



## **Okanagan College Faculty Association**

# **CONSTITUTION AND BY-LAWS**

**2018**

---

## Okanagan College Faculty Association

### CONSTITUTION AND BY-LAWS CONTENTS

---

<b>OKANAGAN COLLEGE FACULTY ASSOCIATION CONSTITUTION.....</b>	<b>1</b>
ARTICLE I – NAME .....	1
ARTICLE II – PURPOSES .....	1
ARTICLE III - LOCATION .....	1
<b>OKANAGAN COLLEGE FACULTY ASSOCIATION BY-LAWS .....</b>	<b>2</b>
ARTICLE I - MEMBERSHIP .....	2
ARTICLE II - THE EXECUTIVE COMMITTEE .....	4
ARTICLE III - ASSOCIATION COUNCIL.....	5
ARTICLE IV - OFFICERS OF THE ASSOCIATION .....	9
ARTICLE V - MEMBERS OF THE ASSOCIATION COUNCIL.....	12
ARTICLE VI - ELECTION OF THE ASSOCIATION COUNCIL.....	15
ARTICLE VII - GENERAL MEETINGS.....	16
ARTICLE VIII - THE SHOP STEWARDS SYSTEM .....	18
ARTICLE IX - THE NEGOTIATIONS COMMITTEE.....	19
ARTICLE X - FINANCES .....	20
ARTICLE XI - INSPECTION OF FINANCIAL BOOKS AND RECORDS .....	21

# OKANAGAN COLLEGE FACULTY ASSOCIATION CONSTITUTION

---

## ARTICLE I – NAME

The name of the Union is the “Okanagan College Faculty Association”, hereinafter referred to as the Association.

## ARTICLE II – PURPOSES

The purposes of the Association shall be:

- a) to maintain and promote the professional status of the members of the Association;
- b) to seek certification as a trade Union, to hold certificates, to regulate relations between employees and employers through collective bargaining, to conclude, revise, and terminate collective agreements and in particular, but without restricting the generality of the foregoing, to function as a trade union pursuant to the laws of British Columbia;
- c) to provide a means by which membership opinion may be expressed to the Administration of the College, the College Board, and other groups;
- d) to deal with any matters deemed to be of interest to the membership of the Association.

## ARTICLE III - LOCATION

The operations of the Society are to be carried out chiefly in those communities in the Province of British Columbia in which Okanagan College Centres are, or become, established. The head office of the Society shall be in the City of Kelowna, British Columbia.

Dated this 7th day of May, 1970	Amended, April 28, 1997	Amended April 27, 2011
Amended, October 26th, 1973	Amended, May 2, 2001	Amended April 26, 2013
Amended, February 12th, 1988	Amended, May 1, 2002	Amended May 8, 2014
Amended, April 28, 1989	Amended, May 12, 2003	Amended May 1, 2015
Amended, April 24, 1993	Amended, May 2, 2005	Amended May 1, 2017
Amended, April 30, 1994	Amended, April 28, 2006	Amended April 26, 2018
Amended, May 5, 1995	Amended April 28, 2009	

## OKANAGAN COLLEGE FACULTY ASSOCIATION BY-LAWS

---

### ARTICLE I - MEMBERSHIP

#### *Section A*

There shall be three types of membership in the Association.

1. **Full Membership** shall be open to:

- a) persons employed full-time or part-time by the College as Instructional Faculty members;
- b) professionally qualified Librarians employed full-time or part-time by the College;
- c) professionally qualified Counsellors employed full-time or part-time by the College;
- d) persons employed full-time or part-time by the College primarily as Audio-visual Coordinators or Student Affairs Coordinators;
- e) persons employed full-time or part-time by the College as Distance Education Tutors;
- f) persons employed full-time or part-time by the College as Recreation and Athletic Coordinators;
- g) persons employed full-time or part-time by the College as Social and Cultural Activity Coordinators;
- h) persons employed full-time or part-time by the College as Research Associates;
- i) persons employed full-time or part-time by the College as Social Work Field Placement Coordinators;
- j) persons employed full-time or part-time by the College as Educational Technology Coordinators;
- k) persons employed full-time or part-time by the College as Nursing Practice Placement Officers.

