

Bylaws and Constitution

Revised and Approved June 2, 2026

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Faculty Association Constitution and Bylaws

1. Terminology

1.1. Name and start date of the organization

The official name of this association is Bow Valley College Faculty Association. The abbreviated title of the Association is BVCFA. The BVCFA was established on July 1, 1997.

1.2. Definitions

In these bylaws:

1.2.1. Agreement or Collective Agreement means a current agreement reached between the BVCFA and the Board of Governors according to the Post-Secondary Learning Act, 2003 (current as of May 15, 2025) or its successor.

1.2.2. Meeting or Special Meeting shall refer to a meeting of the BVCFA or its committees other than the Annual General Meeting or the General Meeting.

1.2.3. Annual General Meeting (AGM) shall refer to the annual meeting held at the end of the fiscal year (prior to June 30). The General Meeting (GM) shall refer to the first meeting of the fiscal year.

1.2.4. Faculty Association (FA) means the Bow Valley College Faculty Association.

1.2.5. Board or Board of Governors means the Board of Governors of Bow Valley College.

1.2.6. Campus means all of the campuses and community learning centres of Bow Valley College.

1.2.7. College means Bow Valley College.

1.2.8. Academic in this Constitution refers to all programs of study offered at Bow Valley College.

1.2.9. Post-Secondary Learning Act, 2003 (SA 2003 cP-19.5) means the Post-Secondary Learning Act, 2003 (current as of May 15, 2025) or its successor.

1.2.10. Extraordinary Resolution means a resolution passed by a majority of not less than 75% + 1 of voting Members who are present. Notice specifying the intention to propose the resolution must have been duly given.

1.2.11. "Executive", or "Executive Officer" means an elected or appointed Member of the BVCFA Executive Committee.

1.2.12. Executive Committee means the governing body of the Association as defined elsewhere in the bylaws.

1.2.13. Professional Development (PD) means activities that enhance skills, knowledge, or effectiveness in an Executive role.

1.2.14. "Member", "General Member", or "Association Member" means an individual faculty member, and "Membership" means the membership as a whole, of the Bow Valley College Faculty Association as defined in Section 3.1 of the Bylaws.

1.2.15. An ex-officio Member has, by virtue of office or position, membership on a stated committee with all rights and privileges.

1.2.16. The Office Manager is a non-faculty employee of BVCFA.

2. Objectives

2.1. The objectives of the BVCFA shall be to:

2.1.1. Act as the representative of Members of the Faculty Association in the negotiating, monitoring, and enforcing of the terms and conditions of employment.

2.1.2. Foster standards of excellence in learning.

2.1.3. Foster an academic and social community among Members of the Faculty Association.

2.1.4. Advance and promote the academic concerns and professional interests of its Members as individuals and groups.

2.1.5. Liaise with external organizations.

2.1.6. Foster good relations between the Faculty Association, the College, the Board, and the community.

2.1.7. Promote the independence and freedom of academic thought and teaching.

2.1.8. Deal with any other matters considered by the Executive Committee to be in the interest of the Association or its Members.

3. Membership

3.1. Members of the BVCFA are designated as Faculty by the Board of Governors for the College for the duration of their appointments.

3.2. Members have the right: to attend regular and Special Meetings; to nominate individuals for office in the Association; to hold any office in the Association, elected or appointed; to receive regular communication issued by the Association; and to receive all special privileges, discounts or benefits arranged by the Association for its Members.

3.3. Membership in the Association terminates sixty (60) days after the resignation or termination of employment at Bow Valley College or, in the event of a grievance procedure being initiated by or on behalf of a Member, for sixty (60) days beyond the conclusion of the grievance procedure or any legal action arising from it.

3.4. Members shall abide by the Constitution and Bylaws of the Association.

3.5. Members shall treat all Association Executives, representatives, and employees with respect and professionalism.

3.6. In matters involving Association interactions or activities, Members are expected to act in a manner consistent with the Respectful Workplace Policy of Bow Valley College.

4. Executive Committee

4.1. Executive Committee Primary Functions

4.1.1. The Executive Committee of the BVCFA consists of the Officers of the Association as defined in Section 4.3. (below).

