McGill Association of University Teachers

Association des professeur(e)s et bibliothécaires de McGill

3495 Peel, #202, Montreal, Quebec, Canada, H3A 1W7

CONSTITUTION

ARTICLE I – NAME

The name of the Association is the McGill Association of University Teachers. The official abbreviation of the name is MAUT.

The French name of the Association is Association des professeur(e)s et bibliothécaires de McGill. The abbreviation of the French name is APBM.

ARTICLE II – PURPOSE

The purpose of this Association is to promote collegial governance and academic freedom through policies, procedures and working conditions that are conducive to the teaching, research and other pursuits of the academic staff of McGill University.

ARTICLE III – FULL MEMBERS, ASSOCIATE MEMBERS, AND RETIRED MEMBERS

For purposes of this article an academic appointment is defined to be a remunerated appointment at McGill University, with an academic classification as determined by McGill University Regulations.

1. FULL MEMBER

A person holding a full-time or part-time academic appointment at McGill University, with duties equal to or greater than half of a regular full-time appointment, is eligible to be a Full Member.

A member of the clinical staff in a McGill teaching hospital having an academic appointment at McGill University associated with remuneration equal to or greater than half of the minimal salary for that academic classification is eligible to be a Full Member.

A Full Member is entitled to services as provided by by-law, as amended from time to time.

A Full Member ceases to be a Full Member of MAUT upon resignation in writing addressed to the Vice-President (Finance), upon failure to pay Full Membership dues, or upon ceasing to be eligible for Full Membership. Such a person automatically forfeits all rights, claims and interests arising from or associated with Full Membership in MAUT.

2. ASSOCIATE MEMBER

A person holding an academic appointment at McGill University, who is not eligible to be a Full Member, is eligible to be an Associate Member.

An Associate Member is entitled to services as provided by by-law, as amended from time to time.

An Associate Member ceases to be an Associate Member of MAUT upon resignation in writing to the Vice-President (Finance), upon failure to pay Associate Membership dues, or upon ceasing to be eligible for Associate Membership. Such a person automatically forfeits all rights, claims and interests arising from or associated with Associate Membership in MAUT.

3. RETIRED MEMBER

All members of the academic staff who, at the time of their official retirement, are eligible to be members of MAUT may on or after the date of their official retirement become Retired Members of MAUT. A subsequent post-retirement appointment will not affect their MAUT membership.

A Retired Member is entitled to services as provided by by-law, as amended from time to time.

A Retired Member ceases to be a Retired Member of MAUT upon resignation in writing to the Vice-President (Finance), or upon failure to pay Retired Membership dues. Such a person automatically forfeits all rights, claims and interests arising from or associated with Retired Membership in MAUT.

4. RULING BY COUNCIL

In cases of doubt or dispute as to either eligibility for membership or benefits of membership, the Council makes the ruling.

5. INELIGIBILITY

Full-time students and persons holding full-time non-academic appointments at McGill University, and academic staff whose working conditions are governed principally by a collective agreement with McGill University, are not eligible for Full Membership, Associate Membership or Retired Membership.

ARTICLE IV – OFFICERS

1. The **PRESIDENT** is the Chairperson of the Council and Executive Committee. The President presides at General Meetings and has prime responsibility for the affairs and operation of the Association.

2. The **PRESIDENT-ELECT** acts for the President in the absence of the President and performs such other duties as may be assigned by the President or Executive Committee.

3. The **VICE-PRESIDENT (INTERNAL)** is generally responsible for MAUT participation in the internal affairs of the University.

4. The **VICE-PRESIDENT (EXTERNAL)** is responsible for relations between MAUT and any local, provincial or international association with which MAUT is affiliated, and is the principal delegate of MAUT at any meeting of such an association.

5. The **VICE-PRESIDENT (COMMUNICATIONS)** has primary responsibility for contact between the Association and its members, and is the editor of the Newsletter of the Association and of content presented in the Association's internet site. Officers of the Association and Committee Chairs of the Association are required to write regular reports to be included in the Newsletter of the Association.

6. The **VICE-PRESIDENT (FINANCE)** maintains and safeguards the financial and membership records of the Association, presents the annual audit of the Association's financial records to the Council Meeting held in December, oversees the gathering of financial information for the Association, and is responsible for ensuring that the minutes of all General Meetings, Council Meetings, Executive Meetings, the non-financial records of the Association and other documents of record are maintained and safeguarded.

7. All MAUT Officers must be Full Members of the Association.

8. The President, President-Elect and Vice-President (Finance) are the authorized signing officers of the Association. In the event that one or more of these positions is temporarily vacant or the incumbent unable to act, Council may designate alternative authorized signing officers. Cheques shall be signed by any two of the authorized signing officers.