2. **Associate Membership** shall be open to such other individuals, who do not qualify under Article I, Section A, 1, above, as may be elected by the Association.

3. **Honorary Life Membership** shall be given to those whom the Association may wish to honour for outstanding service to the Association or the College.

4. Admission of a member under Article I, Section A, 2 or 3 shall be by **Special Resolution**.

5. **Bridging of Membership**

A member of the Association retains Full Membership for a period of up to nine months following cessation of employment with the College:

- a) provided that the member has not resigned employment with the College;

- b) or provided that the member has not informed the Association in writing that the member does not wish to retain membership in the Association;
- c) or provided that the member has not assumed a full-time position at the College not covered by the provisions of Article I, Section A, 1 of these Bylaws;

*Section B*

1. **Full Membership** shall be granted to those persons qualifying under Article I, Section A, 1, (a), (b), (c), (d), (e), (f), (g), (h), (i), (j), (k), or under Article I, Section A, 5 of these By-laws, upon acceptance of the terms of the Constitution and these By-laws, and payment of specified fines, levies and dues. Payment of levies and dues shall be waived for members on full-time leave without pay, for those members covered by provisions of Article I, Section A, 5 of these By-laws, and for members for whom there are no provisions in the Association's Collective Agreement.
2. **Associate Membership** shall be granted to those persons elected under Article I, Section A, 2, of these By-laws upon acceptance of the terms of the Constitution and these By-laws, and other specific terms of membership, if any, defined by the Association in the election, and payment of specified fines, levies and dues.
3. **Honorary Life Membership** shall be granted to those persons elected under Article I, Section A, 3 of these By-laws upon acceptance of the terms of the Constitution and these By-laws.

*Section C*

1. Except for members on full-time leave without pay, those members covered by the provisions of Article I, Section A, 5 of these By-laws and members for whom there are no provisions in the Association's Collective Agreement, **Full** and **Associate Membership** shall lapse upon non-payment of fines, levies, and dues by the date specified by the Association, or upon expulsion of a member by a **Special Resolution** of the Association (*see* Article VII, Section F).

*Section D*

1. All members are in good standing until such time as their membership lapses under Article I, Section C, 1 of these By-laws, or until they resign from a position covered by the Association's Collective Agreement, or until such time as they give up membership in accordance with Article I, Section A, 5 of these By-laws.

*Section E*

1. Every member holding **Full Membership** shall have the right to stand for election to the **Association Council**, to the **Executive Committee**, to the position of **Steward**, and to any other elected positions established by these By-laws.

## ARTICLE II - THE EXECUTIVE COMMITTEE

### Section A

1. The members of the **Executive Committee** shall be in order of precedence: the **President**, the **First Vice-President** (Chief Steward), the **Second Vice-President** (Chair of the Negotiations Committee), the **Treasurer**, and the **Secretary**.

### Section B

1. The **Executive Committee**:
  - a. is accountable to the decisions and policies of the **Association Council**;
  - b. shall implement the decisions made by the **Association Council**;
  - c. shall be responsible for the affairs of the Association between **Association Council** meetings;
  - d. shall act as the representative of the Association on matters of interpretation of the Association's Collective Agreement;
  - e. is charged with the management of the day-to-day expenditures of the Association, but shall not initiate any action or proceedings for which the expenditures are anticipated to exceed (\$3,000) unless such expenditures have been approved by the **Association Council**;
  - f. shall meet on a regular basis between Council meetings;
  - g. shall assume an education and communication function by coordinating the publishing of information as required to keep the General Membership, the College and the Public informed of significant developments;
  - h. shall sit a member on all **Association committees** (*ex officio*), except the **Nominating Committee**;
  - i. shall represent the Association at each College Board meeting.

### Section C

1. A quorum of the **Executive Committee** shall be three members.
2. At the first meeting of the **Executive Committee**, each member will be assigned duties and responsibilities reflecting the obligations of the Committee as established in these By-laws.
3. Should any member of the **Executive Committee** fail to attend for three consecutive meetings without good and sufficient cause, that office will be declared vacant and the position filled as per Article III Section F of these By-laws.

