

In accordance with By-Law 3.4.1, this is notice of changes for By-Law #5.5.1 to #5.5.7, #7.8.1 to #7.8.4, #7.9, #10.1 to #10.8, #12 and #12.2.

Proposed wording changes

Bylaw #5.0: Table Officers

5.5 Secretary-Treasurer

5.5.1 The Secretary-Treasurer works closely with the KFA Coordinator of Administrative Services in the performance of the Secretary-Treasurer's duties.

~~5.5.1~~**5.5.2** The Secretary-Treasurer shall take ~~and have custody of~~ the Minutes of the proceedings of all General Meetings of the Association and of the Executive Committee **and ensure the minutes are sent to the Coordinator of Administrative Services.** ~~, shall send out notices of meetings, and shall receive correspondence addressed to the Association.~~

~~5.5.2~~**5.5.3** The Secretary-Treasurer shall ~~prepare~~ **review** the Annual Report to the ~~Registrar of Companies~~ **BC Societies.**

~~5.5.3~~**5.5.4** The Secretary-Treasurer shall ~~prepare and have custody of~~ **review and present** the financial records of the Association and shall ~~prepare~~ **review and present** the balance sheet and statement of income and expenditures for the financial statements and for the Annual General Meeting.

~~5.5.4~~**5.5.5** The Secretary-Treasurer shall ~~maintain~~ **review** the Register of Members.

~~5.5.5~~**5.5.6** The Secretary-Treasurer is responsible for ~~overseeing~~ **reviewing** the financial operations of the Association as set out in Articles 10.0 to ~~10.5~~ **10.8** of the By-Laws.

~~5.5.6~~**5.5.7** The Secretary-Treasurer shall act as the Privacy Officer for the Association.

Bylaw #7: Elections of Executive Committee and Ombudsperson

7.8 Transition process:

7.8.1 Newly elected Table Officers will ordinarily take office on ~~September 1st~~ **May 1st**, except in the event of replacement appointments. The President shall coordinate the transition process between incoming and outgoing Table Officers to allow for equitable access to vacation and professional development.

7.8.2 Vacation and PD allotments for the period spent as a KFA Table Officer shall not be funded as additional release by the KFA beyond the end of an elected term.

7.8.3 All vacation and PD allotments shall be taken or assumed to have been taken by the end of a Table Officer's elected term.

~~7.8.2~~ **7.8.4** Newly elected Area Representatives, Committee Representatives and Ombudsperson will ordinarily take office on June 1st, allowing a transition period with the outgoing Executive members, except in the event of replacement appointments.

7.9 In the event of elections held at other times during the year, newly elected Table Officers, Ombudsperson, or Area and Committee Representatives will commence the position ~~upon the latter of the first day of the vacancy of the position for which they have been elected, or the day of their election~~ **as soon as possible after the election.**

Bylaw #10.0: Financial Operations

10.0 No Executive Committee member shall receive a salary or other remuneration from the Association beyond payment for expenses unless an elected Table Officer's workload does not equal the time-release of the Table Officer position. In such case, the Association may top up the Table Officer's salary to the equivalent of the position's time-release.

10.1 No Table Officer position shall be allocated more than 100% release. No time release funded by the KFA shall be used for any purpose other than KFA business.

10.2 Should a time release for an organization other than FPSE become available to a Table Officer, a separate arrangement to fully fund the time release shall be made between the Employer and that organization.

10.3 Should such an arrangement make time release available to be reallocated to another Table Officer, such changes may be made by the Table Officers within the budgeted allocations for total time release.

~~10.1~~10.4 The Table Officers are 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. For the purpose of this section, the signatures of any two of the Table Officers shall be required.

~~10.2~~10.5 The Executive Committee may invest the funds of the Association in any savings account, term deposit, or savings certificate in a Bank, Trust Company, or Credit Union chartered by the Government of Canada or of the Province of British Columbia.

10.6 The Executive Committee may retain a professional investment management firm to manage the funds of the Association.

