

DOUGLAS COLLEGE FACULTY ASSOCIATION

CONSTITUTION AND BY-LAWS

(Amended August 26, 2020 General Meeting)

Updated: Mar. 30, 2021

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DOUGLAS COLLEGE FACULTY ASSOCIATION

CONSTITUTION

1. The name of the Union is "Douglas College Faculty Association," hereinafter referred to as the Association.
2. The purposes of the Association are as follows:
 - (a) To promote, maintain, and defend independence of thought and teaching; and to promote the welfare and professional interests of its members.
 - (b) To seek certification as a trade union, to hold certification, to regulate relations between employers and employees 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 the Province of British Columbia.
 - (c) To advise its members on questions of mutual concern to its members and the administration of the College.
 - (d) To cooperate with other bodies whose interests are similar, in particular with provincial, national and international associations of college and university faculties.
 - (e) To represent the views of its members on committees, boards, and other bodies responsible for decisions affecting education in the community.
 - (f) To deal with other matters considered to be in the interest of the Association or its members.
 - (g) To seek affiliation with local, provincial, national and international labour organizations when deemed appropriate.
3. The operations of the Association are to be carried on chiefly in the college region of Douglas College in the Province of British Columbia. Where necessary, the Association also operates provincially, nationally and internationally. This provision is alterable.

DOUGLAS COLLEGE FACULTY ASSOCIATION

BY-LAWS

ARTICLE 1 - MEMBERSHIP

1. Membership shall be in one of three classes: Full Member, Retired Member, or Honorary Life Member.
 - 1.1 Full Membership is open to all regular, temporary and contract faculty of Douglas College as specified in the Certificate issued by the Industrial Relations Council to the Association.
 - 1.1.1 A Full Member in good standing shall be a voting member.
 - 1.1.2 The annual subscription for a Full Member shall be a percentage of that member's gross salary from Douglas College. The amount and method of payment shall be determined by the Membership at a General Meeting.
 - 1.1.3 A Full Member loses his/her good standing if his/her subscription for the current membership period has not been made.
 - 1.1.4 Full Membership in the Association shall be automatic for any employee who is eligible under By-Law 1.1 (above) except where the employee advises the President of the Association, in writing, that s/he does not wish to be a member, or where the employee has been expelled under By-Law 10.1 (e).
 - 1.2 A Full Member's name shall be struck from the Register of Members if s/he ceases to be a faculty member of Douglas College, except as allowed under By-Law 1.2.1 and 1.2.2.
 - 1.2.1 Temporary cessation of employment at Douglas College shall not disqualify any member unless that member continues to be unemployed for longer than one semester consecutively. Laid off faculty with recall rights are eligible to maintain membership for as long as the recall rights persist. Notice of intent to remain a member under this clause must be given in writing to the Secretary-Treasurer. In such a case, membership dues are not required.
 - 1.2.2 A faculty member who is on full-time leave without pay shall have his/her membership maintained for a period of two years from the commencement of the leave. In such a case, membership dues are not required. Thereafter, dues of \$100 per year are required to maintain membership until the leave terminates or the faculty member ceases employment at Douglas College. Notice of intent to remain a member under this clause must be given in writing to the Secretary-Treasurer.

- 1.3 Honorary Life Membership may be granted to anyone the Association wishes to honour for outstanding service to the Association.
 - 1.3.1 An Honorary Life Member shall be entitled to attend any meeting of the Association.
 - 1.3.2 An Honorary Life Member shall be exempt from all subscriptions.
 - 1.3.3 An Honorary Life Member shall be a non-voting member and shall not be counted towards quorum.
- 1.4 A retiring member shall notify the Association of his/her interest in becoming a Retired Member.
 - 1.4.1 A Retired Member shall be entitled to attend any meeting of the Association.
 - 1.4.2 A Retired Member shall be exempt from all subscriptions.
 - 1.4.3 A Retired Member shall be a non-voting member and shall not be counted towards quorum.