## ARTICLE III - ASSOCIATION COUNCIL

### Section A

1. The members of the **Association Council** shall be: the **President**, the **First Vice-President** (Chief Steward), the **Second-Vice President** (Chair of the Negotiations Committee), the **Treasurer**, the **Secretary**, the **Past President**, the **Status of Women Representative**, the **Pension Advisory Representative**, **Non-Continuing Faculty Representative**, the **Human Rights and International Solidarity Representative**, the **Workplace Health, Safety and Environment Representative**, **Decolonization, Reconciliation, and Indigenization Representative**, four **Community Representatives** (one from each of the College campus Centres; Kelowna, Penticton, Salmon Arm and Vernon), and six **Faculty Liaison Representatives** (one elected from each of the following):
  - Arts
  - Science
  - Health
  - Technology: CET; CIS; EET; MET; NTEN; and WET
  - Non-Instructional: AV Coordinator; Counsellor; Librarian; Student Affairs Coordinator; Recreation and Athletic Coordinator; Educational Technology Coordinator, and Social and Cultural Activity Coordinator
  - Business
2. For meetings of the **Association Council** a quorum of ten members shall be required.
3. **Association Council** meetings may be observed by any Association member in good standing. However, the **Association Council** may hold all or part of any meeting in camera in order to discuss confidential matters.

### Section B

1. The **Association Council**:
  - a. is accountable to decisions and policies determined by the **Annual General Meeting**;
  - b. shall implement decisions made by the Association at General Meetings;
  - c. is empowered to conduct all business of the Association between General Meetings, within limits established by the By-laws and resolutions of the Association;
  - d. shall investigate and report on all matters of interest to the Association;
  - e. shall, at its first meeting following the **Annual General Meeting**, appoint members of the Association to all standing committees of the Association;
  - f. shall appoint members of the Association to such standing and *ad hoc* committees as it deems necessary for the efficient operation of the Association;
  - g. shall propose budgets, levies and dues;

- h. shall schedule and prepare for all General Meetings of the Association in accordance with Article VII, Sections C, D, E, and F of these By-laws;
- i. shall have the power to consider and approve recommendations to pursue grievances to arbitration;
- j. shall have the power to impose censure on any member(s) for conduct which is in violation of policies which have been established and adopted by the Association provided that the following apply:
  - i. that the quorum be fifteen members of the **Association Council**;
  - ii. that the motion of censure have the support of at least thirteen members of the **Association Council**;
  - iii. that the censured member(s) may appeal the imposition of censure within fourteen (14) days of receipt of censure;
  - iv. that the appeal must be in writing and directed to the **President**;
  - v. that the appeal will be treated as a **Special Resolution** and will necessitate the calling of a **Special General Meeting** within twenty-one (21) days after the appeal has been received;
  - vi. that the decision of the Association, taken at the **Special General Meeting**, will be final;
- k. shall have the power to impose a fine upon any **Full** or **Associate Member** of the Association when such member(s) violate(s) a picket line established by any legally constituted bargaining unit in the employ of Okanagan College engaged in a labour dispute directly with Okanagan College. Such fine(s) shall not be in excess of the gross sum of money earned by the member(s) while in violation of the picket line. If said picket line is later deemed (by the Labour Relations Board or the Courts) to have been illegally constituted, such fine(s) as may have been imposed shall be rescinded;
- l. shall give direction, in accordance with the following policy, to Association members with respect to picket lines established by non-College unions at any College Centre, campus or site:
  - i. it is the policy of the Association that members will observe the picket line and will continue to do so at least until the conclusion of the meeting referred to in (ii) below;
  - ii. the **First Vice-President** (Chief Steward) will notify the **President**, who shall convene a meeting of the **Association Council** within forty-eight (48) hours of the appearance of the picket line. The purpose of the meeting shall be to consider the circumstances of the picket line, and to formulate a policy position with respect to the picket line. Upon the conclusion of the meeting, the **Association Council** shall communicate to all members the position taken by the **Association Council** with respect to the picket line;



- iii. the **Association Council** shall attempt to communicate to representatives of the picketing union the position taken by the Association with respect to the picket line;
- m. shall have the power to withhold financial assistance and/or impose a fine equivalent to the cost of benefits provided by the Association to any **Full** or **Associate Member** of the Association when such member(s) refuse(s) to carry out assigned picket or other duties associated with a labour dispute between Okanagan College and the Association.