~~10.3~~10.7 Notwithstanding Article **~~10.2~~ 10.5** of the By-Laws, the Association, in accordance with the Society Act, shall not borrow money, contract a debt, or otherwise enter into agreements except by a vote of seventy-five (75%) of the members present at a General Meeting where quorum is met.

~~10.4~~10.8 A qualified, third-party Auditor shall be appointed by the Association at the Annual General Meeting, to examine the

books of the Association and the ~~Secretary-Treasurer's~~ Association's Financial Statement. The ~~Secretary-Treasurer's~~ Association's Financial Statement shall be presented by the Secretary-Treasurer at the Annual General Meeting; the Auditor's report, prepared in accordance with the generally accepted auditing practice, shall be presented to the first Fall General Meeting which follows the Annual General Meeting.

~~10.5 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 Article 10.3.~~

Bylaw #12.0: Committees (Move Bylaw #12 to Bylaw #10 and address subsequent renumbering)

12.0 The Executive Committee shall establish the following Standing Committees from the voting members of the Association. The Standing Committees shall submit for approval their Terms of Reference to ensure that the committee meets the constitutional mandate of the Association.

12.0.1 Working Conditions Committee

12.0.1.1 The Working Conditions Committee (WCC) shall maintain and develop the interests of the members. The Committee's special area of interest shall include the negotiation with the Employer regarding salaries and benefits to faculty, status, regularization, and other conditions of employment.

12.0.1.2 The Working Conditions Committee shall consist of:

12.0.1.2.1 The Vice-President—Negotiations.

12.0.1.2.2 Representatives from Faculty Groups, as defined under Article 4.1.3 of the By-Laws, to be elected by their constituency at a General Meeting or by electronic ballot, at least six (6)

months prior to the expiry date of the Collective Agreement. These Representatives may be referred to as "WCC Unit Representatives" as distinct from the "Area Representatives" defined elsewhere in the By-Laws.

- 12.0.1.3 The term of office of the Members of the Working Conditions Committee is from the date of election to that of the signing of a new Collective Agreement.
- 12.0.1.4 Vacancies on the Working Condition Committee will be filled within one (1) month by election from within the appropriate constituency group.
- 12.0.1.5 The Executive of the Association may suspend a Working Conditions Committee by a two-thirds vote of its full voting membership at a duly called meeting, but a vote to suspend a Working Conditions Committee must be followed within three (3) weeks by a General Meeting either to order the selection of a new Working Conditions Committee or to reinstate the original Committee.

12.0.2 Negotiating Committee

- 12.0.2.1 The Negotiating Committee shall be a sub-committee of the Working Conditions Committee.

12.0.3 Labour Management Relations Committee

- 12.0.3.1 The Labour Management Relations Committee (LMRC) shall be responsible for discussion and resolution of contractual and non-contractual issues of mutual concern to faculty and management.
- 12.0.3.2 LMRC may also serve as an appeal body for specific university policies, procedures, or decisions not covered by the collective agreement.

12.0.3.3 LMRC Representatives shall consist of:

12.0.3.3.1 The Vice-President—Negotiations and the Vice-President—Grievances

12.0.3.3.2 One Representative from each campus, elected at large

12.0.3.4 The term of office of LMRC Representatives is from the date of the signing of a new collective agreement to the signing of a subsequent collective agreement.

12.0.3.5 LMRC Representatives may recommend resolution of issues to the Executive Committee or the general membership, as appropriate.

12.0.3.6 Replacement of LMRC Representatives shall be governed by Article 8.2 of the By-Laws. The President may appoint a substitute as necessary for any LMRC meeting.

12.0.3.7 The Executive of the Association may suspend a Labour Management Relations Committee by a two-thirds vote of its full voting membership at a duly called meeting. In the event of a suspension of a Labour Management Relations Committee, a General Meeting must be called within three (3) weeks, either to uphold the suspension and elect a new Labour Management Relations Committee or to reinstate the original Committee.

12.1 The Executive Committee may establish and dissolve other Committees from the voting members, and will require reports from these Committees.

12.2 The President will assign a member of the Executive Committee to serve as a member of any committee established under By-Law 12.1.

The normal term of office for appointees to these committees shall be one year, and appointments may be renewed at the

discretion of the President.