



**VANCOUVER COMMUNITY COLLEGE
FACULTY ASSOCIATION**

VANCOUVER COMMUNITY COLLEGE FACULTY ASSOCIATION
CONSTITUTION AND BYLAWS

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**CONSTITUTION AND BYLAWS OF
VANCOUVER COMMUNITY COLLEGE FACULTY ASSOCIATION**

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CONSTITUTION

1. The name of the Association is Vancouver Community College Faculty Association, located at the Downtown, Broadway, Annacis Island and other satellite campuses of Vancouver Community College.

2. The object of the Association is:

2.1 To provide a medium for united action on any issue common to all members and to deal with matters of concern to them.

2.2 To act as the bargaining agent for the members of the Association.

2.3 To seek representation on all commissions, boards, councils, tasks forces, and committees dealing with matters of concern to the Association's members.

2.4 To function without bias or political affiliation as a non-partisan and non-sectarian association.

2.5 To arrange and conduct social and professional functions from time to time as deemed fit by its members.

2.6 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.

2.7 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)

1 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". Words importing the singular shall include the plural and vice versa; and words importing any gender shall include all genders.

2 MEMBERSHIP

2.1 Scope of Membership

Members shall include all instructors employed by Vancouver Community College (the College) at the Centres and Satellites under the Association's jurisdiction.

2.2 Retention of Membership

2.2.1 Auxiliary instructors shall have membership for the duration of the calendar month in which they are employed.

2.2.2 Term instructors shall retain membership until their seniority rights expire as per the Collective Agreement.

2.2.3 Instructors who have been laid off shall retain membership as long as they have recall rights.

2.2.4 Members on vacation, disability or leave (including those members receiving disability income benefits) shall retain their membership status.

2.3 Honorary Members

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.

2.4 Removal of Membership

The Association, through the decisions of its Executive, pursuant to Bylaw 4 reserves the right to remove membership to any persons or groups that may represent a conflict, or an erosion of the security of the membership.

3 RIGHTS AND OBLIGATIONS

3.1. Collective Agreement

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

3.2. Constitution and Bylaws

3.2.1

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.

3.2.2 The Association shall make the Constitution and Bylaws available on its website and upon request shall provide a copy to any member.

3.2.3 The Constitution and Bylaws of this Association shall not be altered or added to except by an Extraordinary Resolution of the Association and Notice of Motion pursuant to Article 5.6.3

3.2.4 The Secretary, or delegate, shall keep the Bylaws and Constitution up to date and maintain an historical record of previous versions.

3.3 Picket Lines

3.3.1 All members are required to honour a VCCFA picket line.

3.3.2 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.

3.4 Meetings

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

3.5. Liability

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

4 DISCIPLINE, SUSPENSION, and TERMINATION

4.1 The Association reserves the right to discipline, fine, suspend or terminate any person's membership in the Association if that person is found to be contravening the Collective Agreement, these bylaws or duly mandated policies of the Association.

4.2 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 members have member has the right to appeal. Such appeal shall be made in person during a duly constituted meeting of the membership. Should a majority of members uphold such an appeal in attendance, the Executive's decision to suspend the member(s) membership shall be overturned.

4.3 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

4.4 Except as pursuant to Article 4.3, an Extraordinary Resolution of the Association membership may only terminate membership upon a member's expulsion.

4.5. 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.

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

5 MEETINGS

5.1. Location 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 Meetings.

5.1.1 When appropriate, the Executive may make provision for meetings to be conducted in whole or in part through online interfaces. Such decision shall be conveyed in the meeting notice.

5.2 Annual Meeting

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 and mode to be determined by the Executive.

5.2.1 Notice in writing of the time and place of the holding of the Annual Meeting shall be conveyed to members of the Association not less than (14) fourteen days prior to the date set for the meeting. For the purpose of these bylaws. The term "conveyed" shall include delivery by physical or electronic means or any such combination. As long as a good faith effort is made to reach members, failure to reach all members does not constitute a breach of the requirement for notice.

5.2.2 The quorum for an Annual Meeting shall be not less than thirty (30) voting members in good standing.

5.2.3 The Executive shall present to each Annual Meeting the President's Annual Report and the audited Financial Statement covering the preceding year and fiscal year, respectively.