*Section C*

1. The signing officers of the Association shall be the **Treasurer** and any one of: the **President**, the **First Vice-President**, and the **Second Vice-President**.
2. With the exception of expenditures arising out of Section B, 1, (i), the **Association Council** shall not authorize or initiate any action or proceedings for which the expenditures are anticipated to exceed six thousand dollars (\$6,000) unless such expenditures have been approved by an ordinary resolution at a General Meeting of the Association.

*Section D*

1. The term for all **Association Council** and **Executive Committee** members shall be one year commencing July 1st.
2. All members of the **Association Council** and **Executive Committee** may stand for consecutive re-election.

*Section E*

1. The Per-Annum Expense Policy for members of the **Association Council** shall be set at the Annual General Meeting.

*Section F*

1. A vacancy in an **Association Council** position other than the position of **President** may be filled by an appointment of a member of the Association with ratification by the membership at its next General Meeting.
2. In the event that the position of **President** becomes vacant prior to the expiration of the current term, the **First Vice-President** shall assume the position of **President**, provided all the provisions of the Collective Agreement can be met. In the event that the **First Vice-President** is unable to assume the position of **President** then the **Second Vice-President** shall assume the position of **President**, provided all the provisions of the **Collective Agreement** can be met.
3. If the provisions of Article III, Section F, 2, cannot be implemented, the **Association Council** shall prepare a report outlining the contractual and other alternatives for presentation to a **Special General Meeting** of the Association to be called within one month of the position of **President** becoming vacant.

*Section G*

1. Should any member of the **Association Council** fail to attend for three consecutive meetings without good and sufficient cause that position will be declared vacant and the position filled as per Article III, Section F.

*Section H*

1. An elected member of the Association may be removed from the elected position by passage of a **Special Resolution**.

*Section I*

1. The **President** shall be the recognized spokesperson for the Association and the **Association Council** except when a resolution of the Association, the **Association Council**, or the **Executive Committee** specifies otherwise.

## ARTICLE IV - OFFICERS OF THE ASSOCIATION

### Section A

1. The officers of the Association shall be the **President**, the **First Vice-President** (Chief Steward), the **Second Vice-President** (Chair of the Negotiations Committee), the **Treasurer** and the **Secretary**.

### Section B

1. The **President** shall:
  - a. act as the spokesperson for the Association on all matters unless or until this authority is delegated to another member of the **Executive Committee**;
  - b. issue notices of meetings and agenda in accordance with Article VII, Sections C, D, E and F of these By-laws;
  - c. call and preside at all General Meetings of the Association, **Association Council** meetings, and **Executive Committee** meetings;
  - d. report to General Meetings on behalf of the **Association Council**;
  - e. report to the **Association Council** on behalf of the **Executive Committee**;
  - f. vote only in the event of a tie vote at any meetings;
  - g. unless delegated to a member of the **Executive Committee**, sit *ex officio* on all Association committees, except the **Nominating Committee**;
  - h. unless delegated to a member of the **Executive Committee**, serve as the immediate supervisor of any Association staff;
  - i. represent the Association on the FPSE President's Council, whenever possible.
2. The **First Vice-President** (Chief Steward) shall:
  - a. be a member of the **Executive Committee**;
  - b. assist the **President** in all matters;
  - c. in the absence of the **President**, assume and perform all duties of the **President**;
  - d. coordinate the activities of the Area Stewards and report on such activities to the **Executive Committee** and the **Association Council**;
  - e. be primarily responsible for the conduct of grievances relative to the **Collective Agreement**;
  - f. be the Chair of the **Grievance Committee**;
  - g. sit *ex officio* on those committees as determined by the **Executive Committee**, except the **Nominating Committee**;
  - h. represent the Association on the FPSE Contract Administration Review Committee, whenever possible.

