



**VANCOUVER COMMUNITY COLLEGE**

**FACULTY ASSOCIATION**

**CONSTITUTION AND BYLAWS**

**CONSTITUTION AND BYLAWS  
OF  
VANCOUVER COMMUNITY COLLEGE FACULTY ASSOCIATION**  
November 29, 1979  
Revised  
1985; 1993; 1996;  
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## CONSTITUTION

- (1) The name of the Association is "Vancouver Community College Faculty Association (Downtown, Broadway, Annacis Island and other satellite campuses)".
- (2) The object of the Association is:
  - (a) To provide a medium for united action on any issue common to all members and to deal with matters of concern to them.
  - (b) To act as the bargaining agent for the members of the Association.
  - (c) To seek representation on all commissions, boards, councils, tasks forces, and committees dealing with matters of concern to the Association's members.
  - (d) To function without bias or political affiliation as a non-partisan and non-sectarian association.
  - (e) To arrange and conduct social and professional functions from time to time as deemed fit by its members.
  - (f) To take part in cultural, civic, legislative, collegial, educational, charitable and other activities which directly or indirectly further the interests of the Association and its members.
  - (g) To obtain security in employment, security for the individual, and satisfactory working conditions for all members.
- (3) The operation of the Association is to be chiefly carried on in:

The Province of British Columbia, in the City of Vancouver.

# **BYLAWS OF VANCOUVER COMMUNITY COLLEGE FACULTY ASSOCIATION (VCCFA)**

## **~ARTICLE 1.00~**

### **JURISDICTION:**

This Association claims jurisdiction over all instructors, counsellors, librarians, program development faculty, and others as may be from time to time designated by the Association at Vancouver Community College's Downtown, Broadway and Annacis Island Campuses, including satellite operations there from. The persons covered by this claim of jurisdiction shall be hereafter referred to as "instructors" or "members".

## **~ARTICLE 2.00~**

### **MEMBERS OF THE ASSOCIATION**

#### **TERMS OF ADMISSION**

##### **2.01**

"Voting members" shall be:

- (a) All instructors employed by Vancouver Community College (the "College") at the centres under the Association's jurisdiction.
  - (i) Auxiliary instructors shall have voting rights for the duration of the calendar month in which they are employed.
  - (ii) Term instructors shall retain voting rights until their seniority rights expire as per the Collective Agreement.
- (b) Instructors laid off but on recall.
- (c) Such other individuals or groups who subscribe to these bylaws and constitution and who are deemed eligible from time to time to be voting members for a specific motion by a majority of attending members at a duly constituted meeting of the Association.

##### **2.02**

Voting members on vacation, disability or leave (including those members receiving disability income benefits) shall retain voting rights.

##### **2.03**

"Honorary members" shall be such persons deemed eligible from time to time by a majority vote of the Association. Honorary members shall be non-voting members.

##### **2.04**

The Association, through the decisions of its Executive, reserves the right to refuse membership to any persons or groups that may represent a conflict, or an erosion of the security of the membership.

##### **2.05**

Notwithstanding Articles 5.05(b), (d), (e), and (f), online voting is one option that may be used for members to cast their ballot. However, the addition of online voting as a method of casting a ballot for each specific election or motion shall be at the discretion of the Executive.

## **~ARTICLE 3.00~**

### **MEMBERS: RIGHTS AND OBLIGATIONS**

#### **3.01 COLLECTIVE AGREEMENT**

All members of the Association shall receive those benefits from employment as are detailed between the Association and the College Board in the Collective Agreement.

#### **3.02**

All members are required to uphold and comply with the Constitution and these Bylaws. In addition, every member must uphold and abide by the Collective Agreement and all decisions made through motions adopted by a required majority vote at any duly constituted meeting of the membership.

#### **3.03**

No voting member is entitled to vote on any resolution unless the member is in good standing in accordance with these bylaws.

#### **3.04**

Proxy votes are not permitted.

#### **3.05 PICKET LINES**

- (a) All members are required to honour a VCCFA picket line.
- (b) Each member of this Association shall honour any legitimate picket line of a trade union at his or her place of work unless relieved of this obligation by the Executive of the Association.

#### **3.06**

All members in good standing are entitled to attend the General, Special and Annual meetings of the Association.

