

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)

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(Amended November 4, 2008)

1. NAME

The name of the Association shall be the St. Francis Xavier Association of University Teachers (St. F.X. A.U.T.).

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 appropriate to be included in a Faculty Unit and those not deemed to be an employee according to the Nova Scotia Trade Union Act.
- b. Membership shall be established by the payment of dues by those eligible. Failure to pay dues for a period of six months shall result in suspension of membership.

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. Normally the President and Vice President shall be elected in even-numbered years, the Treasurer and Secretary in odd-numbered years.

- c. Each Officer shall hold office for two years. With the exception of the Past President, no one shall serve in an office for more than two consecutive terms, and no one shall serve as an officer for more than three consecutive terms.

## 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 judgement, 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.
- ensure that the Faculty Handbook is updated on a timely basis and in a consistent format, and monitor its distribution to faculty.
- 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

For the efficient transaction of its business the members of the Association shall appoint or elect special committees as it sees fit. Furthermore, the Association shall elect, at its Annual General Meeting, the Standing Committees listed below.

### a. 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 Head Grievance Member as an ex officio, non-voting member.

### b. NOMINATIONS COMMITTEE

Role: To nominate members for election at the Annual General Meeting for vacant positions among Officers and on Standing Committees, and, at the request of the Executive Committee, to make nominations of members to serve on ad hoc committees.

Members: Three (3) elected annually for a one-year term at the Annual General Meeting.

### c. SALARY AND BENEFITS COMMITTEE

Role: To make recommendations to the members and the Executive Committee on matters of salary and benefits. To advise the negotiating committee during active salary and benefits negotiations.

Members: Nine (9), with three (3) elected each year for two-year terms, and two (2) from the Handbook Committee, and one (1) member of the Executive Committee, each chosen by their respective committees.

### d. HANDBOOK COMMITTEE

Role: To advise the members, the Executive Committee, and the Salary and Benefits Committee, on the format, consistency, coherence, and currency of the Faculty Handbook; to monitor the application of the policies specified in the Faculty Handbook.

Members: Five (5), with two (2) elected each year for a two-year term, and one (1) member of the Executive Committee, chosen by that Committee, ex officio.

### e. 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.

### f. PROCEDURAL ADVICE AND MONITORING COMMITTEE

Role: To offer procedural advice to any member, if such advice is requested by that individual, relative to matters pertinent to policies laid down in the Faculty Handbook; if requested, to monitor the process of any request for reconsideration or for any appeal; and to offer advice to the Handbook Committee regarding possible changes which might be proposed as a result of the consideration of a given member's request for advice.

Members: Three (3), elected for two-year terms, phased in.

g. STATUS OF WOMEN COMMITTEE

Role: To make recommendations to members and the Executive Committee on matters of concern to women academics and librarians.

Members: Five (5) elected members of which there will be two (2) men and three (3) women for three year terms, phased in. One member of the Executive will be selected by the Executive to serve in a liaison capacity.

h. PENSION ADVISORY COMMITTEE

Role: To be proactive in pension matters, receive comments or requests regarding pension issues from Members, and to advise the Executive and Membership on pension issues that may arise from time to time.

Members: Three (3) elected members for three year terms on a rotating basis.

i. SOCIAL AFFAIRS COMMITTEE

Role: To organise social events for faculty, to promote extracurricular interaction, and to ensure appropriate recognition for significant events in the lives of faculty members.

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

j. COMMUNICATIONS COMMITTEE

Role: To prepare F@X (AUT Bulletin) a minimum of three times a year; to inform and educate members about activities of the StFXAUT; to be responsible for the content of the website; and to educate new members about the activities and responsibilities of the StFXAUT.

Members: Three (3), with two (2) elected members for a two year term and one (1) member (the Editor of F@X) of the Executive Committee.

k. 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.

Membership: 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 two (2) 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.

7. QUORUM

a. a quorum at any regular or special meeting shall be 25 members in good standing;

b. a quorum at all committee meetings shall be three-fifths of the members of the committee.

## 8. FEES

- a. the annual fee for membership shall be recommended by the Executive Committee and presented for approval at a regular meeting;
- b. in its recommendation of the annual fee the Executive Committee shall provide for payment of dues to other associations, councils, etc., of which St. F.X.A.U.T. 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 revised edition of Robert's Rules of Order.