5.2.4 Election of Table Officers and members of the Executive shall take place at the Annual Meeting.

5.2.5 Election of the Stewards shall take place at the Annual Meeting.

5.2.6 Other elections, resolutions and Extraordinary Resolutions may be conducted as are deemed appropriate.

5.3 General Meetings

5.3.1 Not less than three (3) General Meetings shall be held in a calendar year, arranged to provide the membership with adequate communication of Association business.

5.3.2 Notice of General Meetings shall be forwarded as per Article 5.2.1 except that the Executive shall provide members with advance notice of the meeting and the proposed agenda at least five working days before the upcoming General Meeting.

5.3.3 The quorum for a General Meeting shall be not less than thirty (30) members in good standing.

5.4 Special Meetings

5.4.1. Special Meetings of the members may be called at any time. They may be called by the President or Vice- President or by the Secretary either pursuant to a resolution of the Executive or upon written request of ten (10) members in good standing. In the latter case, if the Secretary does not comply with

the request within fourteen calendar days, the said ten members may call a meeting by giving written, signed notice to all voting members.

5.4.2 Notice of a Special Meeting and the proposed Agenda shall be given pursuant to Article 5.2.1 at least two (2) working days in advance of the Special Meeting.

5.4.3 The quorum for a Special Meeting shall not be less than thirty (30) voting members in good standing.

5.5 Conduct at Meetings

5.5.1 Members in attendance 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.

5.5.2 The first order of business shall be presentation and approval of the meeting's proposed agenda. All meetings shall be conducted in accordance with "Robert's Rules of Order". The Secretary may ask for a motion to be presented in writing before a vote on the motion is called.

5.6. Voting at Meetings

5.6.1 Save and except in the case of matters listed in Article 5.6.3 that require an enhanced majority 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.

5.6.2 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.

5.6.3 Notice of Motion

The following matters require a notice of motion in writing to be given at the General, Special or Annual Meeting before that meeting at which the motion is voted on. They shall require a two-thirds majority of valid votes cast for passage.

5.6.3.1. All financial matters dealing with dues or assessment;

5.6.3.2 Any financial expenditure in excess of \$ 2,000.00 other than those previously approved by the membership in adopting a budget or by motion;

5.6.3.3 Alterations or revisions to the Constitution or the Bylaws;

5.6.3.4 All matters requiring Extraordinary Resolutions. An "Extraordinary Resolution" requires Notice of Motion and a two-thirds majority of valid votes cast for passage.

5.6.4 Notwithstanding Articles 5.5. and 5.6, online voting or a combination of online and in-person voting is one option or options that may be used for members to cast their ballot. Any necessity of casting online votes after a particular meeting does not invalidate such a vote. The addition of online voting as a method of casting a ballot for each specific election or motion shall be at the discretion of and as determined by the Executive

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

5.6.6 Proxy votes are not permitted

5.7 Executive Meetings

5.7.1 Meetings of the Executive shall be held at least eight (8) times between September 1 and June with not more than sixty (60) days between meetings at such time, mode and place as the Executive shall determine. Meetings may be in person or online or be held using a combination of these modes. Meetings 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.

5.7.2 The quorum for an Executive meeting shall be six (6) Executive members.

5.7.3 Motions arising at any Executive Meeting shall be decided by a majority of valid votes cast. The chairperson shall only vote in the case of an equality of votes, and such deciding votes shall be recorded.

6 EXECUTIVE

The Executive of the Association shall consist of ten (10) voting members of the Association elected at Annual Meetings, and up to three (3) ex-officio members, 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 of the Executive

6.1.1 Ten (10) members of the Executive shall be elected by secret ballot at Annual Meetings. A returning officer shall be confirmed at the meeting who shall have charge of the elections.

6.1.2 These ten (10) members of the Executive shall be elected for terms of two (2) years. Election shall be held in the following 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.

6.1.3 Nominations for Executive member positions may be received in writing containing signed acceptance of the nominee in advance of the meeting, or from the floor of the meeting.

6.1.4 The election of first the President and then the Vice-President shall precede the election of other Executive members.

6.1.5 Except for the election of the President, the nominee polling the largest number of valid votes shall be elected to each of the positions open.