ARTICLE V – THE EXECUTIVE COMMITTEE

1. The Executive Committee consists of the Officers of the Association together with the immediate Past President.

2. The Executive Committee meets at the call of the President to determine the best means for implementing the actions of Council and General Meetings, and otherwise promoting the purpose of the Association.

3. At least twice a year, the Executive Committee must send to each Full Member, Associate Member and Retired Member of the Association a report of Council activities.

ARTICLE VI – THE COUNCIL

1. The Council consists of:

    a. the members of the Executive Committee.

    b. ten Full Members elected by Full Members of the Association for two-year terms, with five Full Members being elected each year.

    c. not more than three co-opted Full Members appointed by Council each year, whose term ends at the end of the General Meeting that is held in the Spring before the last day in April.

    d. the Chairperson of the Librarians' Section. If no librarian is elected by and from the Librarians' Section, then a librarian will be co-opted by Council as part of the group of three (or fewer) Full Members described in c).

    e. if there are more than fifty Associate Members, then an Associate Member elected, for a two-year term, by and from the Associate Members of MAUT. If there are more than 100 Associate Members, including at least 50 Contract Academic Staff who are course instructors/course lecturers (as defined in 7.1.1, McGill's Regulations Relating to the Employment of Contract Academic Staff), a second Associate Member shall be elected, for a two-year term, by and from the course instructors/course lecturers who are Associate Members of MAUT.

    f. if there are more than fifty Retired Members, then a Retired Member, elected for a two-year term, by and from the Retired Members of MAUT.

g. counts of members mentioned in e) and f) shall be made on a date to be determined by the Executive, and shall be made once per calendar year.

2. Council may invite others to attend Council Meetings as observers or advisers.

3. The Council must meet at least once each month from September through May inclusive. The President is responsible for arranging Council Meetings including the distribution of the agenda at least one week in advance.

4. Upon receipt of a petition from at least five Council members, the President must arrange a special Council Meeting to be held within ten days of receipt of the petition and must issue a notice and agenda for said meeting to all Council members.

5. A quorum of Council consists of half its members (including any co-opted members) of which at least five must be elected members other than members of the Executive Committee.

6. The Council appoints all committees and receives their reports. The membership and terms of reference of all standing committees are reviewed by Council annually.

7. The Council may authorize an Officer of the Association to communicate with any person or group, or the general public, in the name of the Association.

8. The Council establishes the policies of the Association in accordance with the provisions of the Constitution. When matters of basic policy arise, Council may consult the membership at a General Meeting.

9. Council Meetings are open to all Full Members, Associate Members, and Retired Members, unless Council votes to close a meeting because of the confidentiality of some matter before Council. Association members who attend Council Meetings as guests may be recognized with voice by the President, but do not have a vote.

10. The financial records of the Association shall be audited annually by a chartered accountant. The chartered accountant shall be chosen by Council, on the advice of the Vice-President (Finance). The auditor's report must be presented at the Council Meeting in December, and at the General Meeting in the Spring. The auditor's report must be made available to any Full Member, Associate Member and Retired Member upon request.

ARTICLE VII - GENERAL MEETING

1. The President must call a General Meeting to take place in the Spring before the last day of April. The President may call additional General Meetings as required.

2. Any ten Full Members may petition the President to call a General Meeting which must be held within three weeks of the date of receipt of the petition. The specific purpose of the meeting must be given in the notice of the meeting.

3. Notice of a General Meeting must be given at least one week before the meeting and must include an agenda.

4. In order for resolutions passed at a General Meting to be binding at least one hundred Full Members must be present; the number of members present for each vote will be counted along with the number of positives, negatives and abstentions.

5. If a vote is to be deemed binding, then both of the following conditions must be fulfilled:
    a. the number of members present for the vote must be at least 100
    b. this number must be reported in the minutes.

    A count of members may be omitted only if the total number of positives, negatives and abstentions exceeds 100. In that case, this total must be reported in the minutes.

    Properly called meetings may be held with fewer than one hundred Full Members present, but motions passed will not bind the Association to any Policy or course of action.

6. Full Members may speak, make motions and vote at General Meetings.

7. Associate Members may speak, but neither vote nor make motions at General Meetings.

8. Retired Members may speak, but neither vote nor make motions at General Meetings.

ARTICLE VIII – ELECTIONS

1. The immediate Past President is the Chair of the Nominating Committee. If the immediate Past President is not available, Council appoints another Past President in the place of the immediate Past President. Council appoints additional members of the Nominating Committee as required.

2. The Nominating Committee solicits nominations for all vacant Council seats and all offices except that of President. The President-Elect automatically replaces the outgoing President. If the President-Elect is unable to serve as President, the Nominating Committee also solicits nominations for this office.