#### **3.07**

No member shall, in any individual capacity, be liable for any debt or liability of the Association.

## **~ARTICLE 4.00~**

### **DISCIPLINE, SUSPENSION, and TERMINATION**

#### **4.01**

The Association reserves the right to fine, suspend or terminate any person's membership in the Association if that person is found to be contravening these bylaws.

#### **4.02**

Suspension of membership for breach of an obligation or conduct prejudicial to the Association shall be at the discretion of the Executive, whose decision shall be binding with the understanding that the affected member has the right to appeal. Such appeal shall be made in person during a duly constituted meeting of the membership. Should such an appeal be upheld by a majority of members in attendance, the Executive's decision to suspend the member(s) shall be overturned.

#### **4.03**

Discipline, Suspension and Termination:

Membership shall be terminated upon a member's resignation from employment with the College; retirement from employment with the College; cessation of employment with the College due to layoff, once the recall period is over; or cessation of employment with College for cause.

#### **4.04**

Membership shall be terminated upon a member's expulsion by an Extraordinary Resolution of the Association membership.

#### **4.05**

No member may resign from membership in the Association before the member has paid all dues, assessments, fines and other obligations owing to the Association, and no resignation shall become effective until such payment is made.

#### **4.06**

Termination of membership does not absolve the member from paying all dues, assessments, fines and other obligations owing to the Association.

### **~ARTICLE 5.00~**

#### **MEETINGS**

##### **5.1 NOTICE OF MEETINGS**

All meetings of members of the Association shall be held within the Province of British Columbia, unless the membership has decided otherwise by resolution. Special arrangements will be made to inform the laid off but on recall members, of the union's General Meetings, Annual Meetings, and Special or Emergency Meetings.

##### **5.2 ANNUAL MEETINGS**

The Annual Meeting of the members of the Association shall be held during either November or December of each year at a time and place to be determined by the Executive.

- (a) Notice in writing of the time and place of the holding of the Annual Meeting shall be mailed to each member of the Association not less than (14) fourteen days prior to the date set for the meeting. For the purpose of this constitution, the term "mail" is either the member's mail slot at his/her place of employment where such service is provided, their College email address, their personal email address or an address specified in writing by the member to the Association.
- (b) The quorum for an Annual Meeting shall be not less than thirty (30) voting members in good standing.
- (c) The Executive shall present to each Annual Meeting the President's Annual Report and the audited Financial Statement covering the preceding year.
- (d) Election of Table Officers and members of the Executive shall take place at the Annual Meeting as per Article 6.01.
- (e) Election of the Stewards shall take place at the Annual Meeting as per Article 11.03.
- (f) Other elections, resolutions and Extraordinary Resolutions may be conducted as are deemed appropriate. (See Article 9.03)

##### **5.3 GENERAL MEETINGS**

General Meetings shall be open to all members. Where motions or Association business call for

attendance only of voting members, the Executive may so order it, providing that prior notice of the meeting shall include this limitation.

- (a) Not less than three (3) General Meetings shall be held in a calendar year, arranged so as to provide the membership with adequate communication of Association business.
- (b) Notice of General Meetings shall be forwarded by as per Article 5.02(a). The VCCFA Executive shall provide members with advance notice of the meeting and the agenda at least five (5) working days before the upcoming General Meeting.
- (c) The quorum for a General Meeting shall be not less than thirty (30) members in good standing.

#### **5.4 4 SPECIAL OR EMERGENCY MEETING**

- (a) Special Meetings of the members may be called at any time:
  - i) By the Secretary pursuant to a resolution of the Executive, or
  - ii) By the President, or Vice-President or
  - iii) By the Secretary upon written request of five members in good standing; and, in the event that the Secretary does not comply with the request within fourteen (14) days, a special meeting may be called by notice given in writing to all voting members and signed by the said five members.
- (b) Notice of the time and place of the holding of the Special Meeting:  
As conditions permit, every effort must be made to communicate to all members the notice of the time and place of the holding of the Special Meeting, stating the business to be transacted thereat, at least one (1) day prior to the date set for the holding of such Special Meeting.
- (c) The quorum for a Special Meeting shall not be less than thirty (30) voting members in good standing.

