

FACNC Constitution and Bylaws

“Societies Act”

The Society of the Faculty Association of the College of New Caledonia
Constitution and Bylaws

CONSTITUTION

Purposes of the Society

- a) To advance and promote higher education in the College of New Caledonia and in British Columbia.
- b) To promote the interests and well being of the faculty of the College of New Caledonia and to provide a formal channel for collective bargaining with the administration of the College of New Caledonia on all matters relating to employment, salaries, hours of work, holidays and all other matters affecting the welfare of the faculty of the College of New Caledonia.
- c) To seek Certification as a trade union, to hold certifications, to regulate relations between employers and employees through collective bargaining, to conclude, revise and terminate collective agreements and in particular, but without restricting the generality of the foregoing, to function as a trade union pursuant to the law of the Province of British Columbia.
- d) To advise on questions of mutual concern to its members and the administration of the College.
- e) To coordinate social functions for the benefit of its members, however not to operate as a social club.

BYLAWS

1. Membership

- a) The following persons and no others shall be eligible for membership in the Society.
 - i) Members of the College faculty whose primary responsibility is teaching.
 - ii) Members of the College faculty who are qualified as librarians and who are acting as librarians.
 - iii) Members of the College faculty who are counsellors or study skills counsellors.
 - iv) Such other persons who are employees of the College of New Caledonia, whose primary interest in area of activity is in the teaching services of the College, as a general meeting of the Society may choose to admit.

b) Membership Fees

- i) Members covered by a collective agreement to which the Society is a party shall pay membership fees through an assignment of wages executed in favour of the Society at the commencement of membership.
- ii) Other members shall pay an annual membership fee.
- iii) The membership fee for the following year shall be determined by the Society at the Annual General Meeting.
- iv) Membership fees or any portion thereof shall not be refunded nor additional dues assessed, except by authority of a special resolution of the Society.

c) Conditions upon which membership ceases

Any member who desires to withdraw from membership in the Society may notify the Board of Directors in writing to that effect and on receipt by the Board of Directors of such notice the member shall cease to be a member. Any member covered by a collective agreement who withdraws his/her assignment of wages shall cease to be a member of the Society. Any other member who fails to pay his/her annual membership fee shall

cease to be a member of the Society, members remain in good standing until cessation.

- d) Any member who resigns or is expelled from the Society shall forthwith forfeit all right, claim and interest arising from or associated with membership in the Society but shall remain liable for payments of any assessment or other sum levied or which becomes payable by him/her to the Society.

- e) Bridging of Membership

A member of the Society retains membership for a period of up to four (4) months following the cessation of employment with the College. During this bridging period the member is exempt from the membership fees unless he/she is re-employed at the College in a bargaining unit position. Upon such re-employment, the member shall recommence payment of membership fees by executing an assignment of wages in favour of the Society.

- f) Every member shall be bound by and submit to the Constitution and By-Laws of the Society, and such rules and regulations as from time to time shall be enacted by the Society. Members who fail to abide by the Constitution and By-Laws shall be liable to expulsion by the membership at a meeting of the Society.

2. Meetings

- a) The Annual General Meeting of the Society shall be held in the month of April or May of each year for the purpose of electing the Board of Directors of the Society who shall hold office for the succeeding year.
- b) General meetings may be called by the Board of Directors or may be called at the request in writing of ten (10) percent of the membership. Such a request shall be submitted to the Board of Directors stating the reason for requesting a general meeting.
- c) A Fall General Meeting shall be held no later the September 30 of each year.
- d) A quorum at any general meeting of the Society shall be ten (10) percent of the members in good standing but not less than three (3).
- e) Voting shall be by a show of hands unless a majority of members present request a secret ballot.
- f) Meetings shall be conducted informally or according to Robert's Rules of Order, at the discretion of the President.