3. The **Second Vice-President** (Chair of the **Negotiations Committee**) shall:
  - a. be a member of the **Executive Committee**;
  - b. assist the **President** in all matters;
  - c. in the absence of the **President** and the **First Vice-President**, assume and perform all duties of the **President**;
  - d. be primarily responsible for the conduct of negotiations relative to the **Collective Agreement**;
  - e. be the Chair of the **Negotiations Committee**;
  - f. sit *ex officio* on those committees as determined by the **Executive Committee**, except the **Nominating Committee**;
  - g. represent the Association on the FPSE Bargaining Coordination Committee, whenever possible.
  
4. The **Treasurer** shall:
  - a. be a member of the **Executive Committee**;
  - b. keep a register of **Full, Associate, and Honorary Life Members** of the Association;
  - c. subject to the approval of the **Association Council**, prepare the annual budget and present it to the Association at the Winter General Meeting;
  - d. receive all money paid to the Association and deposit it in such bank or banks as the **Association Council** shall direct;
  - e. subject to the approval of the **Association Council**, invest the surplus funds of the Association in the name of the Association, in accordance with the laws of British Columbia;
  - f. record all financial transactions, prepare and record year-end adjustments and keep all financial books and records of the Association;
  - g. make all disbursements authorized by the **Association Council**;
  - h. give a financial and budget performance report to the Association at the **Annual General Meeting** and more often if required;
  - i. present the Association's Annual Audited Financial Statements including the Auditors' Report to the Association at the **Annual General Meeting**.

5. The **Secretary** shall:

- a. be a member of the **Executive Committee**;
- b. appoint and chair the **Nominating Committee** in accordance with Article VI, Section B, 1, of these By-laws to present a slate of candidates for all offices and **Shop Stewards**;
- c. record the minutes of proceedings of all General Meetings of the Association, meetings of the **Association Council** and of the **Executive Committee**;
- d. have custody of the minutes of proceedings of all General Meetings of the Association, meetings of the **Association Council** and of the **Executive Committee**;
- e. be Editor of *The Update*;
- f. perform other **Association Council** tasks as may be required from time to time.

## ARTICLE V - MEMBERS OF THE ASSOCIATION COUNCIL

1. The **Status of Women Representative** shall:
  - a. be responsible for reporting to the **Association Council** and to the General Meetings on all matters relating to the status of women;
  - b. assist the **Association Council** and the **Executive Committee** in dealing with the problems of individual members relating to status of women;
  - c. assist the **Association Council** in making decisions and formulating policy;
  - d. represent the Association on the FPSE Status of Women Committee, whenever possible;
  - e. perform other **Association Council** tasks as may be required from time to time.
2. The **Non-Continuing Faculty Representative** shall:
  - a. act as liaison between Non-continuing faculty and the **Association Council**;
  - b. represent the Association on the FPSE Non-Regular Faculty Committee, whenever possible;
  - c. represent the interests of Non-continuing faculty to the **Association Council**;
  - d. liaise with faculty representatives who serve on Education Council, the ESL Committee, the Professional Development Committee, the Grants-in-Aid Committee, and such other committees as the **Association Council** shall direct.
3. The **Community Representatives** shall:
  - a. represent the particular interests of the members from their respective Centres to the **Association Council**;
  - b. organise and promote social activities for the enjoyment of Association members, at their Centre, (and their families where appropriate);
  - c. attend, along with a member of the **Executive Committee**, those College Board Meetings which are held at his or her Centre;
  - d. assist the **Association Council** in making decisions and formulating policy;
  - e. act as a liaison between the **Association Council** and faculty in their Centre;
  - f. meet with new members in their Centre to explain the role and structure of the Faculty Association;
  - g. meet on a regular basis with the **Executive Committee** to discuss issues of concern in their Centre;
  - h. liaise with faculty representatives who serve on Education Council, the ESL Committee, the Professional Development Committee, the Grants-in-Aid Committee, and such other committees as the **Association Council** shall direct;
  - i. perform such other **Association Council** tasks as may be required from time to time.