4.1.2. The Executive Committee calls Regular and Special Meetings of the Association as outlined in Article Five (5).

4.1.3. The Executive Committee establishes the agenda for all meetings.

4.1.4. The Executive Committee, at the Annual General Meeting or the General Meeting of the Association, presents the audited financial statements for the prior fiscal year ending June 30. Once finalized, the audited financial statements will be distributed and made accessible to all Members.

4.1.5. The Executive Committee calls by-elections or, in emergencies, appoints Members to fill vacancies in Association offices and committees.

4.1.6. Subject to any bylaws, properly enacted, amended or replaced, the Executive Committee has the power to manage, operate and direct the affairs of the Association between meetings of the Association.

4.1.7. An Executive Officer may be removed for inadequate performance at any time during their term of office. Removal of an Executive Officer requires one of the following:

(a) A majority vote of the BVCFA Membership at a Special Meeting called to consider a motion of non-confidence.
(b) A three-fourths vote of all voting Members of the Executive.

An Executive Officer is entitled to attend a meeting of the Executive Committee to address the reasons for the vote. The Executive Officer shall receive at least three (3) working days' notice of this meeting and may be accompanied by another General Member in good standing for support.

4.1.8. The Executive Committee may, from time to time, appoint any employees and agents they consider necessary to carry out the objectives of the Faculty Association. These agents and employees have the authority and responsibilities prescribed by the Executive Committee.

4.1.9. Whenever a Member requests that arbitration be pursued, the President and/or VP Operations or designate shall review the circumstances and determine whether arbitration is required. They shall consult with the other Executive Officers before making a final decision and shall bring forward a motion to proceed with arbitration. They shall also decide which, if any, third-party professionals or resources will be engaged.

4.1.10. The Executive Committee reviews and approves a proposed budget prepared by the Treasurer and/or Office Manager prior to the Annual General Meeting.

4.2. Professional Development

4.2.1. Executive Position PD Allocations

4.2.1.1. Executives who have an individual PD budget allocation may use such funds for activities directly related to their Executive duties and must receive prior approval from the President and one (1) additional Executive. Approved expenses must fall within the limits of the allocated budget.

4.2.1.2. Executives without individual PD allocations may request use of a portion of the general Executive PD funds, if available. Requests for funding from this account shall be submitted in writing and include a

clear rationale. Approval requires a two-thirds (2/3) majority vote of the remaining Executives.

4.2.1.3. For PD Requests not clearly or directly related to their Executive position, the Executive shall submit a request outlining the rationale and benefit to their Executive role. Approval requires a two-thirds (2/3) majority vote of the remaining Executives.

4.2.1.4. With prior approval, executive professional development (PD) funds may be shared with other Executive Officers to support equitable access or those with greater interest in development opportunities. All such transfers must be documented and approved by the President and the Executive Officer willing to share their PD.

4.3. The Officers of the Executive Committee:

4.3.1. President

Any Member shall be eligible to run for a position with the Bow Valley College Faculty Association. While all Members are eligible to run, the Association recommends that nominees for the position of President have prior experience on the Executive Committee.

4.3.1.1. Is the Chief Executive Officer and shall act as chair of the Executive Committee.

4.3.1.2. Is a voting Member of the Executive.

4.3.1.3. Is an ex-officio Member of all Faculty Association committees.

4.3.1.4. Is the spokesperson for the Faculty Association and is responsible for official correspondence.

4.3.1.5. Is responsible for the interpretation and application of the Constitution, and the development and implementation of Faculty Association policies and procedures, as directed by the Executive Committee.

4.3.1.6. Supervises employees of the Faculty Association, including but not limited to the Office Manager.

4.3.1.7. Is empowered to countersign approved cheques, financial transactions, and documents.

4.3.1.8. Presents an annual report to the Annual General Meeting on behalf of the Executive Committee.

4.3.1.9. Is elected for a two-year term in those years ending in an odd number.

4.3.1.10. Is responsible for making available, with reasonable expediency, copies of Executive Committee, Annual General Meeting, and General Meeting minutes to all Members of the Faculty Association, upon request.

4.3.2. Vice President of Operations and Labour

4.3.2.1. Oversees and manages labour relations matters, including Member concerns, grievances, and related issues. May seek support from other Executive Officers and/or external consultants as needed, including in situations involving a conflict of interest or perceived conflict of interest, to ensure fairness and impartiality.

