* **Executive Committee membership**

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| --- | --- | --- |
|  | Voting\* | Position |
| 1 | \* | President |
| 2 | \* | Vice-President Academic |
| 3 | \* | Vice-President Administrative, Professional and Technical (APT) |
| 4 | \* | Grievance officer |
| 5 | \* | Treasurer |
| 6 | \* | Equity Officer |
| 7 | \* | Member at large (Academic) |
| 8 | \* | Member at large (APT) |
| 9 |  | URFA Executive Director (Ex-officio) |

* **Quorum**

Quorum for meetings of the EC shall be a minimum of three (3) Officers.

* **Term**

The term of office for the Officer positions of President, Vice-President (Academic), Vice-President (APT) and Treasurer shall normally commence on May 1 and continue for two (2) years, through to April 30. For the first election period, if the President elected is an academic member, the Vice-President (Academic) will serve only a one (1) year term; if the President elected is an administrative, professional and technical member, the Vice-President (APT) will serve only a one (1) year term.

* **Mandate**

Executive Committee (EC) is responsible and accountable for managing the affairs and business of the University of Regina Faculty Association (URFA or Association) in ensuring the Association strives towards its stated purpose and objectives.

* **Frequency of meeting**s **and minutes**

The EC shall meet at least monthly unless a quorum is not available. EC shall maintain minutes of its meetings. Copies of the Minutes shall be made available to the Council of Representatives

* **Committee reports to**

The EC is accountable to URFA members.

Copies of EC minutes shall be made available to the Council of Representatives.

* **Frequency of Reports**

Two (2) general meetings of the membership of the Association shall be held in each year; one in the winter semester and one in the fall semester. Special meetings may be called at EC discretion.

* **Terms of Reference**

Without limiting the generality of the foregoing, the EC shall be empowered:

a) to conduct negotiations with the University Board of Governors and the Boards of Regents or Governors of the Federated Colleges in matters of employer-employee relations and such other matters as may be required for the attainment of the objectives of the Association;

b) to participate on behalf of the Association in joint and common action with the Saskatchewan Association of University Teachers, or the University of Saskatchewan Faculty Association in matters deemed to be of common interest by those Associations;

c) to investigate and report on any matters of interest to the Association;

d) to request the services of any member of the Association to assist in matters where special or technical knowledge is required;

e) to review and approve the Association’s annual budget, financial statements and audited financial statements;

f) to collect such annual fees and other levies as may be required by the Bylaws of the Association for the expenses of the Association;

g) to engage such employees as it determines necessary to assist in carrying out the work of the Association;

h) to establish such committees as it shall deem appropriate to assist in carrying out its responsibilities, to delegate to such committees such powers as it shall deem necessary for the implementation of its policies, and to appoint to such committees any person who normally will be a member or honorary member of the Association; and,

i) to refer such matters to the Council of Representatives as it deems appropriate and/or necessary.

* **Duties**

The President or the President’s designate shall:

a) supervise the general management of the affairs of the Association including providing direction to the Executive Director;

b) be the Chief Spokesperson of the Association;

c) preside at all meetings of the Association;

d) preside at all meetings of the Executive and the Council of Representatives;

e) set the agenda and send notices for meetings of the Executive Committee and the general membership;

f) process the correspondence of the Association; and,

g) perform such other duties as may be required by the Association, Executive Committee, or Council of Representatives.

The Vice-Presidents shall:

a) perform the duties of the President as designated during the President's temporary absence or disability. In the event that the President refuses to act and/or fails to designate an Officer to act, the Vice-President from the same constituency as the President shall perform these duties during the absence of the Chair, or in the absence of both the President and this Vice-President, the remaining Vice-President shall perform these duties; and,

b) perform such other duties as may be required by the President, the Executive Committee or the Council of Representatives.

The Treasurer shall:

a) be responsible for the care and custody of the funds and assets of the Association;

b) present an account of the Association's finances to each meeting of the Executive and to the Association’s general meetings;

c) maintain books of account and make these available to the members of the Association on request;

d) maintain the membership list;

e) preside at meetings of the Finance Committee;

f) oversee the maintenance of the minute books of the Association, the Executive Committee and the Council of Representatives; and,

g) perform such other duties as may be required by the Executive Committee including but not limited to fulfilling the role of President of the Association in the event the President and the Vice-Presidents are unable to do so.

The Equity Officer shall:

a) supervise the general operation of the Equity Committee;

b) preside at meetings of the Equity Committee;

c) set the agenda and send notices for meetings of the Equity Committee;

d) process correspondence on behalf of the Equity Committee;

e) report to the Executive Committee on behalf of the Equity Committee; and,

f) perform such other duties as may be required by the Executive Committee and the Equity Committee Terms of Reference.

The Grievance Officer shall:

a) supervise the general operation of the Grievance Committee;

b) preside at meetings of the Grievance Committee;

c) set the agenda and send notices for meetings of the Grievance Committee;

d) process correspondence on behalf of the Grievance Committee;

e) report to the Executive Committee on behalf of the Grievance Committee; and,

g) perform such other duties as may be required by the Executive Committee and the Grievance Committee Terms of Reference.

* **Vacancies**

If, during the term for which an Officer has been elected, an Officer is unable to fulfil his or her duties for more than one-half of the term, the Executive Committee shall nominate a new Officer, and an election shall be held among the membership of the Association entitled to vote for the Officer. If the period for which the Officer is unable to fulfil his or her duties is less than one-half of the term, the Executive Committee shall appoint one of the elected members to the Council of Representatives to fill the vacant Officer position.

Any vacancy on the Executive Committee, except for a vacancy to the office(s) of Equity Officer, Member-at-Large (Academic) or Member-at-Large (APT), resulting from resignation, death or any other cause, may be filled by appointment by the Executive Committee. Executive Committee vacancies to the offices of Equity Officer, Member-at-Large (Academic) or Member-at-Large (APT) shall be filled by appointment by the Council of Representatives. The member(s) so appointed shall hold office until midnight of the 30th day of April following this appointment. At the first election of the Executive Committee, following the resignation, death, or other cause creating such vacancy, a member of the Association shall be elected by the membership in whole or in part as specified in the election provisions to fill the vacancy created by the resignation, death or other cause.

* **Removal**

Removal of an Officer. The EC may call a meeting of the general membership, or an Officer’s constituency as the case may be, by resolution approved by two-thirds of the membership of the EC, to consider removal of an Officer. The removal of an Officer at a meeting duly called for such purpose requires a resolution passed by a two-thirds majority of the constituency members in attendance at said meeting, with a meeting quorum constituting twenty-five (25) constituency members or five percent (5%) of the constituency, whichever is the lesser number.

The members of an Association constituency may remove their member of the EC by resolution passed by a two-thirds majority of the constituency members in attendance at a meeting duly called for such purpose, with a meeting quorum constituting twenty-five (25) constituency members or five percent (5%) of the constituency, whichever is the lesser number.

* **Frequency to review the EC Terms of Reference**

The EC shall review its Terms of Reference, at minimum, annually.

Last revised December 5, 2014