ARTICLE 2 - RESPONSIBILITIES OF MEMBERS

- 2. The responsibilities of a member shall include the following:
 - 2.1 Adherence to Association Policy that is established by duly passed resolutions of the General Membership.
 - 2.2 Fulfilment of the faculty member's contractual obligations.
 - 2.3 Observance of the Constitution and By-Laws of the Association.
 - 2.4 Maintenance of confidentiality where appropriate to, and in accordance with, specific processes and matters related to the Association's business.
 - 2.5 In addition, no member shall act as a member of the employer's negotiating committee in negotiations with a certified union or association representing employees of Douglas College.
 - 2.6 In the case of a DCFA picket line, it is assumed that no faculty member will cross that line. In the event that a faculty member does decide to cross the picket line, the penalty shall be a fine equal to the wages earned by such action. Monies collected by this procedure shall be paid to the DCFA to be forwarded to the DCFA Bursary held by the Douglas College Foundation.
 - 2.7 A faculty member shall not cross a picket line established to defend union rights or to improve wages and working conditions.

ARTICLE 3 - MEETINGS

- 3.1 A meeting shall be deemed to include any off-site locations by way of teleconference or video-conference.
- 3.2 The Annual General Meeting shall be held in April or May.
- 3.3 In addition to the AGM, at least four General Meetings shall be held per academic year.
- 3.4 Other General Meetings of the Association may be called at the discretion of the Executive Council.
- 3.5 The Executive Council shall call such a General Meeting upon receipt of a petition to call such a meeting signed by at least ten percent (10%) of the voting members of the Association.
- 3.6 Executive Council shall give members of the Association at least fourteen (14) calendar days' notice of a General Meeting of the Association. Notification shall be deemed to have been given upon receipt of said notice by the Ombudsperson.
- 3.7 The notice of meeting must so state if any of the following items are to be acted upon at a General Meeting:
 - 3.7.1 Any Special Resolution, as per By-Law 10.1. Where alteration or addition to the Constitution and By-Laws is being proposed as per By-Law 10.1 (c), the wording of the proposed changes shall also be given to members at least fourteen (14) calendar days in advance of the meeting.
 - 3.7.2 Election of Table Officers and or Replacement Officers.
 - 3.7.3 Changes in assessments under By-Law 10.1 (a).
- 3.8 The quorum at a General Meeting shall consist of Forty (40) Members.
- 3.9 Meetings shall be chaired by the President or his/her designate; the Association's Secretary-Treasurer or his/her designate shall record the Minutes.
- 3.10 Meetings shall be governed by Robert's Rules of Order, revised.
- 3.11 Vote counting shall be governed by Robert's Rules of Order, revised (that is, to pass, a motion must win a simple majority of votes cast, excluding abstentions, blank or spoiled ballots), except in the matter of Special Resolutions (see Article 10).
- 3.12 Voting by proxy shall not be allowed at the General Meeting.
- 3.13 Absentee voting shall not be allowed at the General Meeting.

ARTICLE 4 - EXECUTIVE COUNCIL

4. The Executive Council of the Association is responsible to the General Membership for conducting the business of the Association between General Meetings. Further, the Executive Council is responsible for providing overall direction and leadership to the Association; for ensuring that Table Officers fulfill their mandates and use their time releases effectively; and for ensuring that all DCFA committees and positions are filled by appointment or election, as appropriate. In meeting these responsibilities, the members of the Executive Council will abide by the principle that all agreements between the Association and another party, excluding grievances, that enforce or impair an action, shall be in writing and shall be voted on and approved by the Executive Council and/or the General Membership. Such agreements include but are not limited to arbitrations, DCFA legal matters, and agreements with the employer or other parties.
 - 4.1 The Executive Council shall meet at least once per month from September to June.
 - 4.2 Voting members of the Executive Council shall include the President, the Vice-Presidents, the Secretary-Treasurer, one Contract faculty representative to be elected by contract faculty, and one representative from each of the following constituencies: Commerce and Business Administration; Child, Family and Community Studies; Health Sciences; Humanities and Social Sciences; Language, Literature and Performing Arts; Science and Technology; Student and Learning Services (Counsellors, Librarians, CSD, CE, TTG).
 - 4.3 Constituency members may elect an alternate Executive Council representative; each constituency shall still have only one vote.
 - 4.4 Non-voting members of the Executive Council shall include the Past-President, for a period of one (1) year after leaving office, and the Ombudsperson.
 - 4.5 Any changes to the number of constituency representatives and/or the constituency groups represented by each representative shall require a Special Resolution, as per By-Laws 10.1 (c) and (d).
 - 4.6 Executive Council meetings may be observed by any member in good standing. However, the Executive Council may hold all or part of any meeting in-camera in order to discuss confidential negotiations or personnel matters. The Ombudsperson may observe such in-camera meetings.
 - 4.7 A quorum of the Executive Council shall be sixty percent (60%) of voting members.
 - 4.8 The Douglas College Faculty Association shall exempt and save harmless each Executive Council Member from a liability action arising from the performance of his/her duties for the Association. The Douglas College Faculty Association shall assume all costs, legal fees, and other expenses arising from any such action.