6.1.6 For the election of President, where there is only one nominee, a "yes or no" ballot shall be conducted, and the nominee must receive more than 50% of the valid votes cast indicating yes in order to be elected to the position. Where there are two or more nominees, a nominee shall receive more than 50% of the valid votes cast in order to be elected to the position. If that does not occur in any one ballot, run-off elections shall be conducted as necessary until one nominee receives more than 50% of

the valid votes cast. After such a ballot where there are more than two nominees, the nominee with the least number of votes shall be eliminated from the next ballot.

6.1.7 In elections where there is a tie that prevents a distinction being made between two nominees the ballot will be repeated up to two times. If the tie remains, then the election will be referred to the next meeting of the Association.

6.1.8 Other than the President, an Executive member shall remain eligible for re-election.

6.1.9 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. A member who has completed such consecutive service as President is eligible to run for President again for a term commencing at least two years after the end of their last term as an elected President.

6.1.10 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.

6.2 Selection of the Secretary and the Treasurer

The Secretary and Treasurer shall be chosen annually by and from the Executive at its first meeting following an Annual Meeting.

6.3 Ex-officio members of the Executive

6.3.1 The Chief Steward shall be chosen as per Article 13.5 and shall have voice and vote.

6.3.2 The Chairperson of the Negotiating Committee shall be chosen as per Article 12.4 and shall have voice and vote. When there are co-chairs, only one Chairperson one of the co-chairs of the Negotiating Committee shall be designated as an Executive member. This position shall may remain vacant from time to time.

6.3.3 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 one year 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.

6.4 Commencement of Executive Duties

The newly constituted Executive shall assume their roles on January 2nd following the Annual Meeting during which it was constituted.

6.5 Removal of Executive Members

6.5.1 Any member of the Executive may be removed by either an Extraordinary Resolution of the membership, or by a majority vote of the Executive. A member so removed has the right of appeal to the general membership.

6.5.2 Removal by the Executive may occur provided that notice of motion has been given at the

preceding Executive meeting. Grounds for removal may be pursuant to any of Articles 4.1, 4.2 or 6.7.5, or that the member has missed 4 consecutive Executive meetings without explanation; or, 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.

6.5.3 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.

6.6 Duties and Powers of the Executive

6.6.1 The business and the administration of the Association shall be managed by the Executive constituted as per Article 6. No member of the Executive is, in the member's individual capacity, liable for debt or liability of the Faculty Association.

6.6.2 Pursuant to Article 6.10.7, members of the Executive shall be without direct salary from the Association beyond the actual expenses incurred in the service of the Association.

6.6.3 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 all laws affecting the Faculty Association, these bylaws, and. rules, not being inconsistent with these bylaws, that are made from time to time by the Faculty Association in a general meeting.

6.6.4 The execution of all documents, financial disbursements and the signing of all cheques in the operation or administration of the Association shall be in accordance with the Constitution and Bylaws.

6.6.5 The President, the Vice-President, Secretary and Treasurer shall have the powers to perform the duties that 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.

6.6.6 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.

6.6.7 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.

6.6.8 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.

6.6.9. It is the duty of the Executive to provide procedures and terms of reference in writing to all its Committees.

6.6.10. Authority to determine the course of and to settle grievances or disputes shall normally reside with the President, Vice-President and Chief Steward working together to reach consensus decisions. They may refer such decisions to the Executive. Members affected may appeal their decisions to the Executive. Any final appeal shall be to the membership in a General or Special Meeting.

6.7 Duties and Powers of the President

6.7.1 The President shall preside over meetings of the Association and the Executive. They shall conduct the same in conformity with the Constitution and Bylaws and "Roberts Rules of Order".

6.7.2 The President shall have the deciding vote in the case of a tie on any question that is being voted on.

6.7.3 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 Executive.

6.7.4 The President is an ex-officio member of all committees, elected or appointed by the Association.

6.7.5 The President is responsible for the effectiveness of the Executive and Committees. 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. If denied by the Executive, such appeal may be taken to the membership at a General or Special Meeting.

6.7.6 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

6.7.7 The President shall be empowered to employ an attorney or attorneys to act as counsel and give other legal assistance to the Association.

6.8 Duties of the Vice President

6.8.1 As assigned by the President, the Vice President shall assist the President in performing their duties. In the absence of the President, the Vice-President shall assume the duties of the President in an acting capacity.

