

St. Francis Xavier University Association of University Teachers  
Constitution (Adopted December 7, 1990)  
(Amended February 18, 1997)  
(Amended January 27, 1999)  
(Amended December 4, 2002)  
(Amended March 15, 2004)  
(Amended October 12, 2005)  
(Amended October 5, 2006)  
(Amended April 24, 2007)  
(Amended November 4, 2008)  
(Amended April 29, 2015)

1. The name of the Association shall be the St. Francis Xavier Association of University Teachers (StFXAUT).
  
2. PURPOSE
  - a. to promote the welfare of the University and its academic staff; to achieve this purpose, it may cooperate and affiliate with other bodies, in particular with regional, national, and international associations of university teachers and research workers, and of universities and colleges.
  - b. to represent all employees who are eligible for full membership in the Association in all matters of employer-employee relations including salaries and working conditions.
  
3. MEMBERSHIP
  - a. Membership in the Association shall be open to all members of the academic staff of St. Francis Xavier University with the exception of those not deemed to be eligible according to the Labour Relations Board of Nova Scotia under the Nova Scotia Trade Union Act.
  - b. Membership shall be established by the payment of dues by those eligible.
  - c. All members, including those on contracted limited employment, shall continue to receive support from the Association for matters arising from their employment until the matter is dropped by the Association or resolved between the parties.
  
4. OFFICERS
  - a. The Officers of the Association shall be a President, a Vice President, a Treasurer, and a Secretary, each of whom shall be elected at the Annual General Meeting, and the immediate Past President.

- b. Each Officer shall hold the term of office for two years. No one shall serve in an office for more than two consecutive terms. No one shall serve as an officer for more than three consecutive terms, with the exception of the Past President.
- c. Terms in office shall commence immediately following election.

## 5. DUTIES OF OFFICERS

- a. The President shall:
  - preside at all meetings.
  - ensure that policies set by the Association are implemented.
  - ensure that Officers and Committees perform their mandated duties.
  - represent and promote the purposes of the Association.
  - act on behalf of the Association when, in the President's judgment, time and circumstances do not permit convening the Executive Committee before action is needed. In this event, the President shall report to the Executive Committee and the Association as soon thereafter as possible.
- b. The Vice President shall:
  - assume the duties of President when the position is vacant or the President is absent.
  - carry out such other duties as the President may assign.
- c. The Treasurer shall:
  - in the absence of both President and Vice President, assume the duties of the President.
  - maintain a current membership list and ensure that fees are collected from all members.
  - be responsible for all funds and assets of the Association, and keep full and accurate books of account.
  - present a financial report and a budget for the following fiscal period at the Annual General Meeting.
  - make other financial reports as required.
  - carry out such other duties as the President may assign.
- d. The Secretary shall:
  - maintain and have custody of all records of the Association.
  - prepare and maintain minutes of all regular, special and executive meetings, and arrange for the preparation and maintenance of the minutes of all standing and special committees. -- prepare and distribute notices of meetings, agendas, and minutes as necessary for the efficient transaction of business.
  - carry out such other duties as the President may assign.
- e. The Past President shall:
  - carry out such duties as the President may assign.

## 6. COMMITTEES

### 6.1 EXECUTIVE COMMITTEE

Role: To carry out the policies and purposes of the Association.

Members: Officers of the Association and four Members-at-Large. (Normally, two Members-at-Large shall be elected in even-numbered years, and two in odd-numbered years.); and a Chief Grievance Officer as an ex officio, non-voting member.

In the event of a vacancy on the Executive Committee throughout the year, the Association may elect members at a special meeting or the next regular meeting of the Association for the remainder of the term of the vacant position.

### 6.2 STANDING COMMITTEES

The Association shall elect, at its Annual General Meeting, the members to the Standing Committees listed below, as specified.

In the event of a vacancy on a Committee throughout the year, the Association may elect members at a special meeting or the next regular meeting of the Association for the remainder of the term of the vacant position.

#### a. NOMINATIONS COMMITTEE

Role: To nominate members for election for positions among Officers, the Executive, and on Standing Committees, and, at the request of the Executive Committee, to suggest members to serve on ad hoc committees.

Members: Three (3) elected members, each for a two-year term, staggered.

The Executive Committee serves as a Super-nominations Committee to propose a slate of candidates for the Nominations Committee.

Normally, the Nominations Committee will provide members with the names of nominees seven (7) days in advance of the meeting at which the election will take place. The Committee shall attempt to ensure continuity on committees by staggering terms for nominees. The Committee shall make every effort to ensure nominations for the Executive Committee are representative of the membership.

#### b. CONTRACT & BENEFITS COMMITTEE

Role: To make recommendations to the Executive Committee regarding the provisions of the Collective Agreement and benefits. To help prepare the negotiating team for negotiations and support the Executive and the negotiating team during negotiations.