ARTICLE 5 - OFFICERS

5. The Officers of the Association (hereinafter referred to as Table Officers) shall be as follows:

- (a) President
- (b) Vice-President Negotiations
- (c) Vice-President Stewardship
- (d) Secretary-Treasurer
- (e) Ombudsperson.

5.1 **President** – The President is responsible for managing, planning, integrating and coordinating the activities of the Douglas College Faculty Association (hereafter referred to as the DCFA). The President is responsible for implementing policy and objectives set by the membership at General Meetings within specified budgetary constraints. The President is spokesperson for the DCFA to Douglas College and other external agencies and groups.

The duties of the President shall be as follows:

5.1.1 To represent the Association as official spokesperson.

5.1.2 To call and chair General Meetings and to chair Executive Council Meetings of the Association, except that, at the Annual General Meeting, s/he shall vacate the chair in favour of another Table Officer during the debate and voting on his/her re-election.

5.1.3 To ensure that the Executive Council carries on the business of the Association between meetings and that matters of interest are reported to the members.

5.1.4 To be an *ex-officio* member of all Association committees except the Elections Committee.

5.1.5 To represent the Association on the Labour Management Relations Committee of the College

5.1.6 To receive, in the name of the Association, all grievances initiated by the College.

5.1.7 To ensure that there is an annual review of the Constitution and By-Laws of the Association and that any recommendations are placed on the agenda of the Annual General Meeting.

5.1.8 To assist other Table Officers, by mutual agreement, and as workload dictates.

5.2 **Vice-President Negotiations** – The primary role of the Vice-President Negotiations is to develop proposals for Collective Agreement negotiations and to facilitate and manage negotiations.

The duties of the Vice-President Negotiations shall be as follows:

- 5.2.1 To be a member of the Contract Committee and to act as the Committee's Co-Chair.
- 5.2.2 To lead and be chief spokesperson for the Bargaining Team during negotiations with the College.
- 5.2.3 To temporarily assume the duties of the President if appointed to do so under Article 9.1.
- 5.2.4 To assist other Table Officers, by mutual agreement, and as workload dictates.

- 5.3 **Vice-President Stewardship** – The Vice-President Stewardship ensures that the provisions of the Collective Agreement are adhered to by the Employer, in addition to fulfilling specified administrative responsibilities on behalf of the DCFA.

The duties of the Vice-President Stewardship shall be as follows:

- 5.3.1 To coordinate the activities of the Area Stewards and report on such activities to the Executive Council.
- 5.3.2 To oversee the processing of all grievances against the College.
- 5.3.3 To be a member of the Contract Committee and to act as the Committee's Co-Chair.
- 5.3.4 To temporarily assume the duties of the President if appointed to do so under Article 9.1.
- 5.3.5 To ensure appropriate representation of members involved in potential disciplinary complaints and investigations.
- 5.3.6 To assist other Table Officers, by mutual agreement, and as workload dictates.

- 5.4 **Secretary-Treasurer** – The Secretary-Treasurer acts as the chief financial officer of the DCFA, ensuring that the administrative and financial operations of the DCFA are enacted in a responsible and beneficial manner.