4. The **Faculty Liaison Representatives** shall:
  - a. assist the **Association Council** in making decisions and formulating policy;
  - b. act as a liaison between the **Association Council** and faculty in their area;
  - c. meet with new members in their area to explain the role and structure of the Faculty Association;
  - d. meet on a regular basis with the **Executive Committee** to discuss issues of concern in their area;
  - e. liaise with faculty representatives who serve on Education Council, the ESL Committee, the Professional Development Committee, the Grants-in-Aid Committee, and such other committees as the **Association Council** shall direct;
  - f. perform such other **Association Council** tasks as may be required from time to time.
  
5. The **Pension Advisory Representative** shall:
  - a. be responsible for reporting to the **Association Council** and to the General Meetings on all matters relating to the College Pension Plan;
  - b. assist the **Association Council**, the **Contract Administration and Review Committee**, and the **Executive Committee** in dealing with the problems of individual members relating to pensions;
  - c. assist the **Association Council** in formulating any proposals regarding pensions that it may wish to pass to the Board of Trustees of the College Pension Plan;
  - d. arrange, on a regular basis, Pension and/or Retirement workshops or seminars for members of the Association;
  - e. represent the Association on the FPSE Pension Advisory Committee, whenever possible;
  - f. perform any other **Association Council** tasks relating to pensions as may be required from time to time.
  
6. The **Human Rights and International Solidarity Representative** shall:
  - a. be responsible for reporting to the Association Council and to the General Meetings on all matters relating to human rights and international solidarity;
  - b. assist the **Association Council** and the Executive Committee in dealing with the problems of individual members relating to human rights;
  - c. assist the **Association Council** in making decisions and formulating policy;
  - d. represent the Association on the FPSE Human Rights and International Solidarity Committee, whenever possible;
  - e. perform other **Association Council** tasks as may be required from time to time.

7. The **Workplace Health, Safety and Environment Representative** shall:
  - a. be responsible for reporting to the **Association Council** and to the General Meetings on all matters relating to Health and Safety;
  - b. assist the **Association Council** and the **Executive Committee** in understanding contemporary Health and Safety knowledge, trends, and system issues;
  - c. liaise with the Okanagan College Health and Safety committees;
  - d. assist the **Association Council** in liaising with provincial infrastructure, making decisions and formulating policy;
  - e. represent the Association on the FPSE Workplace Health, Safety and Environment Committee, whenever possible;
  - f. perform other **Association Council** tasks as may be required from time to time.
8. The **Decolonization, Reconciliation, and Indigenization Representative** shall:
  - a. be responsible for reporting to the **Association Council** and to the General Meetings on all matters relating to Decolonization, Reconciliation, and Indigenization;
  - b. assist the **Association Council** and the **Executive Committee** in dealing with all issues relating to Decolonization, Reconciliation, and Indigenization;
  - c. assist the **Association Council** in making decisions and formulating policy;
  - d. represent the Association on the FPSE Decolonization, Reconciliation, and Indigenization Standing Committee, whenever possible;
  - e. perform other **Association Council** tasks as may be required from time to time.
9. The **Past President** shall:
  - a. Be a member of **Association Council** in the year of a **President's** first term;
  - b. Be an *ex officio* non-voting member of **Association Council**;
  - c. Assist the **Association Council** in making decisions and formulating policy;
  - d. Perform other **Association Council** tasks as may be required from time to time.