4.3.2.2. Is a voting Member of the Executive.

4.3.2.3. Carries out the President's duties in their absence or assumes the office, if it becomes vacant, until a by-election can be held.

4.3.2.4. Is elected for a two-year term in those years ending in an even number.

4.3.2.5. Oversees the creation of ethics or mediation committees should an internal dispute arise or on request of the Membership.

4.3.2.6. Is responsible for logistical strike preparedness.

4.3.2.7. Is empowered to countersign approved cheques, financial transactions, and documents.

4.3.3. Vice President of Professional Affairs

4.3.3.1. Chairs the Faculty Association Professional Affairs Committee (PAC) and represents Faculty Association views to College stakeholders on Faculty professional affairs.

4.3.3.2. Reports on a regular basis to the Executive Committee and the General Membership on matters of professional affairs considered by the college committee(s) on Faculty development.

4.3.3.3. Is a voting Member of the Executive.

4.3.3.4. Is empowered to countersign approved cheques, financial transactions, and documents.

4.3.3.5. Is elected for a two-year term in those years ending in an odd number.

4.3.3.6. Submits, annually, a proposed budget for the Professional Affairs Committee to the Treasurer.

4.3.4. Vice President of Negotiations

4.3.4.1. Is a voting Member of the Executive.

4.3.4.2. Is elected for a term of two years in those years ending in an even number.

4.3.4.3. Shall serve no more than 3 consecutive or non-consecutive terms.

4.3.4.4. Is empowered to countersign approved cheques, financial transactions, and documents.

4.3.4.5. Chairs the Faculty Association Negotiations Committee (FANC).

4.3.4.6. Is responsible for organizing, coordinating, and directing the activities of the Faculty Association Negotiations Committee and the negotiations team.

4.3.4.7. Advises the Executive Committee and the General Membership on all matters concerning the negotiation and interpretation of the Collective Agreement.

4.3.4.8. Consults with the Vice President of Operations and Labour on matters of grievance and the Collective Agreement.

4.3.4.9. Receives and interprets communication from the VP of Operations and Labour regarding grievance statistics and information as it pertains to opportunities relevant to negotiations.

4.3.4.10. Submits, annually, a proposed budget for the Negotiating Committee to the Treasurer.

4.3.4.11. Files new Collective Bargaining Agreements with the Government of Alberta.

4.3.5. Vice President of Communications and Engagement

4.3.5.1. Creates awareness of opportunities and engages the General Membership with the Executive through a combination of in-person, website, blog, and social media communication.

4.3.5.2. Communicates with Executive Committees and Faculty Members to gain an understanding of their activities.

4.3.5.3. Works with Executive Committees and Faculty Members to promote upcoming events and PD opportunities.

4.3.5.4. Seeks newsletter content and contributors.

4.3.5.5. With the Office Manager, sources swag, giveaways, and donations for Member events.

4.3.5.6. With the Office Manager, promotes the Annual General Meeting, the General Meeting, and the Year-End Social.

4.3.5.7. Submits, annually, a proposed budget to the Treasurer.

4.3.5.8. Is a voting Member of the Executive.

4.3.5.9. Is elected for a two-year term in those years ending in an even number.

4.3.5.10. Is empowered to countersign approved cheques, financial transactions, and documents.

4.3.6. Treasurer

4.3.6.1. Compiles budgets provided by the Executive Committee and presents a preliminary budget to the Executive for approval.

4.3.6.2. Reviews, with the Office Manager, financial transactions once every two months for completeness and prepares financial reports prior to the annual third-party audit.

4.3.6.3. Presents results of the third-party audit and financial reports (4.3.6.2) to the Executive prior to the General Meeting or the Annual General Meeting.

4.3.6.4. Creates, with the Office Manager, an annual report and presents findings to the Faculty Association Membership at the Annual General Meeting for the fiscal year ending June 30.