The duties of the Secretary-Treasurer shall be as follows:

- 5.4.1 To ensure that the membership is advised of meetings in accordance with the By-Laws.
- 5.4.2 To take and have custody of the Minutes of proceedings of General Meetings and of Executive Council meetings.

- 5.4.3 To prepare and have the custody of the financial records of the Association.
 - 5.4.4 To prepare the draft annual budget for presentation to the regularly scheduled General Meeting prior to the Annual General Meeting.
 - 5.4.5 To prepare the balance sheet and statement of income and expenditures for the Annual General Meeting.
 - 5.4.6 To be a member of the Operations and Finance Committee and to act as the Committee's Chair.
 - 5.4.7 To constitute a Defence Fund Payments Committee in the event or likelihood of a strike, lockout or third-party dispute.
 - 5.4.8 To prepare and have custody of the membership lists of the organization.
 - 5.4.9 To assist other Table Officers, by mutual agreement, and as workload dictates.
- 5.5 **Ombudsperson** - The Ombudsperson is an independent, elected Officer of the Association who receives and investigates complaints about alleged unreasonable action and abuse of office, and facilitates conflict resolution between members of the Association.

Except for private conflict resolution discussions, reports and recommendations of the Ombudsperson shall be open to the members.

The duties of the Ombudsperson shall be as follows:

- 5.5.1 To investigate complaints concerning the action of any committee of the Association, except the Executive Council, made to him/her by a member of the Association and, where s/he is unable to satisfy the complainant, to report his/her recommendations therein to the Executive Council.
- 5.5.2 To investigate complaints concerning the action of the Executive Council made to him/her by a member of the Association and, where s/he is unable to satisfy the complainant, to report his/her recommendations therein to a duly called meeting of the Association.
- 5.5.3 To ensure the meetings of the Association and of the Executive Council are duly called and constituted.
- 5.5.4 To facilitate conflict resolution between members of the Association.
- 5.5.5 To assist with Constituency Representative elections, as and when directed by the Executive Council.
- 5.5.6 To perform other duties as prescribed elsewhere in the By-Laws.

- 5.5.7 To attend all Executive Council meetings and all General Meetings of the Association as a Non-Voting member. In the event that the Ombudsperson is unavailable to attend either an Executive Council meeting or a General Meeting of the Association, s/he shall arrange for a former Table Officer to serve at that meeting as a replacement for her/him, and notify the President of the Association of the replacement. The Ombudsperson may attend Table Officer meetings as an observer, as time and interest allows.
- 5.6 **Duty to Report** – The Table Officers, along with any other members who, from time to time, receive time release for union activities, shall prepare written reports of their activities for each Executive Council meeting.
- 5.7 **Overloads** – In principle that Table Officers shall not accept work overloads during their terms of office.
- 5.8 **Vacation and Professional Development** – Table Officers are responsible for scheduling their own vacation and professional development entitlements in mutual agreement with other Table Officers. No pay out of unused vacation and/or professional development allotment is allowed.

ARTICLE 6 - DUTIES OF THE OTHER MEMBERS OF THE EXECUTIVE COUNCIL

- 6.1 **Past-President** - The duties of the Past-President shall be as follows:
- 6.1.1 To act as an advisor to the President for a period of one (1) year following the election of a new President.
- 6.1.2 To serve as a non-voting member of the Executive Council for a period of one (1) year following the election of a new President.
- 6.1.3 To perform such duties as may be assigned to him/her by the President or the Executive Council.
- 6.2 **Constituency Representatives** - The duties of Constituency Representatives shall be as follows:
- 6.2.1 To serve as members of the Executive Council and to represent their constituencies on the Executive Council.
- 6.2.2 To represent the Executive Council to their constituencies and to report to the constituency on the business of the Association and other matters.
- 6.2.3 To chair or to serve on committees as required by the President or Executive Council.