3. Nominations for Council seats and offices must be signed by two Full Members and the candidate. Only Full Members may be candidates. In the case of nominations for a position as Associate Member or Retired Member, where permitted under VI-1-e/f, nominations may be signed by Associate Members or Retired Members respectively.

4. The Nominating Committee may nominate additional candidates if they feel it is appropriate. There must be at least one candidate for each office. The number of candidates for Council must be greater than the number of vacancies.

5. The election is held by mail or electronic ballot distributed among all Full Members. In the case of positions as Associate Member or Retired Member, a separate ballot will be held of members in the appropriate category.

6. The election is held after March 1, and the result of the balloting is announced at the General Meeting held in the Spring before the last day of April. The term of office of the newly elected Officers and Council members begins at the end of this General Meeting. The list of the new Officers and Council members, including co-opted members, is sent to all members some time before the last day of November.

7. A Council member who is elected to a position with the Executive, other than in the last year of their term on Council, shall be deemed to resign the position on Council with the effect from the date at which the new Executive takes charge.

8. In the event of a vacancy on Council of up to six months, Council may co-opt a temporary replacement. If the vacancy is for an elected member, the replacement will count as an elected member for purposes of quorum. For a vacancy of longer than six months, the Association will conduct an election to fill the position. The elected replacement will serve only for the remaining part of the original term.

9. If a position of Officer remains vacant after the General Meeting held in the Spring, the Council shall elect, before the last day of November, a Full Member from among its members or, failing that possibility, another Full Member of MAUT nominated by the Nominating Committee, to fill the vacant Executive Office.

10. Ballots are counted by the Nominating Committee.

11. If, when an election is held, there are vacancies on Council for different term lengths, then each candidate for a Council seat will be nominated for only one specific term length. A candidate may only be elected for the term length for which the candidate is nominated. Each member can vote for as many candidates for a specific term length as there are vacancies on Council of that term length.

ARTICLE IX – LIBRARIANS' SECTION

The Full Members, Associate Members, and Retired Members of MAUT who hold or held a librarian appointment at McGill University shall form the Librarians' Section of MAUT. The Librarians' Section may act in a manner that is not inconsistent with the MAUT Constitution. The Librarians' Section may propose by-laws under Article XII to provide guidance in the operation of this Section. A librarian elected, each year, by and from the Librarians' Section, is the Chairperson of the Librarians' Section.

ARTICLE X – CAUT

1. The MAUT is a member of the CANADIAN ASSOCIATION OF UNIVERSITY TEACHERS (CAUT).

2. Official delegates, in addition to the Vice-President (External), to CAUT meetings, are named by Council from among the members of MAUT.

ARTICLE XI – FQPPU

1. The MAUT is a member of the FÉDÉRATION QUEBECOISE DES PROFESSEURES ET PROFESSEURS D'UNIVERSITÉ (FQPPU).

2. Official delegates, in addition to the Vice-President (External), to FQPPU meetings are named by Council from among the members of MAUT.

ARTICLE XII – DUES AND FEES

1. Full Members, Associate Members and Retired Members will pay dues and fees to MAUT to support the activities of the Association. The schedule of dues and fees shall be drawn up by Council and presented for discussion at a General Meeting before final approval by Council.

2. The Librarians' Section may levy additional charges on Full Members, Associate Members, and Retired Members of the Librarians' Section, to cover the expenses of the Librarians' Section.

ARTICLE XIII – BY-LAWS

Council may establish by-laws not inconsistent with this Constitution to provide guidance in the operations of the Association.

ARTICLE XIV – CONSTITUTION

1. Amendments to this Constitution must be presented at a General Meeting. Notice of the meeting must include a statement of the proposed amendments. Such proposals may not be amended in the meeting at which they are presented. If the one hundred Full Members necessary to produce a binding vote are not present, the amendments are discussed at the meeting and a referendum held on them by mail or electronic ballot. Only Full Members are entitled to vote.

   - The rules for binding votes are as given in Article VII, Section 4.

   - Two-thirds of the votes or ballots cast are required to pass amendments. At least one hundred favorable ballots are required to pass amendments by referendum.

   - In the case of a mail or electronic ballot, votes shall be counted with at least two Full Members present, at least one of whom shall be a member of the Executive.

2. In cases of doubt or dispute as to the precise meaning of the Constitution, the Council makes an interpretation.

Approved at the Annual General Meeting May 6, 1974
Amended at General Meetings on:
November 14, 1974
November 12, 1981
April 1, 1982
November 14, 1985
November 23, 1989
March 21, 1991
March 28, 1996
April 15, 2010
Amended by Mail Ballot June 30, 2000
Amended by Electronic Ballot on March 31, 2014
Amended by Electronic Ballot on October 3, 2019
Amended by Electronic Ballot on November 12, 2021