

# **Constitution and By-Laws of the University of Prince Edward Island Faculty Association**

## **ARTICLE 1 - NAME**

- 1.1 This organization shall be known as THE UNIVERSITY OF PRINCE EDWARD ISLAND FACULTY ASSOCIATION (UPEIFA).

## **ARTICLE 2 - OBJECTIVES**

- 2.1 The objectives of the association are:
- a) to promote academic freedom and to advance teaching, scholarship and research in the university;
  - b) to regulate relations between the employer and academic staff and other staff, and to bargain collectively on behalf of academic staff and other staff on all matters pertaining to their terms and conditions of employment;
  - c) to provide a common field for mutual exchange of ideas between the Association and the broader university community, as well as the general public;
  - d) to promote the joint interests of the UPEIFA and affiliated associations, including the Canadian Association of University Teachers (CAUT).

## **ARTICLE 3 - AFFILIATIONS**

- 3.1 All members of the association shall be members of the Canadian Association of University Teachers (CAUT) and shall pay dues as set by the CAUT.

## **ARTICLE 4 - MEMBERSHIP AND DUES**

- 4.1 Full Membership in the Association is open to all members of the academic staff and other staff of the University of Prince Edward Island, with the exception of those not deemed to be an employee according to the *Prince Edward Island Labour Relations Act*.
- 4.2 Membership shall be established by the payment of dues by those eligible. Failure to pay dues for a period of six months shall result in suspension of membership.
- 4.3 Dues will be determined by the members at the annual general meeting, or any other duly advertised general meeting if 2/3 of the membership present are in agreement.

- 4.4. Membership may continue until employment with the university is terminated; or until a change of status results in ineligibility for UPEIFA membership.
- 4.5. Members on recognized leave from the university are eligible to maintain their membership in the Association during the period of leave.
- 4.6. Any member may withdraw from membership upon written notice to the Secretary-Treasurer of the Association.
- 4.7. Individuals who upon retirement from full-time employment at UPEI are members of the UPEIFA shall be eligible for an Associate Membership in the association. Associate Members shall:
- have the right to attend and be heard meetings at of the UPEIFA, unless the Chair of the meeting specifies otherwise. The Associate Members shall not have a vote at meetings
  - have the right to place items on the agenda of executive or general meetings of the association, with the consent of the chair of the meeting.
  - receive newsletters and bulletins of the association, with the agreement of the executive
- Dues for Associate Members shall be set according to article 4.3 of the constitution.

## **ARTICLE 5 - EXECUTIVE COMMITTEE**

- 5.1 The Executive Committee of the Faculty Association shall consist of:
- 1) President
  - 2) Vice-President
  - 3) Secretary/Treasurer
  - 4) Four other members of the Faculty Association; of which there must be at least one member from each bargaining unit.
  - 5) Past President (*ex officio*)
- 5.2 Elections for the Executive Committee shall be held annually in accordance with the procedures detailed by the by-laws.

## **ARTICLE 6 - QUORUM**

- 6.1 A quorum of the association shall be 20% of the membership. But if, at a duly advertised meeting, there is no quorum, at the next meeting a quorum will be however many attend.

6.2 At executive meetings four shall form a quorum.

## **ARTICLE 7 - ANNUAL MEETING**

7.1 The Annual Meeting of the Association will be held in April.

## **ARTICLE 8 - REVISION OF CONSTITUTION AND BY-LAWS**

8.1 Changes in the constitution and/or the by-laws of the Association will take place at any regular meeting. Proposed changes must be forwarded to the Secretary-Treasurer in time for circulation to the members of the Association at least 14 days before the meeting. Constitutional or By-law changes must be ratified by a two-third vote of membership. In case of necessity the executive must poll the membership by mail.