4.3.6.5. Presents for ratification the proposed budget at the Annual General Meeting.

4.3.6.6. Provides information to the Membership regarding current financial standing if requested.

4.3.6.7. Is empowered to countersign approved cheques, financial transactions, and documents.

4.3.6.8. Is a voting Member of the Executive.

4.3.6.9. Is elected for a term of two years in those years ending in an odd number.

4.3.6.10. Assists the Office Manager with research and implementation of best practices and procedures.

4.3.7. Chair of Academic Council Faculty Caucus

4.3.7.1. Is a voting, ex-officio Member of the Executive.

4.3.7.2. Reports on Academic Council to the Executive.

4.3.7.3. Is elected by the Faculty Caucus of the Academic Council for a one-year term.

4.3.7.4. Reports to the Faculty Caucus on Academic Council issues/concerns raised by the Faculty Executive.

4.3.7.5. Provides training and education to their successor.

4.3.8. Past Executive

4.3.8.1. Representative of a Previous Executive.

4.3.8.2. Acts in an advisory role to the Executive, the President, and the Faculty Association.

4.3.8.3. Chairs the Election Committee.

4.3.8.4. Is a voting Member of the Executive.

4.3.8.5. Serves a term of one year or more, normally following their term on the Executive Committee.

4.3.9. Faculty Board Representative

4.3.9.1. Is an elected, non-voting, ex-officio Member of the Executive.

4.3.9.2. Duties are outlined in Article 8.3.2 below.

4.3.10. Member(s)-at-Large

4.3.10.1. Is an unofficial Member of all Faculty Association committees.

4.3.10.2. Duties are outlined in Article 8.3.3 below.

4.3.10.3. Is a non-voting Member of the Executive Committee.

4.3.10.4. Reports to the President or Vice President of the committee in which they are currently involved.

5. Meetings

5.1. Meetings of the Executive Committee

5.1.1. The President of the Faculty Association calls a meeting of the Executive Committee at least two weeks prior to any regular general meeting of the Faculty Association.

5.1.2. Special meetings of the Executive Committee may be called at the discretion of the President or any two Executive Committee Members.

5.1.3. At any meeting of the Executive Committee, a quorum equals 50% plus one.

5.1.4. Executive Officers are required to attend at least 70% of Executive Committee meetings and 50% of General Membership meetings annually. Failure to meet these requirements may result in the removal of their executive position, following section 4.1.7. Extenuating circumstances will be considered on a case-by-case basis.

5.2. Meetings of the General Membership

5.2.1. Meetings of the Faculty Association (General Membership) are to be held a minimum of two (2) times a year at the discretion of the Faculty Executive and with proper notice and circulation of the agenda at least one week in advance.

5.2.2. The Association shall hold an Annual General Meeting (AGM) no later than June 30 of each year.

5.2.3. At the Annual General Meeting, an annual report is presented by the outgoing Executive (President and three Vice Presidents of Standing Committees).

5.2.4. The completed audited financial statements of the prior fiscal year, ending June 30, will be presented to the Membership at either the General Meeting or Annual General Meeting.

5.2.5. An outside auditor proposed by the Executive Committee will be approved.

5.2.6. The newly elected officers are introduced and assume their respective offices at the start of the fiscal year (July 1) or the beginning of September at the latest.

5.2.7. A proposed annual budget will be presented for ratification.

5.3. Special Meetings

5.3.1. Special Meetings of the Faculty Association are called at the discretion of the Executive Committee, provided that notice of at least forty-eight (48) hours has been given to the Members of the Association.

5.3.2. Special Meetings of the Faculty Association are also called upon a request to the President signed by at least fifteen (15) Association Members.

5.3.3. The quorum for any General or Special Meeting is twenty-five (25) voting Members.

5.4. Rules of Order

5.4.1. The proceedings of the Faculty Association shall be governed by Robert's Rules of Order, twelfth edition, or its successor.

6. Nominations and Elections

6.1. Nominations

6.1.1. Nominations must be submitted in forms approved by the Executive Committee and received at the Faculty Association office by 4:00 p.m., physically or electronically, a minimum of five (5) working days prior to the start date of the election.

6.1.2. Nominations must be signed by three (3) Association Members and have the written consent of the nominee.

6.2. Elections

6.2.1. Officers of the Faculty Association are elected via electronic vote or in-person paper ballot, either prior to or during the Annual General Meeting. The exception being the Faculty Member nominated by Membership as the Faculty Representative on the Board of Governors. Following the election, this position must be approved by the Minister of Advanced Education. All elected Officers shall assume their roles on July 1.