## ARTICLE VI - ELECTION OF THE ASSOCIATION COUNCIL

### *Section A*

1. The election of the members of the **Association Council** shall take place at the **Annual General Meeting**.

### *Section B*

1. A **Nominating Committee** composed of at least one representative from each College Centre who is not a member of the Executive shall be appointed by the **Secretary** or designate as selected by the Executive to present to the Association, with the consent of the nominees, a slate of candidates for all members of the **Association Council** and **Shop Stewards** at least one week prior to the **Annual General Meeting**. The **Secretary** will act as Chairperson.
2. Further nominations for these same positions may be made by two nominators, either to the Secretary or designate as selected by the Executive prior to the **Annual General Meeting**, or verbally from the floor of that meeting. Such nominations must have the consent of the nominees.
3. All elections voting shall be by ballot and no proxies shall be allowed. Only **Full** and **Honorary Life Members** of the Association may vote.
4. Candidates shall receive a majority of the votes to be elected. If no candidate receives a majority of votes on the first vote by ballot, a second vote by ballot between the candidates receiving the two highest numbers of votes shall be held. In the event of a tie, successive votes by ballot shall be held until one candidate is elected.
5. For the election of the **Community Representatives**, those based at the Centre will be eligible to vote.

### *Section C*

1. After beginning their term, the newly elected **Association Council** may make committee appointments as required to staff the committees of the Association.

## ARTICLE VII - GENERAL MEETINGS

### *Section A*

1. Except where it is superseded by these By-Laws, the latest edition of ***Robert's Rules of Order, Newly Revised***, shall be the parliamentary authority for all General Meetings, meetings of the **Association Council**, and meetings of committees.

### *Section B*

1. Voting is restricted to the **Full** and **Honorary Life Members** present at the meeting, and shall be by show of hands, unless a vote by ballot is requested by a minimum of 10% of the voting members present, or in those cases where the By-laws require votes by ballot.
2. All matters except those designated **Special Resolutions** (*see* Article VII, Section F of these By-laws) shall be decided by a majority of the votes cast. In the event of a tie, the Chairperson shall cast the deciding vote, being the only vote the Chairperson shall have.
3. A quorum of at least 15% of the **Full Members** shall be required to conduct business at General Meetings, but never less than 15 persons.
4. **Associate Members** may be excluded from certain meetings or parts thereof by simple majority vote of the voting members present.
5. The **President** may, with the agreement of the meeting, appoint a presiding officer to preside in his/her place at General Meetings of the Association.

### *Section C*

1. The **Annual General Meeting** of the Association shall be held between the dates of April 15th and May 15th. At least three weeks' notice of the date of this meeting shall be given in writing to each member of the Association. This **Annual General Meeting** shall set policy and conduct the business of the Association as appropriate. The **Annual General Meeting** shall be the chief policy making body of the Association.
2. In accordance with Article VII, Section C, 1, other General Meetings of the Association shall establish interim policy, subject to approval at the **Annual General Meeting**. Resolutions to change **Annual General Meeting** policy can be made at General Meetings but such resolutions are to be treated as special resolutions in accordance with Section F of this Article.
3. An agenda for the **Annual General Meeting** shall be prepared and distributed to each member of the Association by the **President** at least one week before the meeting.
4. The slate of candidates for the members of the **Association Council** and **Shop Stewards** prepared by the **Nominating Committee** shall be distributed to each member of the Association by the Secretary at least one week before the meeting.

*Section D*

1. At least one General Meeting shall be held during every Fall Semester and during every Winter Semester. At least two weeks' notice of these meetings shall be given in writing to each member of the Association.
2. An agenda for any such General Meeting shall be prepared and distributed to each member of the Association by the **President** at least one week before the meeting.

*Section E*

1. A **Special General Meeting** of the Association may be called by the **President** as directed by the **Association Council** or the **Executive Committee**, or at the request of at least 10% of the **Full Members**. In the latter case, the meeting shall occur within 21 days of receipt of the request by the **President**.
2. Notice of a **Special General Meeting**, including a statement of the purpose of the meeting, must be distributed 14 days prior to the date of the meeting.
3. An agenda for a **Special General Meeting** shall be prepared and distributed to each member of the Association by the **President** at least one week before the meeting.