- g) Members may vote by proxy. At any meeting, a member may carry only one proxy vote. It shall be in writing, signed over to one specific member, and presented to the chairperson. There will be no proxy voting on special resolutions.
- h) Notwithstanding By-Law 2.g), members from regional campuses will be allowed to cast their proxy vote on special resolutions.
- i) For ratification of bargaining proposals and collective agreements the following meeting structure will be used at the regional campuses:
 - i) A written information package will be sent to the area stewards prior to the meeting.
 - ii) A teleconference in conjunction with the ratification meeting in Prince George will be organized for each campus.

OR

At a regional campus, the faculty as a group may decide to attend a ratification meeting in Prince George.

- j) For ratification of collective agreements the following voting procedure will be used:
 - i) All members will be required to sign in.
 - ii) Voting will be by secret ballot.
 - iii) The voting will be supervised by a steward and a scrutineer or scrutineers as deemed necessary.
 - iv) Ballots will be counted at each campus and results phoned to Prince George. The Steward must send ballots and the sign-in sheet to the Faculty Association Office.
 - v) Only the final combined results will be made available. All ballots will then be destroyed.

3. Board of Directors

- a) The Board of Directors of the Society shall consist of the President, Vice-President(Chief Steward), Vice-President (Contract Negotiations), Assistant Chief Steward, Secretary-Treasurer, Member-at-Large-Regions, Past President or Member-at-Large (during years when the past president holds another Executive position or when there is no past president

available); chairpersons of the Educational Leave Committee, Non-regular Faculty Committee, Human Rights Committee, Political Action Committee, Status of Women Committee; an elected faculty designate of the Professional Development Committee, an elected faculty designate of the Occupational Health & Safety Committee; the faculty representative to the College Board (non-voting member), and the faculty Education Council Chair (non-voting member). During its first meeting each year, the Board of Directors will elect a chairperson from amongst its voting members.

- i) The Executive of the Board of Directors shall consist of the President, Vice-President (Chief Steward), Vice-President (Contract Negotiations), Assistant Chief Steward, Secretary-Treasurer, Member-at-Large, and the Past President or Member-at-Large. The Executive shall report to all meetings of the Board of Directors.
 - ii) Agenda Committee: The Board of Directors shall establish an Agenda Committee responsible for setting the Board Agenda and ensuring notification of meetings and prior distribution of documents. The Agenda Committee members shall be the Board Chairperson, the President, the Secretary-Treasurer and a non-Executive member of the Board of Directors elected by the Board of Directors.
- b) The election of the new Board of Directors shall be held from among members in good standing at the Annual General Meeting. The first time this new Executive is elected will be at the Annual General Meeting 2007. At the 2007 Fall General Meeting the rest of the Board of Directors will be established. All elections will then take place at the AGM 2008. The voting shall be made by secret ballot, and the successful candidate must achieve a clear majority of the voting members. In the event of no clear majority the nominee with the smallest number of votes is stricken from the ballot and the election is re-run until such time as a clear majority is attained. In the event of a single nominee, the nominee will acquire the position by acclamation.
 - c) The term of the Board of Directors shall commence on the first day of May and shall run until the thirtieth of April if the Annual General meeting is in April, or on the day following a May Annual General Meeting.
 - d) Upon application for any administrative position out-side the Faculty bargaining unit at the College, a Director shall resign from the Board of Directors.
 - e) A majority of the voting Directors shall form a quorum for the transaction of business.

