. The President shall announce the Executive positions open for election at the Winter General Meeting of the Association and invite nominations from the membership. Nominations are to be received by the last working day in March or two weeks after the call for nominations; whichever is longer. Nominations must be signed by a member of the Association and the nominee.

Elected officers shall begin their duties on July 1.

6.2. Faculty Representative Elections

The normal term for Faculty Representative to the Board of Governors is three years beginning on January 1. The President shall call for nominations at the Fall General Meeting of the Association. Elections shall be held in December; nominations are to be received by the last working day in November or two weeks after the call for nominations; whichever is longer. Nominations must be signed by a member of the Association and the nominee.

The Faculty Representative provides the Faculty perspective at all Board meetings. Prior to any Board meeting, the Representative should contact the Faculty Association President to ascertain if there are any vital issues that need to be brought to the Board's attention.

6.3. By-elections

Where a vacancy exists for a position on the Executive, or for the position of Faculty Representative to the Board of Governors, the Executive may call a by-election. A minimum of two weeks after the call for by-election and before the holding of the by-election must be allowed for nominations to be received. Nominations must be signed by a member of the Association and the nominee.

Officers elected in a by-election shall begin their duties immediately following the reporting of election results. The term of office shall run to the next June 30, or the following June 30 in the case of a President elected by by-election.

6.4. Leave replacements

Association members who anticipate taking a leave during their term on the Executive should inform the current Executive of this during the nomination period, who shall then inform the Association prior to a vote. If the President, Vice President and Treasurer, or Recording Secretary takes a leave, positions on the Executive will be shuffled to fill the vacant position and a by-election will be called to elect a new member-at-large. If a member-at-large takes a leave, a by-election will be called to fill the vacant position. If the Faculty Representative to the Board of Governors is unable to attend a Board Meeting for any reason, the President may request an invitation from the Board for a Faculty Association member selected by the Faculty Association Executive to attend in the Representative's stead.

7. Amendment of Bylaws

Bylaw amendments may be proposed to the Executive by any member of the Association at any time and will be ratified by a two-thirds majority vote of the Association. The membership will have a minimum of one month to provide feedback to the Executive on the proposed amendments, after which a vote following the procedures in Article 6 shall take place to ratify the proposed amendments.