6.2.2. The voting period for an electronic election will be five (5) working days.

6.2.3. In elections ending in an even year, elections are held for the Vice President of Operations and Labour, the Vice President of Negotiations, and the Vice President of Communications and Engagement.

6.2.4. In elections ending in an odd year, elections are held for the President, the Vice President of Professional Affairs, and the Treasurer.

6.2.5. Every year, elections are held for outgoing Academic Council Faculty representatives, that is, those whose two-year term has expired.

6.2.6. The Faculty nominee to the Board of Governors shall be elected upon the expiry of the ministerial appointment of the incumbent. The nominee shall be recommended to the Minister of Advanced Education.

6.2.7. The Executive Committee may elect up to two (2) outgoing Members to serve as Past Executives. Normally, only those finishing a term on the current Executive are eligible for these positions; however, if no outgoing Member is available to fill the vacancy, the Executive Committee may appoint a prior Executive Officer to the role.

6.2.8. No Member may hold more than one office simultaneously on the Executive Committee unless there are exceptional circumstances subject to the approval of the BVCFA Executive Committee.

6.2.9. No Member may serve more than three full consecutive terms in the same office unless there are exceptional circumstances subject to the approval of the BVCFA Executive Committee.

6.2.10. All elections will be conducted by approved physical or electronic ballot. A candidate shall be declared elected to any position when the candidate has received the largest number of votes or ballots by Members eligible to vote, or the candidate has been acclaimed.

7. Voting

7.1. Voting at a meeting will be by a show of hands unless an electronic or secret ballot is called for by the constitution and bylaws or unless, by motion, a secret or electronic ballot is required or requested.

7.2. In any vote, a simple majority shall be required to carry a motion, with the exception of an Extraordinary Resolution presented at the Annual General Meeting, which requires three-fourths (3/4) majority of those present and eligible to vote. A majority means 50% plus 1 or 75% plus 1 for an Extraordinary Resolution of the eligible voters present, excluding the chair, who has no vote.

7.3. Write-in or electronic votes, if approved by the Executive Committee, are accepted for purposes of voting on: (a) for the election of Officers and Committee Members; (b) amendments to the Constitution and Bylaws; and (c) such other important matters that the Executive may direct. With the use of electronic voting platforms, the Association will preferably collect responses by verified email voting rather than a generic link.

7.4. All Members of the Faculty Association have a full vote in all Association voting matters.

7.5. Candidates shall be entitled to appoint a scrutineer for the period of balloting and the counting of ballots.

8. Committees

Committees include Ad Hoc, Standing Committees, Faculty Representatives on College Committees, and the Board of Governors.

8.1. Ad Hoc Committees

8.1.1. The Faculty Association may elect or appoint ad hoc committees as required to carry out the objectives of the Association. All ad hoc committees are responsible to the Executive and shall be required to attend such meetings and give such reports as directed by the Executive Committee.

8.2. Standing Committees

8.2.1. The Faculty Association Negotiations Committee (FANC)

8.2.1.1. Consists of the Chair, who is the Vice President of Negotiations, and Members, who represent the diverse interests of the Membership.

8.2.1.2. Advises and assists the Executive Committee in all matters of negotiating policy.

8.2.1.3. Recommends to the Executive Committee the makeup of the Negotiations Team who will negotiate on behalf of the Faculty Association.

8.2.1.4. Advises the Negotiations Team in all matters involving negotiations.

8.2.1.5. Reports to the Executive and to the Membership of the Association at times and in a manner as directed by the Executive Committee.

8.2.1.6. Recommends acceptance or rejection of any proposed memorandum of agreement to the Membership but cannot bind the Association to any settlement or Collective Agreement.

8.2.2. The Faculty Association Professional Affairs Committee (PAC)

8.2.2.1. Consists of the Chair, who is the Vice President of Professional Affairs, and Members, who represent the diverse interests of the Membership.

8.2.2.2. Provides a forum for discussing matters that affect the quality of teaching and learning and the professional needs of the individual Members of the Bow Valley College Faculty.