#### **5.5 CONDUCT AT MEETINGS**

Members in attendance at membership meetings shall have the right to express their view, arguments or opinion upon any business properly before the meeting, subject to the rules and regulations adopted by the Association, and provided that they do not engage in or incite any conduct which obstructs or otherwise interferes with the Association's performance of its legal or contractual obligations.

- (a) The first order of business shall be presentation and approval of the proposed meeting's agenda.
- (b) All meetings shall be conducted in accordance with "Robert's Rules of Order".
- (c) The Secretary may ask for a motion to be presented in writing before a vote on the motion is called.
- (d) Save and except in the case of matters listed in Article 5.05 (f), and as required by "Robert's Rules of Order" all questions arising at any meeting shall be decided by a majority of valid votes cast by the voting members present at that meeting.
- (e) Each voting member shall be entitled to one vote on each motion at all General, Annual and Special Meetings. The Chairperson shall only vote in the case of an equality of votes, and such deciding votes shall be recorded.

- (f) The following matters require a notice of motion in writing to be given at the General, Special or Annual Meeting previous to that meeting at which the motion is voted on.

A two-thirds majority of valid votes cast by all voting members present shall be necessary to carry motions dealing with such matters.

- (i) All financial matters dealing with dues or assessment;
- (ii) Any financial expenditure in excess of \$ 2,000.00 other than those previously approved by the membership in adopting a budget or by motion;
- (iii) Alterations or revisions to the Constitution or the Bylaws;
- (iv) All matters requiring Extraordinary Resolutions.

## **5.6 EXECUTIVE MEETINGS**

Meetings of the Executive shall be held in the Province of British Columbia at least eight (8) times between September 1 and June with not more than sixty (60) days between meetings at such time and place as the Executive shall determine. The meeting may be called by the President or by the Vice-President, in cases of the absence or incapacitation of the President. Alternatively, any two members of the Executive may call a meeting upon written request to the Secretary.

- (a) The quorum for a meeting of the Board shall be six (6) Executive members.
- (b) Questions arising at any Executive Meeting shall be decided by a majority of valid votes. The chairperson shall only vote in the case of an equality of votes, and such deciding votes shall be recorded.

## **~ARTICLE 6.00~**

### **EXECUTIVE**

The Executive of the Association shall consist of ten (10) voting members of the Association elected at Annual Meetings, and ex-officio the Chief Steward, the Chairperson of the Negotiating Committee and the Past President of the Association. Four (4) of these members of the Executive shall be the table officers: the President, the Vice-President, the Secretary, and the Treasurer.

### **6.1 ELECTION AND APPOINTMENTS**

- (a) Ten (10) members of the Executive, including the four (4) table officers, shall be elected by secret ballot at Annual Meetings by the voting members in attendance.
  - (i) These ten (10) members of the Executive shall be elected for a term of two (2) years. Election shall be held on the following basis of rotation: the President, Vice-President and three Executive members shall be elected at the Annual Meeting in one year, and five (5) Executive members shall be elected at the Annual Meeting in the following year.
  - (ii) The election of the President and Vice-President shall precede the election of other Executive members.
  - (iii) Nominations for these ten (10) Executive member positions may be received in writing containing signed acceptance of the nominee, or from the floor of the meeting.
  - (iv) The nominee polling the largest number of valid votes shall be elected to each of the



positions open. For the election of President, where there is only one nominee, the nominee shall receive more than 50% of the valid votes cast in order to be elected to the position.

