

**SOUTHERN ALBERTA INSTITUTE OF TECHNOLOGY**

**ACADEMIC FACULTY ASSOCIATION**

**(SAIT ACADEMIC FACULTY ASSOCIATION/SAFA)**

**POLICIES**

**REVISED May 2023**

## Contents

8.04.06.01 Strategic Goals of SAFA .....	2
8.04.06.02 Financial Affairs of SAFA.....	2
8.04.06.03 Duties of Employees and Officers of SAFA .....	3
8.04.06.04 Collective Bargaining .....	3
8.04.06.05 Grievance Handling and Other Member Services .....	4
8.04.06.06 Meeting Procedures .....	5
8.04.06.07 Human Resources .....	8
8.04.06.08 Release Time and Compensation .....	8
8.04.06.09 Records and Reports.....	8
8.04.06.10 Elections and By-elections .....	9
8.04.06.11 Code of Conduct .....	12
8.04.06.12 Voting procedures .....	12
8.04.06.13 SAFA Committees .....	12
8.04.06.14 Trials & Charges Process.....	15

## POLICIES

### 8.04.06.01 Strategic Goals of SAFA

Strategic Goals will be set by the Table Officers to be adopted by Executive Board

### 8.04.06.02 Financial Affairs of SAFA

- 8.04.06.02.01 The Executive Members shall be empowered to sign cheques on behalf of the Association; President; Secretary-Treasurer and one (1) designated Executive Member. Two (2) signatures, one of which must be the Secretary -Treasurer, shall be required on any document, cheque or otherwise, authorizing the transfer or expenditure of funds. The signing officers of the Association (the President, Secretary-Treasurer and one (1) designated Executive Member) shall be bondable and bonded.
- 8.04.06.02.02 The financial accounts of SAFA shall be proven correct each year by the application of an independent audit to coincide with the Association's fiscal year-end to provide all members with an audited financial statement at the Annual General Meeting.
- a. The auditor appointed by the Executive shall be from a reputable company with extensive auditing experience with non-profit societies. Selection of this auditor shall be voted on at the Annual General Meeting.
  - b. Written instructions must be given to the auditor by the Executive and not by the person(s) that do the record keeping.
- 8.04.06.02.03 Secretary-Treasurer's financial duties and responsibilities:
- a. All deposits, transfers funds, receiving or picking up of statements, signing authority documents and back reconciliations shall be done directly by the Secretary-Treasurer or in his/her absence, a Member of the SAFA Executive.
  - b. Bank statements, reconciliation and report, and SAFA month-end statement shall be promptly reviewed, dated, and signed by the Secretary- Treasurer or in his/her absence, a Member of the SAFA Executive.
  - c. Secretary-Treasurer shall review and initial the petty cash balance sheet whenever a petty cash cheque is issued.
- 8.04.06.02.04 Internal Financial Control Procedure
- a. Internal control procedures must be in place to enable the auditor, Secretary-Treasurer, and SAFA Executive to determine if irregularities are occurring.
  - b. Cheques shall be completed as to payee, dates, amount and attached to the invoice being paid before first and second signatures. Invoices should be stamped paid when cheques are made out with the cheque number clearly indicated on the invoice.

- c. Cheque stubs shall clearly indicate payee, date, amount and invoice number or petty cash.
- d. Petty cash may only be paid out when supporting receipts or invoices accompany expense claims.
- e. Petty cash float shall be spot-checked monthly.
- f. Each new Executive Committee shall decide on the designation of the third (3rd) signing authority.
- g. If the Secretary-Treasurer is not doing the bookkeeping, it is his/her responsibility to report to the Executive that the above procedures are all being followed.
- h. SAFA signing Officers are authorized to have a \$5,000 overdraft protection on SAFA's chequing account.

#### 8.04.06.02.05 Donations

SAFA shall donate monies to various campus sporting event groups in the amount of \$10.00 per actual SAFA participant, upon application to and subject to the approval of the SAFA Table Officers.

### 8.04.06.03 Duties of Employees and Officers of SAFA

8.04.06.03.01 As stated in Bylaw 8.05: The Executive Board shall hire all employees of SAFA. All employment relationships shall be by written contracts of employment between SAFA and each employee, signed by the President on behalf of SAFA, and by the employee. The Executive Board only shall decide if, when, and how SAFA will lawfully terminate employment contracts to which SAFA is a party.