ARTICLE 7 - AREA STEWARD SYSTEM

- 7.1 The number and composition of Area Steward positions shall accord with constituencies established in By-Law 4.2. The Executive Council may seek additional Area Steward positions, as circumstances require, by recommending adjustments no later than at the first Fall General Meeting. Adjustments are subject to ratification by the General Membership.
- 7.2 Representatives shall be elected by their constituents for a two (2) year period in the Spring, and shall serve on the Contract Committee as both Area Stewards and negotiations representatives. Constituency members may elect an alternate Area Steward; each constituency will still have only one vote.
- 7.3 The duties of an Area Steward shall be as follows:
 - 7.3.1 To represent the interests of the area members by processing the informal stages of grievances and by acting as an advocate on behalf of the area members in grievances and complaints.
 - 7.3.2 To act as an official representative of the Association by performing the duties described in By-Law 7.3.1 (above) in his/her area.
 - 7.3.3 To serve as a member of the Contract Committee.

ARTICLE 8 - ELECTIONS

- 8.1 The terms of the Table Officers will be for two (2) years; the Table Officers shall not serve more than three consecutive terms. A term shall be deemed to mean a complete two (2) years: that is, excluding any time served as a Replacement or Interim Officer. This provision will have an effective date as of the 2015 elections.
 - 8.1.1 Elections for President, Vice-President Stewardship, and the Ombudsperson shall be held in alternate years to those for Vice-President Negotiations and Secretary-Treasurer.
- 8.2 The terms of the DCFA Executive Council representatives will be two (2) years; a Constituency Representative on the Executive Council shall not serve more than two consecutive two-year terms.
- 8.3 Only regular faculty members are eligible for nomination as Table Officers of the Association.
- 8.4 Table Officer elections will be held at the Annual General Meeting or in advance of the Annual General Meeting by online voting, except as required for replacement under Article 9. The Executive Council shall notify the Chair of the Elections Committee at least 8 weeks (56 calendar days) before the earliest of the Annual General Meeting or the date of the online vote.
- 8.5 The Chair of the Elections Committee shall receive nominations for two weeks (14 days) starting the second Monday from the date that the notification is sent by

Executive Council. Nominators must secure and produce the written consent of the nominee before the Election Committee Chair can accept a nomination.

The Election Committee Chair shall circulate the list of nominees to all voting members at least twenty one (21) calendar days prior to the election.

- 8.6 In the case of voting at the Annual General Meeting, the Elections Committee shall arrange for advance polling during the last week of classes for the Winter term. Advance polling shall be available on at least two days, for 4 hours each day, on each of the New Westminster and Coquitlam campuses.
- 8.7 Voting procedure for the election of Table Officers:
- 8.7.1 Elections will be by secret ballot; proxy voting is not allowed, except for faculty with work assignments outside of the lower mainland when the vote is scheduled to be at the Annual General Meeting.
- 8.7.2 Scrutineers shall be selected by the Elections Committee.
- 8.7.3 Ballots shall be structured to allow for preferential voting. Where there are more than two nominees for a position, ballots will be structured to allow for identifying nominees as each voter's 1st, 2nd, 3rd etc. choice. The first ballot count will be a count using only the 1st choice of each voter. If no nominee achieves a majority of ballots cast as the voters' first choice, the list of nominees shall be reduced to those two (2) nominees receiving the most 1st choice votes on the first ballot count.
- For those ballots which did not identify either of the two remaining nominees as their 1st choice, the 2nd choice identified on those ballots will be counted as votes in favour of the nominee identified as the 2nd choice of the voter. If the 2nd choice on the ballot was for an eliminated nominee, the 3rd choice on the ballot will be counted for the appropriate nominee. This will be repeated, if necessary until all ballots with valid choices are counted for either of the two nominees that were remaining after the first ballot.
- 8.8 In the event of a Table Officer being acclaimed to a position, the membership shall be asked to ratify the candidate through a majority vote of those present at the Annual General Meeting in a manner decided by the meeting, or by an online vote in advance of the Annual General Meeting.
- 8.9 Constituency Representative elections, for Executive Council, Area Steward/Contract Committee, and other committees as may from time to time be established, shall take place in one of the following ways: at a duly called meeting of the constituents; through email balloting in an election called and supervised by the Ombudsperson; through a balloting procedures approved by the Executive Council. Election shall require a plurality of the votes cast.
- 8.10 Newly elected Table Officers or other members of the Executive Council shall take office on September 1st.