8.2.2.3. Develops positions and recommendations relating to professional needs and opportunities of Faculty Members.

8.2.2.4. Communicates the professional concerns of Faculty Members.

8.2.2.5. Facilitates the development of professional policies and procedures that protect Members and encourage professionalism.

8.2.2.6. Develops and provides direction for Bow Valley College's Faculty professional support networks.

8.2.2.7. Acts as an advocate for quality education and for the professional development of Faculty Members.

8.3. Representatives on College Committees and Board of Governors

8.3.1. Academic Council

8.3.1.1. There are seven Faculty representatives, with an additional two alternate positions, on Academic Council, one of whom is the Chair of the Faculty Caucus and represents the Faculty Caucus on the Executive Committee.

8.3.1.2. The Chair of the Faculty Caucus shall be elected annually by the Faculty Caucus.

8.3.1.3. Every year elections are held for outgoing Academic Council Faculty representatives, that is, those whose two-year term has expired. In years ending in an odd number, elections will be held for three (3) representatives; in years ending in an even number, elections will be held for four (4) representatives.

8.3.1.4. Faculty representatives on Academic Council will serve for a term of two years.

8.3.2. Faculty Representative on the Board of Governors

8.3.2.1. Is elected by the Faculty Association and, pursuant to the Post-Secondary Learning Act, 2003 (SA 2003 cP-19.5), is recommended for approval to the Minister by letter from the President and the Board of Governors to serve as the Faculty Member on the Board.

8.3.2.2. Reports to regular or Special meetings of the Association and the Executive on deliberations of the Board as they affect the Association's interests.

8.3.2.3. Acts as a Faculty Representative on the Board, promoting Association and Faculty interests.

8.3.2.4. The Faculty Association's nominee to the Board of Governors is nominated: (a) for a two-to-three-year term; (b) notwithstanding Article 6.2.8 of the Constitution, shall not serve for more than two terms or six consecutive years.

8.3.3. Member(s)-at-Large

8.3.3.1. Up to three (3) individuals may be appointed by the voting Members of the current Faculty Association Executive (through the recommendation of the Membership) in the first meeting of the academic year (September) to act as Member(s)-at-Large.

8.3.3.2. Report to regular or Special meetings, or committee meetings of the Association as representatives of the Membership.

8.3.3.3. Participate in the activities of the Association on a variety of levels as a liaison, representative or initiator of actions on behalf of the Membership.

8.3.3.4. Are encouraged to attend open sessions of the Board of Governors and Academic Council.

8.3.3.5. Shall serve for a period of one year and may serve for up to 3 consecutive years. Alternatively, a Member(s)-at-Large may choose to run for an elected position at any time.

9. Financial

9.1. Financial Matters

9.1.1. The proposed budget for the coming year shall be made available by hard copy in the Faculty office and distributed to the Membership via email at least one (1) week prior to the Annual General Meeting.

9.1.2. The Executive Committee is empowered to meet all financial obligations within the budget limits as approved by the Faculty Association.

9.1.3. The Executive Committee may, by approval of an Extraordinary Resolution, borrow, raise, or secure the payment of money necessary to carry out the objectives of the Faculty Association.

9.1.4. Any proposed budget where anticipated expenses are greater than the anticipated revenues will require passage of an Extraordinary Resolution.

9.1.5. Motions requiring the expenditure of $2000 or more, where that amount has not been previously approved in the budget, require approval by an Extraordinary Resolution.

9.1.6. Officers of the Executive Committee and Members of other Association Committees may be reimbursed for normal and reasonable expenses incurred in the performance of authorized Association duties, upon submission of expense claims and approval of the Executive Committee or the Association.

9.1.7. Faculty Association dues are intended for the operations of the Faculty Association. The dues collected do not in any way belong to the Faculty Association Executive Officers or Employees.

9.1.8. Surplus funds will be held as a defense fund in low-risk, protected accounts (e.g., GIC's) and will be used to cover unbudgeted bargaining and Member service expenses, including:

a) Arbitrations associated with grievances or bargaining; and,

b) Strike or lockout pay and benefits, including employer health benefits withheld by the employer; and,

c) Other strike or lockout related costs, including but not limited to off-campus operations, consulting, and campaigns; and,

d) Other unbudgeted costs related to bargaining or Member services, including but not limited to legal and consulting fees.