6.8.2 Pursuant to Article 6.6.10, the Vice-President shall be involved with determining the course and settlement of grievances or disputes.

6.9 Duties of the Secretary

The Secretary or designate shall:

6.9.1 Maintain and keep the minutes of all meetings: Annual, General, Special and Executive.

6.9.2 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.

6.9.3 Have custody of all records and documents of the Faculty Association except those required to be kept by the Treasurer.

6.9.4. Keep the Association's register of members and member employment status, a register of those who are not in good standing, and a record of attendance at all meetings of the Executive and the Association.

6.9.5 Provide notification of Association meetings, pursuant to Article 5 herein.

6.9.6 Record attendance at all meetings of the Executive and membership.

6.9.7 Be the privacy officer of the Association in accordance with the Personal Information Protection Act.

6.9.8 Assume the duties of President, in an acting capacity, should the Vice-President be unable to shall assume those duties.

6.10 Duties of the Treasurer

The Treasurer or designate shall:

6.10.1 Be the custodian of all properties, funds, securities, and assets of the Association.

6.10.2 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.

6.10.3 Conduct the Association's banking business through any chartered bank ~~(or Credit Union)~~ or credit union

6.10.4 Make a report to the membership on expenditures as compared to budget at least three times during the fiscal year; namely in January or February, in May or June, and in September.

6.10.5 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. Such statement shall be submitted for audit pursuant to Article 9.2.

6.10.6 Normally by September 30th each year, submit for membership approval an annual Association budget for the following fiscal year commencing October 1st. 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 fiscal year's budget, on a pro-rated basis.

6.10.7 Provide funds through the annual Association budget (Article 6.10.6) to pay for up to full-time release and any allowances for the President and other Executive members, other elected or appointed officers, and committee members. Any such funds shall be consistent with and within the provisions the VCCFA-VCC Collective Agreement.

6.10.8 Provide funds through the annual budget to pay for clerical, technical and professional assistance to the Association.

6.10.9 The Executive may authorize such additional payments up to \$6000 per fiscal that were not included in the budget. Such authorizations must be reported to the membership at the earliest opportunity. All other payments are subject to Notice of Motion to the Membership pursuant to Article 5.6.3.

7 Branch Locals

The Executive is upon the members' authorization of a successful Extraordinary Motion, 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.

8 Dues, Use of Funds, and Borrowing

8.1 Dues

8.1.1 Membership dues per member ~~for voting members~~ shall be determined from time to time by the membership in accordance with Article 5.6.3, Notice of Motion.

8.1.2 The Executive may, as circumstances demand, propose additional assessments or levies on the membership to defray unusual expenses. Such proposals are to be made in accordance with Article 5.6.3, Notice of Motion.

8.1.3 Honorary members shall be exempt from membership dues

8.2 Use of Funds

8.2.1 With the approval of the Executive and in accordance with both the VCCFA Budgeting and the VCCFA Investment Policy, the Treasurer shall be authorized to invest membership funds in a manner that provides primarily for the preservation of capital, and secondarily, for capital growth and cash flow generation.

8.2.2 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.

8.3 Borrowing

8.3.1 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.

8.3.2 A debenture must not be issued without the authorization of an Extraordinary Resolution.

8.3.3 The members may, by an Extraordinary Resolution, restrict the borrowing powers of the Executive, but a restriction imposed expires at the next General Meeting.

9 Audit of Accounts

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

9.2 All books and records pertaining to the financial position of the Association shall be audited by an independent external accounting firm that shall prepare a report for distribution at the Annual Meeting. Members may request a copy of the report prior to the Annual Meeting. 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.

10 Records, Minutes and Information Sharing

10.1 The Association shall keep a register of members, including their names, addresses, departments, and date of first appointment. When possible, other contact information and the date they cease to be a member shall also be registered.

10.2 Current financial and business records shall be maintained.

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

10.4 Through the President, the Executive shall be responsible for informing the membership regarding pertinent Association matters.

11 Collective Agreement

Each renewed Collective Agreement between this Association and the Employer of the members shall be in writing with at a minimum, the President, Chairperson and members 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.