8.04.06.03.02 Employees are subject to the Role description and the terms of their employment contracts.

### 8.04.06.04 Collective Bargaining

8.04.06.04.01 The standing Association Negotiating Committee (the "Negotiating Committee") shall be formed as per Bylaw 10.01:

- a. Appointment of individuals: The Executive Board shall appoint members of the Negotiating Committee.
- b. Terms: The term of office shall commence prior to the nominal expiry of the current collective agreement and ends with the appointment of successor individuals to the Negotiating Committee for the subsequent round of collective bargaining.
- c. Composition: The Negotiating Committee may consist of Members and/or Non-Members at the discretion of the Executive Board. The Committee shall have at least three (3) Members in good standing. The Executive Board shall designate an appointed individual to serve as Chair of the Negotiating Committee.
- d. As well, when matters pertaining to a subset of the membership (Librarians, Counsellors, Educational Developers, Contingent faculty, etc.) are to be negotiated, and whenever

circumstances permit, the Executive Board may appoint one representative member from that subset to serve as a resource person to the Negotiating Committee.

e. Functions:

The Negotiating Committee must:

- i. Consult with and take instruction from the Executive Board on all matters of negotiating policy.
- ii. Regularly consult with and take instruction from the Executive Board as to general strategy and response in principle to proposals from the Board of Governors of SAIT (BGSAIT).

Consult with Membership for the bargaining proposals to be exchanged with the BGSAIT at a General or Special Meeting, on or before February 1 of the negotiating year.

- iii. Present proposed collective agreement language to the Executive Board for approval.
- iv. With the approval of the Executive Board, represent SAFA in the event of interest arbitration.

f. The Negotiating Committee shall receive an honorarium.

#### 8.04.06.04.02 Ratification of a Collective Agreement

If the Executive Board approves proposed collective agreement amendments or renewals agreed to by the BGSAIT, the proposed collective agreement amendments or renewals will be presented to the membership pursuant to Constitution section 8.07, for ratification.

### 8.04.06.05 Grievance Handling and Other Member Services

8.04.06.05.01 The standing Association Grievance Committee (the "Grievance Committee") is established as outlined in policy 8.04.06.13.

#### 8.04.06.05.02 SAFA Grievance Approval Process

- a. Internal grievance – Level 1 and 2 – require approval of the Association in order to advance. The Association President or the Association LRO may approve to advance a grievance. This approval will not be unreasonably withheld.
- b. External grievance - Level 3 – Arbitration Board. These grievances require approval of the Association to advance. This approval will not be unreasonably withheld.
- c. The Table Officers shall determine if the grievance is approved to continue to Arbitration at their regularly scheduled meeting.
  - i. The Association will endeavor to obtain a legal opinion as to the viability of the grievance for arbitration.
  - ii. The Association will share a summary of the legal opinion with the grievor in advance of any hearing. A full copy of the legal opinion will be made available at SAFA's office by appointment; however, no copy will be provided, or photographs allowed as it may contain personal information of other individuals.

- iii. The grievor shall be provided 2 weeks notice of the date and time of this meeting. The grievor may request additional time to prepare. Approval of such a request will not be unreasonably withheld.
- iv. The Table Officers will make its decision after reviewing the same summary as has been provided to the grievor.
- v. The grievor may attend that meeting to make a presentation or provide a written submission.
- vi. In the absence of either a presentation or submission, the Table Officers will rely on the legal opinion provided to SAFA to make their decision.

### 8.04.06.06 Meeting Procedures

8.04.06.06.01 As established in Bylaw 8.04, this section shall include procedures, including schedules, notices, and agendas, for Annual General Membership Meetings, Special Membership Meetings, Executive Board Meetings, and Table Officer Meetings.

8.04.06.06.02 Annual General Meeting (AGM)

- a. The conduct of business at meetings of the Association shall be governed by the most recent edition of Robert's Rules of Order.
- b. General Membership Meetings shall be called at the discretion of the Executive Board or delegate annually ("Annual General Membership Meeting") during the month of April, May or June. Other General Membership Meetings may be called at the discretion of the Executive Board or delegate throughout the year when circumstances warrant. Quorum at General Membership Meetings is 15% of Members in good standing.

8.04.06.06.02.01 Procedure to Call Annual General Meeting

- a. Fifteen percent (15%) of the SAFA membership on each May 1st constitutes a quorum at all General Meetings held in the subsequent year. If a quorum is not present for a General Meeting, then the General Meeting is adjourned to a date up to two weeks later for the General Meeting to reconvene, and the number of Members present at the reconvened General Meeting shall constitute a quorum.
- b. The Annual General Meeting of the Association shall be held once each calendar year at a time and place in Calgary, Alberta to be determined by the Executive.
- c. At least three (3) week's written Notice of the Annual General Meeting shall be given to all Members.
- d. At least three (3) weeks prior to the Notice of the Annual General Meeting being given, a Call for Motions will be provided to all Members.
- e. At least one (1) week's written notice of a General Meeting shall be given to all Members.
- f. No General Meeting, including the Annual General Meeting, may be called during July and August.