f) Duties of the Directors

- i) The President shall, when present, preside at all General Meetings, the Annual General Meeting and meetings of the Board of Directors. The President shall also be charged with the general management and supervision of the affairs and operations of the Society.
- ii) The Vice-President (Chief Steward) will be chair of the Grievance Committee. He/she shall coordinate the activities of the Area Stewards and the Grievance Committee, oversee Standing Committee liaison and other responsibilities as designated by the Board of Directors. He/she will oversee the processing of grievances prior to arbitration. During the absence or inability of the President, the Vice-President(Chief Steward) will exercise the duties and powers of the President.
 - a) The Assistant Chief Steward shall have faculty release time to a maximum of 25% of a workload in order to apprentice under the chief steward and the Executive. The Assistant Chief Steward will have union office hours, and a commitment from the Board of Directors to fund provincial steward training and/or attendance at provincial CARC meetings funded by the local for this position. The Assistant Chief Steward is a member of the Grievance Committee.
- iii) The Vice-President (Contract Negotiations) will be primarily responsible for the conduct of negotiations relative to the collective agreement and will chair the Contract Committee. These duties include bargaining preparation, contract negotiations, contract implementation, membership on the Grievance Committee, and other duties that may be assigned. During the absence or inability of the President and Vice-President (Chief Steward), the Vice-President (Contract Negotiations) will take on the duties and powers of the President.
- iv) The Secretary-Treasurer shall communicate or cause to be communicated notices for all meetings of the Board of Directors and all general meetings when directed to do so, have charge of the minute records of the Society, and shall also perform the usual duties of a treasurer. He/she shall oversee the accounts of the FACNC by regularly monitoring the financial statements produced by the Society Office Administrative Assistant. The Secretary-Treasurer shall disburse funds of the Society under the direction of the Board of Directors, taking proper vouchers therefore and shall render to the Board of Directors at the regular meetings thereof or whenever required of him/her, an account of all the transactions

that he/she has assessed along with the statements of the financial position of the society. The Secretary-Treasurer will report to each general meeting as well as providing budget proposals and audit statements to the Annual General Meeting.

- v) Members at Large shall perform such duties as may be assigned by the President or the Board of Directors. The Board of Directors will include a Member at Large - Regions and, in years without a past-President, a member-at-large.
- vi) The Past President shall act as an advisor to the President and shall perform such duties as may be assigned him/her by the President or Board of Directors. Should the previous President be unavailable the Board of Directors will appoint a member at large from the Prince George Campus.
- vii) The collective duties and powers of the Board of Directors are to implement the decisions of the FACNC Board and/or the membership, carry on the business of the Society between meetings, and to report to the FACNC membership.
- g) If any position on the Board of Directors other than the President shall become vacant, the Board of Directors shall appoint a member to serve until the next Annual General Meeting.
- h) Signing Officers
 - i) The Secretary-Treasurer and either the President, or in the absence or inability of the President, the Vice-President (Chief Steward) or the Vice-President (Contract Negotiations) shall sign resolutions, memberships, certificates, deeds, transfers, licenses, contracts, and engagements on behalf of the Society.
 - ii) The Secretary-Treasurer and either the President, or in the absence or inability of the President, the Vice-President (Chief Steward) or the Vice-President (Contract Negotiations) shall sign all cheques, bills or other evidence of indebtedness issued in the name of the society.
 - iii) The President, the Vice-President (Chief Steward) or the Vice-President (Contract Negotiations) or any person authorized by the members may enter into contracts in the ordinary course of the Society's operations on behalf of the Society.
 - iv) The Board of Directors shall annually review the Constitution and By-laws of the Society.

4. Grievance Committee

- a) The Grievance Committee shall consist of the Vice-President (Chief Steward), the Assistant Chief Steward, the Vice-President (Contract Negotiations), and two area stewards elected by the steward.

5. Area Steward System

- a) Area Stewards shall represent the interests of the area members, process the initial stages of grievances, act as advocate on behalf of the area members in grievances and complaints relating to working conditions, provide a communication link for the association, and perform other duties as assigned by the Board of Directors. Accordingly, Area Stewards shall be considered to be official representatives of the Association.
- b) The Board of Directors, within one month of the Spring Annual General Meeting, shall establish the number of areas and their composition. Adjustments may be made by the Board of Directors as circumstances require.
- c) The members of the areas shall select their Area Steward by the Fall Annual General Meeting under the supervision of the Vice President (Chief Steward).

6. Committees

- a) The standing committees of the trade union shall be Contract, Professional Development, Educational Leave, Status of Women, Social, Political Action, Human Rights and Status of Non-Regular Faculty.
 - i) The precise number of members on each committee shall be determined at the Annual General Meeting.
 - ii) Such members shall be elected at the Annual General Meeting by secret ballot. In the case of a tie vote there shall be a run-off election between tied candidates.
 - iii) The term of the Standing Committees shall commence upon their election at the Annual General Meeting and run until the Annual General Meeting of the following year at which time the new members shall take office.
 - iv) The members of the Standing Committees shall meet no later than 30th of September of each year to elect Chairpersons, except the Contract Committee.