Members: At least nine (9) with four (4) elected each year for two-year terms, and at least one (1) from the Executive Committee appointed by the Executive Committee. The Contract & Benefits Committee will initially be formed by combining the members of the Handbook and Salary and Benefits Committees. The Chair is elected by the Contract & Benefits Committee members. The Executive Committee may appoint additional members for defined time periods, if necessary.

#### c. STATUS OF WOMEN AND EQUITY COMMITTEE

Role: To prepare recommendations and reports to StFXAUT on equity at StFX. The objective of the

Committee is to promote implementation of statutory rights with the aim of achieving an equitable workplace.

Members: Five (5) elected members, each for a three-year term, and one (1) member from the Executive Committee appointed by the Executive Committee (ex-officio).

d. SOCIAL AFFAIRS COMMITTEE

Role: To organise social events for members of the Association, in consultation with the President of the StFXAUT or a designated representative.

Members: Three (3) elected members for three year terms.

e. COMMUNICATIONS COMMITTEE

Role: With the direction of the Executive, to inform and educate the membership about and involve the membership in the activities and purposes of the Association; to connect members to the broader issues relevant to labour, equity, and post-secondary education; to manage and regularly update all the channels of communication, both internal and external; and to oversee the communication efforts of the Association staff.

Members: Six(6), with three (3) elected members for a two year term, the President of the StFXAUT or a designated representative (who shall serve as Chair), one (1) Association Communications Officer, and one (1) Association staff member. The Association staff member maintains a non-voting status. The Executive Committee may appoint additional members for defined times as necessary.

f. GRIEVANCE COMMITTEE

Role: To ensure the just and equitable treatment and evaluation of Association members; to defend and seek enforcement of all contractual arrangements between the Association and the Employer; and to make recommendations to the Executive. The committee shall meet at least twice annually.

Members: The Grievance Committee shall consist of one Chief Grievance Officer appointed by the Executive Committee and will serve as chair of the Grievance Committee. There shall be four (4) other members elected by the membership. Additional members may be appointed by the Executive Committee. The normal term of office for committee members shall be two (2) years.

### 6.3 OTHER COMMITTEES

- a. The Executive shall appoint members to represent StFXAUT on joint committees of StFXAUT and the University, according to the terms of the Collective Agreement.
- b. In exceptional circumstances the Executive may appoint members to represent StFXAUT on university committees, external committees, or any other committees for which StFXAUT membership is required.
- c. The Executive may establish any number of 'ad hoc' committees on any matter within the interests of the Association.
- d. NEGOTIATING TEAM
 

Role: To negotiate with the Employer on behalf of the Association those matters previously approved by the StFXAUT executive after consultation with the members.

Members shall be appointed by the Executive Committee. A chief negotiator appointed by the Executive Committee shall serve as chair of the Negotiating Team.

## 7. QUORUM

- a. a quorum at any regular or special meeting shall be 25 members;
- b. a quorum at all executive, standing and ad hoc committee meetings shall be a majority of the members of the committee.

## 8. DUES

- a. Dues will be determined by the members in a duly constituted meeting. Proposed changes to the level of dues are to be made by the Executive Committee, with notice of the proposed change circulated to the members of the Association in writing at least ten (10) days before a regular meeting of the Association;
- b. in its recommendation of dues, the Executive Committee shall provide for payment of dues to other associations, councils, etcetera, of which StFXAUT is a bona fide member, and may provide for funds for use of the Association.

## 9. AMENDMENTS

Amendments to this Constitution require a two-thirds vote of those present at any regular or special meeting. Notice of motion to amend shall be circulated to members at least ten (10) days before the amendment is placed before the meeting.

## 10. MEETINGS

- a. Regular meetings are to be held in the Fall and Spring of each academic year. Other meetings may be called by the Executive Committee, providing that 48 hours notice of the meeting is given in writing. Meetings shall be called at the written request of five (5) members, with similar provision of notice.
- b. A regular meeting, normally to be held sometime between 1 April and 7 September, shall be designated by the Executive Committee as the Annual General Meeting. Elections shall be held and the Treasurer's report shall be delivered at the Annual General Meeting.
- c. Except where specific provision is made in this Constitution, all points of order at meetings of the Association shall be decided in accordance with the latest revised edition of Robert's Rules of Order.

## 11. FINANCES

- a. The fiscal year of the Association shall be from April 1 to March 31.
- b. The membership approves the annual budget at the Annual General Meeting. Budget updates and variances in spending will be reported to the membership at the regular meetings of the association.
- c. The property and assets of the Association shall belong to the Association as a corporate entity, shall not constitute the property of any individual, and no member shall have any claim upon the property and assets of the Association on ceasing to be a member or at any time thereafter.