8.04.06.06.02.02 Notice for the Annual General Meeting shall include:

- a. The agenda—this must include any proposed Motions from the Table Officers, Executive Board, or individual Members. No Motions may be made at the Annual General Meeting that have not been included in the agenda.
- b. The proposed budget and dues assessment.
- c. The Business for the Annual General Meeting, which shall include:
  - i. An independent review of the financial statement for the previous fiscal year with audit at the membership’s request, by an independent external auditor.
  - ii. A statement on behalf of the outgoing Table Officers.
  - iii. Introduction of the new Executive.
  - iv. Presentation of the proposed operating and capital budget for ratification by majority vote, by secret ballot.
  - v. The adoption of Dues by a majority vote, by secret ballot; and
  - vi. Election of an independent outside auditor, such an auditor to be proposed by the Secretary-Treasurer and approved by the Table Officers.

#### 8.04.06.06.03 Procedure to Call a General Meeting

- a. The conduct of business at meetings of the Association shall be governed by the most recent edition of Robert’s Rules of Order.
- b. At all General Meetings of the Association, a simple majority of votes shall rule, except a two-thirds ( $\frac{2}{3}$ ) majority by secret ballot shall be necessary where voting concerns the amendment of the Constitution or expulsion of the President, Secretary-Treasurer, or the entire Executive.
- c. Results of a General Meeting shall be published and posted within ten (10) working days.

##### 8.04.06.06.03.01 Calling a General Meeting

- a. A General Meeting shall be called by the President:
  - i. Upon the advice or instruction of the Executive.
  - ii. Upon receipt by any Member of the SAFA Executive Committee of a petition signed by at least fifty-one percent (51%) of the Department representatives; or
  - iii. Upon receipt by the Secretary-Treasurer of a petition signed by at least fifteen percent (15%) of the Members in good standing.
- b. Such petition shall include the reasons for requiring the General Meeting.
- c. If the President fails or neglects to call a General Meeting within fourteen (14) days to be held within one (1) month of receipt of the petition, the Executive shall call the meeting and appoint a Chairperson.

##### 8.04.06.06.03.02 Notice for a General Meeting

- a. Notice for a General Meeting shall include the agenda, which shall include submitted Motions.

#### 8.04.06.06.04 Special Membership Meetings

- a. A Special Meeting may be called by the Executive to deal with any situation where it is felt that the time constraints of a General Meeting should be waived. One (1) working day's notice shall be given to the membership and shall include the agenda. The first item on the agenda shall be a statement by the SAFA President as to the reason for the special meeting. The number of Members present at the Special Meeting shall constitute a quorum.
- b. A 50% plus one majority of the Members of SAFA have the power to compel the Executive Board to bind SAFA.

#### 8.04.06.06.05 Executive Board Meetings

- a. Executive Board Meetings shall be held at the discretion of the Executive Board and/or the President between the months of October to June. Quorum at Executive Board Meetings is a fifty percent (50%) plus one (1) of the Executive Board Members, including at least (2) two Table Officers. The SAFA President shall be a tiebreaker vote only.
- b. The Executive Board includes all Members of the Table Officers, the two (2) representatives on the BGSAIT and the departmental representatives. Executive Board must include one (1) department representative for every forty (40) members or portion thereof to a maximum of two (2) representatives per department, based on an all-inclusive number of permanent and contract instructors in each department.
- c. Departmental representatives are expected to attend all Executive Board meetings. In the event of an unacceptable number of absences by a representative, a two-thirds ( $\frac{2}{3}$ ) majority of the Members present may move a resolution to advise all faculty in the representative's department of the absences and recommend that a replacement be appointed.
- d. The Executive Board shall be responsible for recommending policy to the Table Officers. All policies established by the Executive Board and adopted by the Table Officers shall remain in effect unless changed by a General Meeting. The Executive Board shall approve the budget prior to the Annual General Meeting. Executive Board must authorize expenditures above the line items approved in the budget for any fiscal year.
- e. Departmental representatives shall be responsible for channelling individual member concerns to the appropriate body.
- f. In addition to the duties herein provided, departmental representatives shall perform such additional duties as hereinafter may be required of them either by the Association or the Table Officers
- g. Executive Board Role Description:
  - i. Attend Executive Board meetings or ensure an alternate attend.
  - ii. Provide two-way communication between Executive Board and the SAFA Members in the school/ department.



- iii. Carry out requests of the Executive Board in terms of distributing information to and seeking information from the school/department.
- iv. Encourage attendance at SAFA meetings as required (Annual General Meetings, Special Meetings, Board of Governors Meetings, Negotiations Update Meetings).
- v. Provide guidance and support to Instructors with problems.
- vi. Promote faculty involvement in SAFA affairs and those issues at SAIT in which faculty should be involved.
- vii. Perform such other related duties as shall be assigned.