- 8.11 A Constituency Representative may be removed by a general resolution passed at a duly called meeting of that constituency.

ARTICLE 9 - REPLACEMENT

- 9.1 In the event that the President becomes temporarily absent for more than one week, the Executive Council shall appoint the Vice-President Negotiations or the Vice-President Stewardship to serve as Interim President; where the vacancy is known to be permanent, a subsequent election for a Replacement President shall be held according to By-Law 9.3.
- 9.2 If, at any time, the office of Secretary-Treasurer, Ombudsperson, or either Vice-President becomes vacant, the Executive Council shall appoint a voting member of the Association to serve as Interim Officer; where the vacancy is known to be permanent, the election of a Replacement Officer shall be held at a General Meeting of the Association, subject to the restrictions of By-Law 8.3, and as provided for in By-Law 9.3.
- 9.3 An election of a Replacement Officer to fill any Table Officer vacancy shall be held at the first General Meeting to fall after twenty-one (21) calendar days from the date of vacancy.
- 9.4 A member appointed as Interim Officer shall be eligible to stand as a candidate in the election of a Replacement Officer.
- 9.5 Time served by a member as either Replacement Officer or Interim Officer does not prevent that member being eligible to serve three consecutive elected terms to the same Table Officer position.
- 9.6 Other vacancies on the Executive Council shall be filled within one (1) month by election from within the appropriate constituency group.

ARTICLE 10 - SPECIAL RESOLUTIONS

- 10.1 Special Resolutions are required in the following cases:
- (a) Special assessments
 - (b) Authorization to borrow funds
 - (c) Alteration or addition to the Constitution and By-Laws
 - (d) Alteration to the number or distribution of seats on the Executive Council
 - (e) Expulsion of a member
 - (f) Removal of an Officer
 - (g) Such other matters as the Association may from time to time require.
- 10.2 A motion that a matter become a Special Resolution under By-Law 10.1 (g) shall require a two-thirds ($2/3^{\text{rds}}$ or 66%) majority of voting members to pass (that is, to pass, a motion must have two-thirds ($2/3^{\text{rds}}$ or 66%) of the votes cast, excluding abstentions, blank or spoiled ballots); this vote shall take place at any General Meeting, providing that notice specifying the intention to establish the motion as a Special Resolution has been duly given, according to By-Law 10.4.

- 10.3 Notwithstanding Robert's Rules, Special Resolutions shall require a three-fourths (3/4th or 75%) majority of voting members to pass (that is, to pass, a motion must have three-fourths (3/4th or 75%) of the votes cast, excluding abstentions, blank or spoiled ballots).
- 10.4 Each member of the Association shall be given at least fourteen (14) calendar days' notice of the General Meeting and of the Special Resolution.

ARTICLE 11 - FINANCIAL OPERATIONS

- 11.1 No Executive Council member shall receive a salary or other remuneration from the Association beyond payment for expenses.
- 11.2 **Signing Officers** – The Secretary-Treasurer, together with the President, Vice-President Negotiations, and Vice-President Stewardship, is empowered to operate a bank account and to draw, make, accept, endorse, discount, execute and issue promissory notes, bills of exchange, and other negotiable or transferable instruments. If any of the above officers declines to serve as a signing officer, Executive Council will appoint another of its members as a signing officer. For the purpose of this section, the signatures of any two of the four named above shall be required.
- 11.3 The Executive Council may invest funds of the Association in fixed income instruments issued by the Government of Canada or Canadian provinces with a credit rating of Double AA or higher as determined by the Dominion Bond Rating Service, provided that the amount does not exceed coverage offered by the Canadian Investor Protection Fund (CIPF). In addition, the Executive Council may invest in Guaranteed Investment Certificates issued by Canadian Chartered Banks up to the dollar limit insured by the Canadian Deposit Insurance Corporation (CDIC); and by British Columbian Credit Unions up to the limit insured by the Credit Union Deposit Insurance Corporation of British Columbia (CUDIC).
- 11.4 An Auditor shall be appointed by the Association at the Annual General Meeting, to examine the books of the Association and the Secretary-Treasurer's Financial Statement. The Secretary-Treasurer at the Annual General Meeting shall present the Secretary-Treasurer's Financial Statement. The Auditor's Report, prepared in accordance with the generally accepted auditing practice, shall be presented to the first Fall General Meeting.
- 11.5 If the office of the Auditor becomes vacant, a new Auditor shall be appointed by the General Membership.
- 11.6 The Association may, by resolution, adopt a Common Seal which shall remain in the custody of the Secretary-Treasurer and shall be used solely in documents concerned with agreements approved under By-Law 10.1 (a) and (b).