- (v) A retiring Executive member shall be eligible of re-election; except as provided for in (vi) below.
  - (vi) A member shall hold office as President for a maximum of three (3) consecutive terms. Any service as President that completes the term of a previous President or that is an acting capacity shall not be included in the determination of three consecutive terms.
  - (vii) Any vacancy which occurs for these ten (10) positions on the Executive must be filled for the duration of the term by means of a by-election held within a time period spanning no more than two (2) General Meetings.
- (b) The Secretary and Treasurer shall be chosen as follows: Following each Annual Meeting, the newly constituted Executive shall choose from within the group a Secretary and Treasurer.
- (c) The ex-officio members of the Executive shall be chosen as follows and have the following status:
- (i) The Chief Steward shall be chosen as per Article 11.03 and shall have voice and vote.
  - (ii) The Chairperson of the Negotiating Committee shall be chosen as per Article 11.02 and shall have voice and vote. Only one Chairperson of the Negotiating Committee shall be designated as an Executive member. This position shall remain vacant from time to time.
  - (iii) The Past President shall be the immediate Past President of the Association. The Past President shall have voice but no vote. The Past President's term of office shall be for a maximum of two years or until the successor President ceases to hold office, whichever period is shorter. The position of Past President may remain vacant from time to time.
- (d) The newly constituted Executive shall assume responsibility on January 2nd following the Annual Meeting during which it was constituted.
- (e) The Association membership may elect, from time to time, representatives to bodies as determined by a majority vote of the members present at an Association meeting.
- (f) Other committees or individuals shall be elected by the membership or appointed by the Executive, from time to time, as deemed necessary.

## **6.2 REMOVAL AND TERMINATION OF EXECUTIVE MEMBERS**

Any member of the Executive may be removed by either

- (a) an Extraordinary Resolution of the membership, or
- (b) by a majority vote of the Executive. Removal by the Executive may only occur provided that
  - (i) notice of motion has been given at the preceding Executive meeting; and either,
  - (ii) the member has missed 4 consecutive Executive meetings without explanation;or,
  - (iii) after investigation, the President reports that a member's pattern of absence, defined as missing the majority of meetings for at least 3 months, is likely to continue.

A by-election to fill a resulting vacancy for the balance of the removed member's term will be held at the subsequent general meeting.

### **6.3 DUTIES AND POWERS OF THE EXECUTIVE**

- (a) The business and the administration of the Association shall be managed by the Executive constituted as per Article 6.00. An Executive of the Faculty Association is not in the member's individual capacity, liable for debt or liability of the Faculty Association.
- (b) The position of the member of the Executive shall be without salary from the Association beyond the actual expenses incurred in the service of the Association, except as provided for in Article 6.03(k).
- (c) Such powers, duties and authority as are not otherwise delegated to the table officers of the Executive shall be exercised, acted upon and determined by the Executive. The Executive may exercise all the powers and do all the acts and things that the Faculty Association may exercise and do, and that are not by these bylaws or by statute or otherwise lawfully directed or required to be exercised or done by the society in a general meeting, but subject, nevertheless, to
  - (i) all laws affecting the Faculty Association
  - (ii) these bylaws, and
  - (iii) rules, not being inconsistent with these bylaws, that are made from time to time by the Faculty Association in a general meeting.
- (d) The execution of all documents and the signing of all cheques in the operation or administration of the Association shall be in accordance with the Constitution and Bylaws.
- (e) The President, the Vice-President, Secretary and Treasurer shall have the powers to perform the duties which usually pertain to such offices as defined below and, in addition, shall each hold the power to co-sign any financial disbursements of the Association.
- (f) A rule made by the Faculty Association in a general meeting does not invalidate a prior act of the Executive that would have been valid if that rule had not been made.
- (g) The Executive shall have the authority to interpret and apply the Constitution and Bylaws of the Association, subject to the appeal of the membership. Such appeal shall be made in person during a duly constituted meeting of the membership. Should such an appeal be upheld by a majority of members in attendance, the Executive's decision regarding the interpretation or application of the Constitution and Bylaws shall be overturned.
- (h) All acts done by any meeting of the Executive or of a committee of the Executive, or by any person acting as an Executive member shall, notwithstanding that it be afterwards discovered that there was some defect in the appointment or qualification of any such Executive member or person acting as aforesaid, or that they or any of them disqualified, be as valid as if every such person had been duly appointed and fully qualified.
- (i) It is the duty of the Executive to provide procedures and terms of reference in writing to all its Committees.
- (j) THE PRESIDENT (CHIEF EXECUTIVE OFFICER)**
  - (i) As Chief Executive Officer, the President shall preside over meetings of the Association and conduct the same in conformity with the Constitution and Bylaws and "Roberts Rules of Order".

