

UOIT Faculty Association Policy and Procedures on Amendments to the Constitution and Bylaws

Recommended by Governance Committee: 12 October 2016

Approved by Executive Committee: 20 October 2016

Preamble:

Amendments to the Constitution and Bylaws are governed by Article 14.1 and 14.2 of the Constitution respectively. These Articles required that the Secretary circulate any proposed amendments to the membership at least 15 days before the meeting at which they are to be voted on for approval. The Executive Committee, its members and Association Committees also have duties spelled out in Articles 6 and 11.

Policy:

Motions can come from any member of the Association, however sufficient time is required for the Secretary and staff to process any amendments submitted, for the Executive and any other relevant Association Committees to review the proposals. If a proposed amendment has financial implications, it is to go to the Treasurer as well. The relevant committees and individuals shall be able to make recommendations to the proposer and ultimately to the membership on those proposals; however, any changes to the proposed amendments can only be made with the agreement of the proposer before the 15 days' notice provided for in Article 14, or once they are moved and seconded at the membership meeting in accordance with the Rules of Order.

Procedure:

Submission to the Secretary:

Constitutional and Bylaw amendments are normally to be provided by the proposer to the Secretary (or Secretary/Treasurer for amendments with financial implications) and with a copy to the Association Executive Assistant in hardcopy and/or via email (office@uoitfa.ca) at least 30 days before the membership meeting that they are to be considered. If the office is closed on that day, e.g. a weekend, then it would be the day before that closure.

Review and revision of the Proposals:

The Secretary will ensure that all proposals received will be forwarded to the Association Governance Committee which shall review them and consider making recommendations to the proposer. These recommendations may include requests to consider changes and/or further information regarding:

- Consistency with other parts of the constitution or bylaws
- Consistency with legislation
- Consistency with our affiliations
- Improvements in language
- Additional details on the rationale and justification for the proposal
- Other issues the committee may determine to be significant

The proposer shall have the sole right to consider making changes or not based on this feedback, or to withdraw the proposal entirely. Indication that no changes will be made, or failure to respond with a modified proposal or a request to withdraw the proposal within 16 days of the membership meeting at which they are to be considered, will mean that the original proposal will be provided as per Article 14.1 or 14.2.

Recommendations to the Membership:

The Governance Committee shall normally provide a recommendation to the Executive Committee as to whether each amendment should be supported or not supported by the Executive Committee in sufficient time for the Executive Committee to consider the amendment and make its recommendation to the Membership.

For amendments that have financial implications, the Treasurer may choose to consult with the Finance Committee, and will also make a recommendation to the Executive Committee.

The Executive Committee will consider and report the Governance Committee's and the Treasurer's recommendations in making its recommendation to the Membership. This recommendation can be in writing or verbally given at the membership meeting.