ARTICLE 12 - COMMITTEES

- 12.1 The Standing Committees of the Association shall be the following:

- (a) Executive Council
 - (b) Table Officers Committee
 - (c) Contract Committee
 - (d) Operations and Finance Committee
 - (e) Time Release
 - (f) Communications
 - (g) Health and Safety Committee
 - (h) Elections Committee
- 12.2 Ad Hoc Committees may be established by the Executive Council to investigate topics of interest.
- 12.3 The Committees in By-Laws 12.1 and 12.2 (above) shall be established from the voting members, and include at least one (1) member from the Executive Council.
- 12.4 The Executive Council constituency representatives and the Area Steward/ Contract Committee representatives (Area Stewards) shall be elected by members of their respective constituencies according to the processes listed in 8.12.
- 12.5 The Executive Council shall fill all other committees, first, through a process of a call for volunteers, and second, where vacancies remain, by appointments
- 12.6 The Contract Committee shall comprise the Vice-Presidents of Negotiations and Stewardship, as co-Chairs, and all Area Stewards, in accordance with By-Laws 7.1 and 7.3.2.
- 12.7 The Bargaining Team shall be a sub-committee of the Contract Committee, subject to By-Law 5.2.3.
- 12.8 The Executive Council of the Association may suspend a Contract Committee by a two-thirds ($2/3^{\text{rds}}$ or 66%) vote of its full voting membership at a duly called meeting. A vote by Executive Council to suspend a Contract Committee must be followed within twenty-one (21) calendar days by a General Meeting, at which time the General Membership shall direct Executive Council either to order the election of a new Contract Committee or to reinstate the original Committee.
- 12.9 The Health and Safety Committee of the Association consists of the Association representatives to the Douglas College Occupational Health and Safety Committees at each campus. These representatives are appointed by Executive Council and serve for two-year terms, with a limit of two consecutive two-year terms and no overall limit on the number of non-consecutive terms. The Health and Safety Committee members will elect from among themselves, one member to attend Contract Committee meetings to report and to receive feedback, and one member to represent the DCFA at the FPSE WHSEC Committee.
- 12.10 The Elections Committee is responsible for oversight of DCFA elections. In carrying out these functions the Elections Committee shall operate within election policy and procedures approved by the membership. Elections Committee members will be elected by the membership and can include a regular member from each

constituency and one contract member. Current Table Officers and Table Officer nominees may not be members of the Elections Committee. Members of the Election Committee must recuse themselves regarding any duty, and abstain from any Election Committee vote, in which they have a conflict of interest. The Elections Committee will elect a Chairperson from among its members.

ARTICLE 13 – JOINT LABOUR-MANAGEMENT COMMITTEES

13.1 Labour Management Relations Committee

13.1.1 DCFA members of this committee are the President, VP Stewardship and VP Negotiations.

13.2 Occupational Health and Safety Committee

13.2.1 A joint OH&S Committee exists for each campus, New Westminster and David Lam. Pursuant to the Workers Compensation Act, each Committee includes two members from the DCFA.

13.3 Rehabilitation Management Committee

13.3.1 Pursuant to the FPSE/PSEC Faculty Common Disability Plan, membership will include an equal number of members from College Administration and the DCFA.