Expenditures used outside of the annual budgeted operating costs shall be approved by the Executive. The Treasurer shall report any such expenditure at the next General Meeting, indicating whether it was used for bargaining or member services.

9.2. Honoraria

9.2.1. Officers of the Executive Committee are entitled to a semi-annual honoraria.

9.2.2. In the event an Officer of the Executive Committee withdraws from the position or does not fulfill the term, the honoraria will be prorated on a per-month basis.

9.2.3. BVCFA and its Executive Committee reserve the right, by vote, to withhold or prorate honoraria if an officer's duties and expectations are not being met, including, but not limited to, failure to attend at least 70% of Executive Committee meetings. Extenuating circumstances will be considered on a case-by-case basis.

9.3. Release Time

9.3.1. President Release Time: The President shall be entitled to a 50% release from their faculty position to perform the duties of the Association. At the discretion of the Executive Committee, this 50% release may be split between the President and another Executive position to ensure balanced operational support for the Association.

9.3.2. VP Negotiations Release Time: In years where the Association is actively engaged in collective bargaining, the VP Negotiations shall be entitled to an increased level of release time. This enhanced release is intended to accommodate the significant time commitments required for research, preparation, and attendance at the bargaining table. The release amount shall be determined by the Executive Committee prior to an upcoming bargaining year, at the time the budget is being set for the following year.

9.3.3. Executive Release Time: Any Member of the Faculty Executive may request temporary release time for specific hours taken away from their faculty duties to engage in essential BVCFA work. Such requests must be submitted to the Executive Committee for consideration and will align with the budgeted allotment for release time.

9.4. Faculty Dues Assessment:

9.4.1. Dues for Faculty Members are at the rate of 1% of gross salary.

9.4.2. For Faculty Members on leave of absence, the rate of 0.5% of gross salary.

9.4.3. Members on leave without pay or who are seconded may maintain Membership by paying the Association dues and assessments as stipulated in Sec. 9.4.1.

9.4.4. Dues for Members on Long Term Disability (LTD) leave shall be waived commencing on the first day of LTD leave and thereafter for the duration of the leave period.

10. Amendment and Special Resolution

10.1. The Constitution and Bylaws of the Association may be enacted, amended, or repealed at any General Meeting by Extraordinary Resolution, provided that proper notice has been given and there is quorum.

11. Ratification of Proposed Collective Agreements

11.1. The proposed terms and conditions of employment will be mailed electronically or otherwise to all Faculty Association Members for review prior to a ratification vote by secret or electronic ballot. It is suggested that a ballot be included with the distribution of the proposed agreement in order to expedite the voting.

11.2. A Special Meeting will be held, approximately one week after the distribution of the proposed agreement and prior to voting, to present and discuss the proposed agreement. This may take place at either the GM or AGM, should time allow. Members will have five (5) working days from the date of this meeting to return their completed electronic or paper ballots to the Faculty Association.

11.3. Ratification is achieved when the proposals have been adopted by 50% plus 1 of the votes cast.

12. Wind-Up and Dissolution

12.1. In the event the Faculty Association is wound up or dissolved during the course of its ordinary business, all its assets, after payment of its liabilities, shall be distributed in one of the following ways, or in a combination thereof:

12.1.1. Disposition of the assets (or portion thereof) pro rata to the current Members.

12.1.2. Assignment of the assets to a successor Faculty Association or to another organization designated by the Members.

12.1.3. Deed of trust to a person or corporation as designated by the Members to be held on terms approved by the Members.

12.2. Voluntary wind-up of the dissolution shall follow the same procedural provisions (notice, quorum, voting procedures, etc.) that apply to the Annual General Meeting.

12.3. In the event of the Faculty Association's impending involuntary wind-up or dissolution as a result of legislation, regulation, or ministerial policy, all of its assets, after payment of its liabilities, shall be distributed as per section 12.1 above.

12.4. In the event of impending involuntary wind-up, the Officers of the Faculty Association shall be specifically empowered to convene an emergency meeting upon 48 hours' written notice. The quorum requirement shall be a simple majority of those Members present at the meeting. At this meeting, the Officers shall put forward the evidence prompting their action in calling a Special Meeting for the purposes of dissolving the Association and distributing its assets.