

St. Mary's University Faculty Association

Constitution and Bylaws (Last amended April 19, 2021)

Article 1-Name and Objects

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

The objects of the Association are:

- to support and uphold the vision and mission of St. Mary's University as a liberal arts and sciences university in the Roman Catholic tradition committed to teaching and academic excellence.
- to promote independence and freedom of teaching, of thought, and of research within the University.
- to promote and foster full-time, tenure-track positions at St. Mary's
- to promote and to represent the common interests and welfare of the faculty of the University and regulate relations between the faculty and St. Mary's
- negotiate and renew an agreement with the employer on the faculty members' terms and conditions of employment.
- to represent St. Mary's faculty within the larger Canadian Academic Community by maintaining an active membership in the Canadian Association of University Teachers (CAUT).
- to foster community among the faculty.
- to coordinate and oversee the election of a Faculty Representative to the St. Mary's University Board of Governors, and to provide, at general meetings, a regular occasion for the reports of the Faculty Representative.

Article 2-Membership

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

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

Article 3-Rights of Members

All members of the Association are entitled to:

- participate in all activities of the Association, including but not limited to the following:
 - attend general meetings of the Association
 - vote on resolutions presented at general meetings of the Association
 - present resolutions at general meetings of the Association
 - vote in Association elections and to ratify any agreement with St. Mary's
 - stand for office in the Association.

Article 4-Executive

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

- a President
- a Vice President and Treasurer
- a Recording Secretary
- 2 officers at large one of whom must be a part-time member of academic staff
- a Past President, when the President is serving a first term of office.

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

Article 4.1-President

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

- call and chair all Executive and general meetings of the Association when present, except as provided in Article 5.2
- be an ex officio member of all committees of Executive and the Association
- ensure as far as possible that all Executive members and committees perform their respective duties
- represent, or delegate an alternate member of the executive to represent, the Association at CAUT Council meetings and other professional meetings of interest to the Association.
- exercise signing authority, as an alternate to the Vice President and Treasurer, for the purposes of any of the Association's official banking or other business transactions.

Article 4.2-Vice President and Treasurer

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

- call and chair meetings of the Executive and the Association in the absence of the President
- carry out any duties as assigned by the President and Executive
- when and if the need arises, the treasurer shall
 - receive all monies and deposit the same in whichever financial institution the Executive may decide
 - exercise signing authority for the purposes of any of the Association's official banking or other business transactions
 - be responsible for the care and custody of all funds and account for all funds
 - present a financial statement at each meeting of the Executive
 - make any financial reports as required by law.

Article 4.3-Recording Secretary

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

- keep minutes of all Executive and Association meetings
- circulate minutes to all Association members in a timely fashion
- provide members with notice of all meetings and activities of the Association
- maintain any other records of the Association.

Article 4.4-Officers at Large

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

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

Article 4.5-Past President

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

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

Article 4.6-Ad Hoc Committees

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

Article 5-Meetings

Article 5.1-General Meetings

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

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

Article 5.2-Executive Meetings

The Executive shall meet monthly throughout the academic year.

- The President may cancel a meeting if there is no business to be conducted, but in any event the Executive shall meet a minimum of once each academic term
- Any two members of the Executive may call for a meeting of the Executive. Two weeks notification of any such meeting shall be provided to the President.

Article 6-Elections

All elections, including elections of the Association's executive officers and of the Faculty Representative to the Board of Governors, shall be conducted by a Returning Officer appointed by a full meeting of the Faculty Association in a general meeting preceding the election. The Returning Officer shall:

- supervise and receive nominations
- conduct elections
- report election results to the membership
- store ballots for one month after an election after which the ballots shall be destroyed.

Article 6.1-General Elections

General Elections to Executive shall be held in April each year. Nominations are to be received by the last working day in March. Nominations must be signed by 2 members of the Association and the nominee.

Elected officers shall begin their duties on July 1.

Article 6.2-Faculty Representative Elections

The normal term for Faculty Representative to the Board of Governors is two years beginning on January 1. Elections shall be held in December every alternate year; nominations are to be received by the last working day in October. Nominations must be signed by 2 members of the Association and the nominee.

Article 6.3-By-elections

Where a vacancy exists for a position on the Executive, or for the position of Faculty Representative to the Board of Governors, the Executive may call a by-election at any meeting of the Faculty Association. A minimum of two weeks after the call for by-election and before the holding of the by-election must be allowed for nominations to be received by the Returning Officer. Nominations must be signed by 2 members of the Association and the nominee.

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

Article 6.4-Elections for sabbatical replacements

In the event a member of the Executive takes a sabbatical leave, the vacant position will normally be filled by a current member of the Executive.

Article 7-Amendment of Bylaws

Bylaws may be amended by a 2/3s majority of the votes cast at a general meeting of the Association. At least one month's notice of proposed amendments must be presented to the membership.