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## **BY-LAWS**

### **ARTICLE 1 - ELECTION OF EXECUTIVE COMMITTEE**

- 1.1 The Executive Committee shall be elected at the Annual Meeting of the Association. The Executive shall take office on the day following spring convocation.
- 1.2 The Executive Committee shall be elected by secret ballot after being duly nominated from the floor. When two are nominated, the candidate receiving the larger number of votes shall be elected to office. In the event of a tie involving two candidates, a second ballot shall be done. If more than two persons are nominated, the person receiving the lowest number of votes on the first ballot will be removed from the ballot and the process continued until a candidate is elected.
- 1.3 Only a full member of the UPEIFA in good standing shall be entitled to vote or to be nominated for office.
- 1.4 In the event of any officers retiring from office, the vacancy shall be filled at the next regular or special meeting of the Association.

- 1.5 If the Past President becomes ineligible for membership in the UPEIFA (in accordance with Article 4 of the constitution), or if he/she declares that he/she is not able or willing to serve on the executive, the position shall be declared vacant and a general meeting shall be called for the purpose of electing a Member of the Association to serve in an additional at-large position on the executive until the next Annual General Meeting. The Member elected must have previously served on the executive of the Association for at least one full term-of-office.

## **ARTICLE 2 - DUTIES OF EXECUTIVE COMMITTEE**

- 2.1 The President shall:

- 1) preside at all meetings of the Association and at meetings of the Executive Committee.
- 2) If special meetings of the Association are required, the President shall direct the Secretary-Treasurer to call the same, and shall preside at said meetings.
- 3) The President shall be an *ex officio* member of all committees.

- 2.2 The Vice-President shall:

- 1) perform the duties of the President in his/her absence. In cases of vacancy, the Vice-President shall succeed to the office of President until the election of a new President.

- 2.3 The Secretary/Treasurer shall:

- 1) issue notices for meetings of the Association and the Executive Committee;
- 2) keep a record of the minutes of such meetings;
- 3) be responsible for the care and custody of the funds and assets of the Association according to the usual practice;
- 4) present an account of the Association's finances, at least annually;
- 5) maintain books of account and make these available for inspection to the members of the Association on request.

- 2.4 The Executive Committee shall:

- 1) carry into effect all resolutions of the Association and generally manage the affairs of the Association.

## **ARTICLE 3 - APPOINTMENT OF COMMITTEES**

- 3.1 Standing Committees may only be established or abolished by a two-thirds majority vote at a UPEIFA General Meeting, following at least 14 days notice of motion.

- 3.2 The Chairperson or a co-chair of each standing committee shall be chosen from among the membership of the Executive. Committee members will be elected at a UPEIFA General Meeting.
- 3.3 The Chairperson of each standing committee, or his/her designate, shall report to the general membership on activities of the committee at least once a year at an appropriate UPEIFA General Meeting, and as regularly requested by the Executive Committee.
- 3.4 *Ad hoc* committees may be established or abolished at any General Meeting of the UPEIFA by a majority vote.

#### **ARTICLE 4 - MEETINGS**

- 4.1 Regular meetings of the UPEIFA shall be held at least once in each of the fall and winter semesters.
- 4.2 Special meetings of the Association and meetings of the Executive Committee shall be held at the call of the President.
- 4.3 The President must call a meeting of the Association within one week of the receipt of a written request of fifteen members of the Association.

#### **ARTICLE 5 - VOTING**

- 5.1 The Chairperson of a meeting of the Executive Committee shall have a regular vote. In the case of a tie vote, the motion shall be held to fail and the *status quo* shall prevail.
- 5.2 The Chairperson of a General Meeting of the UPEIFA shall not vote except in case of a tie vote, and then shall cast the deciding vote.
- 5.3 Voting shall be by secret ballot if so requested by the majority of members present at any Faculty Association meeting.
- 5.4 Strike votes (as defined in the Labour Act of P.E.I.), and contract ratification votes shall be by secret ballot.

#### **ARTICLE 6 - FISCAL YEAR**

- 6.1 The fiscal year of the Association shall be from March 1<sup>st</sup> of each calendar year to February 18th/29th of the succeeding calendar year.