- (ii) The President shall have the deciding vote in the case of a tie on any question that is being voted on by the meeting.
- (iii) The President shall have general supervision over the affairs of the Association, which shall be carried out at all times in accordance with the Constitution and subject at all times to review and approval of the Board of Directors.
- (iv) The President of the Association is an ex-officio member of all committees, elected or appointed by the Association.
- (v) The President shall see that all other Executive and Committee members perform their duties. In case of non-performance of duties or incompetence or disability of any Executive or Committee member, the President has the power to remove that member from office, with such removed Executive or Committee Member having the right of appeal before the full Executive. Such removal is subject to ratification by the membership at the next General Meeting of the Association.
- (vi) The President shall be empowered to interpret the Constitution and the Bylaws of the Association, and shall decide all questions of law thereunder between meetings of the Executive subject to appeal as provided in this Constitution and Bylaws.
- (vii) The President shall have the authority, unless these Bylaws expressly provide otherwise, to determine and settle grievances and disputes submitted to the Association by subordinate bodies or members, all subject to appeal as provided in these Bylaws.
- (viii) The President shall be empowered to employ an attorney or attorneys to act as counsel and give other legal assistance to the Association, as the President deems necessary.

**k) THE VICE-PRESIDENT**

- (i) The Vice-President shall assist the President in performing his or her duties.
- (ii) In the absence of the President, the Vice-President shall assume the duties of the President.

**l) THE SECRETARY**

- (i) The Secretary, or designate responsible to the Secretary, shall maintain and keep the minutes of all meetings; Annual, General, Special and Executive.
- (ii) The Secretary shall keep and carry out all correspondence of the Association and maintain records of such. The posting and reading of minutes of meetings shall be at the discretion and pleasure of the membership.
- (iii) The Secretary shall have custody of all records and documents of the Faculty Association except those required to be kept by the Treasurer.

- (iv) The Secretary, or designate, shall keep the Association's register of members, and shall record attendance at all meetings of the Executive and the Association.
- (v) The Secretary shall keep records of membership status. (See Article 3.06)
- (vi) The Secretary shall provide appropriate notification of Association meetings, as described under "Meetings" (Article 5.00).

**(m) THE TREASURER**

- (i) The Treasurer shall be custodian of all properties, funds, securities, and assets of the Association.
- (ii) The Treasurer must keep the financial record, including books of account, necessary to comply with the Constitution and these bylaws, and render financial statements to the Executive, members and others when required.
- (iii) The Treasurer shall conduct the Association's banking business through any chartered bank (or Credit Union).
- (iv) The Treasurer shall be prepared to make a financial report at any General Meeting giving reasonable particulars of the transactions thereto.
- (v) The Treasurer shall prepare an Annual Financial Statement showing incomes and disbursements during the year, as well as the current asset-structure. Such statement shall be for the period up to and including September 30th of each year.
- (vi) The Treasurer shall normally submit an annual Association budget for the members' approval at a General Meeting by September 30th each year. The submission of the budget may be extended by a maximum of two (2) months. During such extensions the Executive shall have spending authority based on the previous year's budget, on a pro-rated basis.
- (vii) The Treasurer shall provide funds from the Association's fees (dues) to pay for up to full-time release time from Annual duty time of the President while the President is on Association business. The Treasurer shall provide for release time for Executive members, other elected officers, and committee members when these expenditures have been approved by the membership.
- (viii) The Treasurer shall provide to pay for such clerical, technical and professional assistance for the Association as the Executive may from time to time determine.

**6.4 4 BRANCH LOCALS**

The Board is, upon the authorization of a majority vote at a duly held meeting of the membership, empowered to organize and otherwise set up branch "locals" of the Association. In the event of such branch "locals" being set up, the Board may appoint committees, persons, or groups for the purpose of providing sub-governing representatives. At any such branch local cannot exercise any powers in conflict with these Bylaws and the Constitution; nor may it possess powers in excess of the parent Association, being responsible directly to the Executive.

## **~ARTICLE 7.00~**

### **DUES, USE OF FUNDS AND BORROWING**

#### **7.1 DUES**

- (a) Membership dues per member for voting members shall be determined from time to time by the membership in accordance with Article 5.05 (f), Notice of Motion.
- (b) Voting members on leave shall pay the required membership dues based on salary or stipend received from Vancouver Community College under the Collective Agreement.
- (c) Honorary members shall be exempt from membership dues.
- (d) Members who have been laid off but are on recall shall be exempt from membership dues unless/until they are once again employed by the College.
- (e) The Executive may, as circumstances demand, propose and additional assessment or levy on the membership to defray unusual expenses; such proposal is to be made in accordance with 5.05 (f), Notice of Motion.