*Section F*

1. **Special Resolutions** shall be preceded by at least 14 days' notice in writing to each member of the Association. This notice shall be distributed by the **President**.
2. **Special Resolutions** shall be decided by a three-fourths majority of the votes cast.
3. **Special Resolutions** shall be required for matters dealing with:
  - a. changes of the Constitution and By-laws;
  - b. changes to **Annual General Meeting** policy made at other General Meetings;
  - c. admission of a member under Article I, Section A, 2 of these By-laws;
  - d. **Honorary Life Membership** in the Association;
  - e. expulsion of a member or imposition of censure on a member;
  - f. removal of a member of the **Association Council**;
  - g. borrowing of funds;
  - h. setting amounts of levies.
4. **Special Resolutions** may be requested for any other matter, but such resolutions shall themselves require a three-fourths majority of the votes cast.

*Section G*

1. A meeting of the Association shall be valid notwithstanding the fact that one or more of the members fail to receive notice of the meeting, provided that such notice was distributed as required by these By-laws.

## ARTICLE VIII - THE SHOP STEWARDS SYSTEM

1. There will be **Shop Stewards** elected from the Kelowna, Vernon, Penticton and Salmon Arm Centres. The Shop Steward will act as Steward for his or her assigned Centre. The election of the Stewards shall take place at the **Annual General Meeting**. Full Members based at the Centre will be eligible to vote for the Steward to be elected for that Centre.
2. The **Stewards** shall:
  - a. represent the interests of the Association members at their Centre by assisting the **First Vice-President** (Chief Steward) in processing the initial stages of grievances, and by acting as an advocate on behalf of the members in grievances and complaints;
  - b. immediately inform the **First Vice-President** (Chief Steward) in the event of the appearance, at their work place, of a picket line of a non-College Union;
  - c. serve as a member of the Association **Grievance Committee**.

## ARTICLE IX - THE NEGOTIATIONS COMMITTEE

1. The **Negotiations Committee** shall:
  - a. be appointed by the **Association Council** on the recommendation of the **Executive Committee**;
  - b. consult the **membership**, the **Stewards**, the **Executive Committee**, and the **Association Council** regarding bargaining issues and priorities;
  - c. research and analyze collective agreements within the sector, and recent settlements within the Provincial public sector generally;
  - d. determine and rank the Association's bargaining priorities;
  - e. determine the Association's bargaining strategy;
  - f. draft the Association's bargaining proposals;
  - g. present the Association's bargaining proposals to the membership for ratification and/or amendment;
  - h. attend bargaining sessions with the employer, as required;
  - i. inform the **Executive Committee** and the **Association Council** of the progress of bargaining;
  - j. at the request of the **Executive Committee**, prepare bargaining progress statements for the membership;
  - k. recommend to the **Executive Committee** that a membership vote be held to ratify a tentative agreement, or to take job action, including a strike, as required.

## ARTICLE X - FINANCES

### *Section A*

1. The annual membership dues for **Full Members** shall be paid in accordance with the terms of the **Collective Agreement** between the Association and Okanagan College.
2. Each current **Associate Member** shall pay annual membership dues set by the Association by October 31st.
3. Membership dues for the following year shall be set at the **Annual General Meeting**.
4. **Honorary Life Members** shall be exempt from payment of dues provided they are no longer employed at Okanagan College.

### *Section B*

1. The Association may borrow funds after the passage of a **Special Resolution** for each commitment.

### *Section C*

1. The fiscal year of the Association shall run from February 1<sup>st</sup> to January 31<sup>st</sup> of the succeeding year.

### *Section D*

1. Auditors for the next fiscal year shall be appointed by resolution of the **Annual General Meeting**. The appointed Auditors shall be independent of the **Association Council**.
2. The Auditors shall have access to all books, records and accounts of the Association, prepare an Auditors' Report for submission by the **Treasurer** to the Association at the **Annual General Meeting**, and shall advise the **Treasurer** in matters dealing with the financial records and financial affairs of the Association.

## ARTICLE XI - INSPECTION OF FINANCIAL BOOKS AND RECORDS

### *Section A*

1. Members may inspect the financial books and records of the Association at any time convenient to both the member and the **Treasurer**, and in any event no later than two weeks after such a request has been made in writing to the **Association Council**.