- v) Upon application for any administrative position outside the Faculty bargaining unit at the College a committee member shall resign from his/her committee.
- b) Ad Hoc Committees may be appointed by the FACNC Board of Directors to investigate topics of interest to the society and to report on such topics to a general meeting of the Society. The topics to be investigated by an Ad Hoc Committee are to be discussed and ratified by a general meeting of the Society.
- c) Vacancies on any committees shall be filled with an appointment by the Board of Directors.
- d) All committees shall report to the Society in the manner described in Robert's Rules of Order. Recommendations arising from committee deliberations shall be presented to the Society in the form of motions moved by the Chairperson and seconded by another member of the committee.
- e) The President shall be an ex-officio member of all committees of the Society.

7. Strike Defense Fund

- a) The Board of Directors shall establish a separate strike/defence fund from the revenue of the Society.
- b) The purpose of this fund is to:
 - enable the Society to assist its members in the event of a strike or lockout
 - cover the cost of extraordinary legal expenditures for cases before a variety of tribunals, including boards of arbitration, the Industrial Relations Council, and other related tribunals
 - cover the cost of alternate job actions.
- c) The procedures for the administration of this fund shall be developed by the Board of Directors and are subject to ratification by a General Meeting.

8. Exercise of Borrowing Power

The Directors may borrow, raise or secure the repayment of such sum or sums in such manner and upon such terms and conditions in all respects as they see fit, and, in particular, by the issue of bonds, perpetual or redeemable debentures or debenture stocks, or any mortgage, charge or any other security on the under-taking of the whole or any part of the present and the future property both real and personal of the Society. Provided, however, that none of these powers shall be exercised except in accordance with the sanction of a special resolution

passed by a seventy-five (75) percent majority of the members of the Society present and entitled to vote at a general meeting, provided each member of the Society shall be given at least two (2) weeks notice of the meeting and of the proposed scheme to arrange of secure monies to be voted on at the meeting.

9. Audit of Account

- a) The Annual General Meeting will appoint an auditor or auditors to hold office for such period as the Annual General Meeting will determine.

10. Custody and Use of the Seal of the Society

- a) The Board of Directors may adopt a seal which shall be the common seal of the Society.
- b) The common seal of the Society shall be under the control of the Board of Directors and the responsibility for its custody and the use from time to time shall be determined by the Board of Directors.

11. Special Resolutions

- a) Special resolutions are required in the case of:
 - i) Expulsion of a member
 - ii) Removal of an officer
 - iii) Special Assessments
 - iv) Authorization to borrow funds
 - v) Alteration or addition to Constitution and By-Laws
 - vi) Such other matters as the Society may from time to time require.
- b) For all purposes of the Society, special resolution shall mean a resolution passed by a seventy-five (75) per cent majority of such members entitled to vote as are present in person only at any general meeting of which notice specifying the intention to propose the resolution as a special resolution has been duly given. Resolutions pursuant to Section 13 a) v) above shall require a three-fourths (3/4) majority to pass.
- c) Each member of the Society shall be given at least two (2) weeks notice of the general meeting and of the special resolution.

12. Minutes and Records

The Board of Directors shall see that all necessary books and records of the Society required by the by-laws are regularly and properly kept and the Secretary of the Society shall perform such duties with respect to the books and records as are required by the by-laws or by the Board of Directors or the membership from time to time.

13. Inspections of Books and Records

The Board of Directors shall from time to time determine whether and to what extent and at what times and places and under what conditions and regulations the accounts and books of the Society or any books shall be opened to the inspection of the members, not being Directors, and no member not being a Director shall have any right of inspection of any account or document or book of the Society except as conferred by law or authorized by the Board of Directors or a resolution to the members, whether previous notice has been given or not.

14. Procedure not provided by these By-Laws

Procedure not provided in these by-laws shall be decided pursuant to the provisions of Robert's Rules of Order.