#### **7.2 2 USE OF FUNDS**

- (a) The Treasurer shall be authorized to invest the membership funds in safe, secured investments such as bonds, bank term deposits, and the like; with the approval of the Executive.
- (b) The Association shall not be permitted to have its capital or assets divided into shares, or to declare any dividends or distribute its property among the members of the Association, and the interest of a member in the Association shall not be transferable.

#### **7.3 3 BORROWING**

- (a) In order to carry out the purposes of the Faculty Association, the Executive may, on behalf and in the name of the Faculty Association, raise or secure the payment or repayment of money in the manner they decide, and, in particular, but without limiting that power, by the issue of debentures.
- (b) A debenture must not be issued without the authorization of an Extraordinary Resolution.
- (c) The members may, by an Extraordinary Resolution, restrict the borrowing powers of the Executive, but a restriction imposed expires at the next General Meeting.

## **~ARTICLE 8.00~**

### **AUDIT OF ACCOUNTS**

#### **8.01**

The end of the business year of the Association shall be September 30th of each year.

#### **8.02**

All books and records pertaining to the financial position of the Association shall be audited by an independent external accounting firm. Copies of the audited statement are to be made available to each member at the beginning of the Annual Meeting, or sooner, as time permits.

### **8.03**

A quarterly financial statement shall be submitted to the membership.

## **~ARTICLE 9.00~**

### **ALTERATIONS OR REVISIONS TO THE CONSTITUTION OR BYLAWS**

#### **9.01**

The Association shall furnish all members with a copy of this Constitution and Bylaws.

#### **9.02**

The Constitution and Bylaws of this Association shall not be altered or added to except by an Extraordinary Resolution of the Association.

#### **9.03**

An "Extraordinary Resolution" means a resolution passed by two-thirds majority of such members entitled to vote as are present in person at a duly held meeting of which notice specifying the intention to propose the resolution as an Extraordinary Resolution has been duly given. Such notice of the motion carrying the proposed resolution shall be placed before the membership at a meeting prior to the one at which the resolution is voted upon. All notices of motion shall be in writing.

#### **9.04**

The Secretary is responsible for the keeping of up-to-date records of all such alterations to the Bylaws of the Constitution, and shall provide for these records to be available for the perusal of any member.

## **~ARTICLE 10.00~**

### **BUSINESS RECORDS, MINUTES, AND OTHER PUBLICATIONS**

#### **10.01**

The Association shall keep a register of its members, and shall enter therein the names of the subscribers to the Constitution and Bylaws and the name of every other person who is admitted as a member to the Association, together with the following particulars:

- (a) The full name, address, and occupation of every such subscriber and person;
- (b) The date on which each person is admitted as a member;
- (c) The date on which any person ceases to be a member;
- (d) Whether the member is a voting or non-voting member.

#### **10.02**

There shall be current financial and business records maintained as described in Articles 6.03(k), 7.00, 8.00 and these Bylaws.

#### **10.03**

Minutes shall be kept of all Annual, Special and General Meetings of the Association. Copies of these minutes shall be accessible by the Secretary to any member who requests them.

#### **10.04**

Minutes shall be kept of all Executive Meetings.

**10.05**

The Executive shall be responsible for informing the membership about pertinent Association matters on a regular basis, e.g. Newsletter, Faculty Handbook, etc.

**10.06**

The Executive is empowered to appoint and authorize such person(s) as are required to facilitate Article 10.00.

**~ARTICLE 11.00~****COLLECTIVE AGREEMENT/NEGOTIATING COMMITTEE/STEWARDS****11.1 COLLECTIVE AGREEMENT**

Each Collective Agreement between this Association and the Employer of the members shall be in writing with the President, Secretary and Chairperson of the Negotiating Committee as Association signatures empowered to sign only after the terms of the Agreement have been accepted by a majority vote of the membership.