12 The Negotiating Committee

12.1 The duty of the Committee shall be to negotiate with the Employer a renewed Collective Agreement that is satisfactory to the membership. Committee members are responsible to research the strategies and positions they take and to provide recommendations for future agreement negotiations. Such research as questionnaires is within their jurisdiction. It is the duty of the Executive through the President to provide guidance and support. Support includes to the extent possible providing paid release to the Committee.

12.2 The Committee shall be responsible to the general membership. It shall keep the Executive as informed as possible on the course of negotiations throughout the process. The Committee and the Executive shall work together in a mode of co-operation and consultation that will best serve the interests of the largest possible number of members.

12.3. The Election of the Negotiating Committee

12.3.1 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.

12.3.2 Nominations to these positions shall be received in advance or from the floor of the meeting.

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.

12.3.3 Pursuant to Article 5.6.4, the Executive may choose to conduct the ballot through different modes of voting.

12.3.4 The term of the Committee members shall be from the date of their election until the signing of a completion of the renewed collective agreement process. Should this term exceed 2 years, members shall have the opportunity to extend their term by one year at a time, subject to confirmation at a General Meeting.

12.3.5 Upon the recommendation of the Negotiating Committee, vacancies may be filled by Executive appointment, subject to confirmation at a General Meeting. Vacancies may be left vacant.

12.4 The Chair of the Negotiating Committee

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. Should the Committee select Co-chairs, one shall be designated as the Executive member.

13 Stewards

13.1 The duties of the Stewards, under the guidance of the Chief Steward, shall be to represent the interest of the members by processing the initial stages of grievances, by acting as advocates on behalf of the members in grievances and complaints, and by carrying out responsibilities assigned to VCCFA representatives in the Collective Agreement. In so doing, they are acting as official representatives of the Association. It is the duty of the Executive to provide guidance and support to the Stewards.

13.2 Under the guidance of the Chief Steward, stewards may develop and coordinate a system of Area Representatives.

13.3 Election of Stewards

13.3.1 Twelve (12) members shall be elected to act as Stewards. The Stewards shall be elected by secret ballot at an Annual 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.

13.3.2 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 Stewards shall be elected for a term of two (2) years at the Annual Meeting in the following year.

13.3.3 In the event that there are insufficient nominations or if a vacancy in the ranks of elected Stewards occurs, the Executive may appoint Stewards, subject to confirmation at a General Meeting. The Executive may choose to hold a by-election to fill such vacancies.

13.4 The Chief Steward

13.4.1 As necessary, a Chief Steward shall be chosen by the Stewards and from within the group of Stewards and will remain Chief Steward for the balance of their own term as steward. The Chief Steward shall be an ex-officio member of the Executive with voice and vote. A Chief Steward must be re-elected as a steward before being nominated for a subsequent term as Chief Steward.

13.4.2 The duties of the Chief Steward shall be to:

- a) Report to the Executive on the operation and functioning of the Stewards
- b) Provide for the training of Stewards.
- c) Act as a resource person to Stewards.
- d) Develop effective communication systems so that the flow of information between Stewards and the VCCFA Executive and between the Stewards is maintained at a high level.
- e) To report regularly to the members on the state of affairs under the purview of the steward group and on matters arising from the administration of the Collective Agreement.
- f) To represent the interests of the members by processing grievances.
- g) Pursuant to Article 6.6.10 and along with the President and Vice-President, make recommendations and/or decide on the carriage of grievances. This may include presenting such issues to the Executive and if necessary, to General Meetings
- h) To act as the chief official representative of the Association to deal with matters arising from the administration of the Collective Agreement.

13.4.3 It is the duty of the Executive to provide guidance and support to the Chief Steward.

14 Other Committees

14.1 From time to time the Executive may appoint VCCFA Committees. The Executive shall report such appointments to the membership and after consultation with their members provide such committees with terms of reference. Unless selection is delegated to a committee, the Committee Chair shall be appointed by the Executive.

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

14.3 All committee members, elected and appointed, shall act in accordance with the Collective Agreement, these By-laws, and VCCFA policies, as amended from time to time. Failure to do so may lead to disciplinary action pursuant to Articles 4.1 and/or 6.7.5.

This Constitution and Bylaws were 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.

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.
Further REVISED November 25, 2021

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PRESIDENT

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SECRETARY

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WITNESS

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WITNESS

FC/av:cope378