**11.2 NEGOTIATING COMMITTEE**

- (a) The Negotiating Committee shall be comprised of six (6) voting members who are to be elected at a General Meeting of the Association held not later than six (6) calendar months prior to the expiration of the then current collective agreement.
- (b) Nominations to these positions shall be received in advance or from the floor of the meeting.
- (c) The six (6) candidates receiving the largest number of votes shall be declared elected. Among the members elected there shall be at least one male and one female.
- (d) The Committee shall meet as soon as possible after its election and select a chairperson who shall immediately become an ex-officio member of the Executive with voice and vote for the term of the Committee.
- (e) The Committee shall be responsible to the general membership.
- (f) The duties of the Committee shall be to negotiate with the Employer an agreement that is satisfactory to the membership. Committee members are responsible to research and provide recommendations for future agreement negotiations. Such research as questionnaires, etc, is within their jurisdiction. It is the duty of the Executive to provide guidance and support to the Committee.
- (g) The term of the Committee members shall be from the date of their election until the signing of a renewed collective agreement, but not to exceed two (2) years.
- (h) New members shall be elected to fill vacancies at a General Meeting.

**11.3 STEWARDS**

- (a) Twelve (12) voting inter-campus members shall be elected to act as Stewards.

- (b) The Stewards shall be elected by secret ballot at an Annual Meeting by voting members in attendance at the meeting. Nominations to these positions shall be received in advance or from the floor of the meeting. The nominees polling the largest number of votes shall be elected. In the event that there are insufficient nominations to fill the vacant position the VCCFA Executive shall appoint Stewards on an interim basis, or until such a time as a by-election can be held.
- (c) Stewards shall be elected for a term of two (2) years on the following basis of rotation: Six (6) Stewards shall be elected for a term of two (2) years at the Annual Meeting in one year and six (6) Stewards shall be elected for a term of two (2) years at the Annual Meeting in the following year.
- (d) A Chief Steward shall be chosen from within the group of Stewards and will remain Chief Steward for the balance of his or her own term as steward. The Chief steward shall be an ex-officio member of the Executive with voice and vote. The member chosen to be Chief Steward shall be replaced by another member appointed as Steward by the Stewards' Committee in consultation with the Executive. This appointment shall be on an interim basis until such time as a by-election can be held.
- (e) The duties of the Steward shall be to:
  - (i) Represent the interest of the member(s) by processing the initial stages of grievances and by acting as an advocate on behalf of the member(s) in grievances and complaints.
  - (ii) Act as an official representative of the Association by performing the duties described above. It is the duty of the Executive to provide guidance and support to Stewards.
  - (iii) Establish a committee of Area Representatives. These Representatives shall be chosen by the faculty in each department. Where faculty in a department have not chosen an Area Representative, the Stewards shall be empowered to recruit an Area Representative.
- (f) The duties of the Chief Steward shall be to:
  - (i) Report to the Executive on the operation and functioning of the campus Stewards and Area Representatives.
  - (ii) Provide for the training of Stewards.
  - (iii) Act as a resource person to Stewards.
  - (iv) Develop effective communication systems so that the flow of information between Stewards and the VCCFA Executive and between the Stewards at both campuses is maintained at a high level.
  - (v) To represent the interests of the members by processing grievances.
  - (vi) To act as the chief official representative of the Association to deal with matters arising from the administration of the Collective Agreement. It is the duty of the Executive to provide guidance and support to the Chief Steward.

## **ARTICLE 12.00**

### **OTHER COMMITTEE STRUCTURES**

#### **12.01**

From time to time the Executive may appoint VCCFA Committees. The Executive shall report such



appointments to the membership and after consultation with its members provide such committees with terms of reference. Unless delegated to this Committee, the Committee Chair shall be appointed by the Executive.

**12.02**

From time to time the Executive may appoint VCCFA representatives to non-VCCFA committees which are considered within the scope of this Association's interest.

This Constitution and Bylaws have been duly accepted by a two-thirds majority vote of the membership attending a meeting of the Association held on the 29th day of November 1979.

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PRESIDENT

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SECRETARY

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WITNESS

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WITNESS

REVISED 31st day of October, 1985  
Further REVISED February 1995  
Further REVISED December 1996  
Further REVISED September 1999  
Further REVISED November 2001  
Further REVISED October 2003  
Further REVISED February 2004  
Further REVISED August 2004  
Further REVISED June 2005  
Further REVISED September 2016