#### 8.04.06.06.06 Table Officers meetings

- a. The Table Officers shall receive an honorarium and expenses for services to the Association.
- b. Meetings of the Table Officers shall be held at the discretion of the Table Officers and/or the President. Quorum at the Meetings of the Table Officers is (1/2) one half of the Table Officers with either the President or Vice-President in attendance. The SAFA President shall be a tiebreaker vote only.

### 8.04.06.07 Human Resources

The Labour Relations Officer and Office Administration team report to the Table Officers as per Bylaw 8.05.

### 8.04.06.08 Release Time and Compensation

As per section 41.02 (b) in the Collective Agreement, the President shall be able to be receive release time for SAFA operations. The Table Officers shall determine the release time for the President yearly. Any release tie shall be actual release time (not overload).

### 8.04.06.09 Records and Reports

8.04.06.09.01 As per Bylaw 8.11, SAFA shall maintain minutes, books and records at its primary office location. Subject to PIPA, Members may inspect the SAFA minutes, books and records during normal business hours at SAFA's primary office location. Pursuant to PIPA general (non-Officer) Members shall not be allowed to inspect SAFA minutes, books or records when such inspection would result in the disclosure of any "personal information" collected and held for use by SAFA, including but not limited to: "personal information" of employees of SAFA; "personal information" of Members and Grievors represented by SAFA; any other individual's "personal information" collected and used by SAFA in the course of carrying out its business and affairs.

8.04.06.09.02 SAFA will maintain records of meetings for a minimum of 10 years.

## 8.04.06.10 Elections and By-elections

- 8.04.06.10.01 Election Committee shall be formed as described in 8.04.06.13.04. SAFA administrative staff will work with the Election Committee throughout the election process assisting with administrative tasks. These tasks will include, sending out communications, calling for volunteers to act as DRO's, plus any other administrative duties that arise.
- 8.04.06.10.02 The Association shall hold general elections on or before June 15 of each calendar year, of which due notice shall be given to all Members. Appointments shall also occur on or before June 15<sup>th</sup> of the calendar year in which the term ends. The new Executive shall take office on the 1st of July.
- a. During even year elections, there shall be elected a President, Secretary-Treasurer, and Executive representatives for a two (2) year term.
  - b. During odd year elections, there shall be elected the Academic faculty representatives on Academic Council for a two (2) year term.
  - c. The two (2) faculty representatives to the BGSAIT shall be appointed by the Executive Board for a two (2) year term.
    - i. On or before May 1<sup>st</sup> of the calendar year in which the term ends, the Association will give notice of the open representative position.
    - ii. Permanent full-time members in good standing shall submit a written application form to apply for the representative position.
    - iii. Interviews for selection of a Board representative may be held by the SAFA Table Officers, as needed. Final selection of the BGSAIT representative will be made by the Table Officers through a majority vote.
    - iv. A representative may serve up to three (3) consecutive full-length terms.
- 8.04.06.10.03 Election Processes
- a. The Election Committee shall work with the SAFA administrative staff to:
    - i. At least four (4) weeks in advance of an election, the election committee will ensure that the membership list updated.
    - ii. Inform Members of the Association at least one (1) month in advance of the annual election of the positions to be filled and of the election procedure to be followed.
    - iii. Receive all nominations and to ensure that proper procedures have been followed.
    - iv. Advise at least one (1) week in advance of the first advance poll, the list of candidates to the Members.
    - v. Solicit nominations, in consultation with the Executive Board, from the membership in the event of no nominations being received for a position or positions; and

- vi. Prepare and present the ballots to the Chairperson of the Election Committee forty-eight (48) hours before the election.
- vii. Publish election results within ten (10) working days of Election Day.

#### 8.04.06.10.04 Nominations

- a. The Members of the Association shall nominate candidates from their ranks to fill upcoming vacancies for Association President, Secretary-Treasurer, Table Officers, Executive Board and Academic Council.
- b. Nominations shall be made in writing and will require the sponsorship of at least three (3) Members of the Association eligible to vote for the nominee, and the consent of the candidate on the form.
- c. Nominations Timing: Nominations may be made at any time up to ten (10) days prior to the first advance poll.
- d. Nominations Process
  - i. Only full-time and part-time permanent salaried Members can accept nomination and election for positions of SAFA President and Secretary/Treasurer and this information shall be included on nomination forms for elections. Any SAFA member in good standing can accept nomination for all other elected positions.
  - ii. Nominations shall be made in writing and will require the sponsorship of at least three (3) Members of the Association eligible to vote for the nominee, and the consent of the candidate on the form.

#### 8.04.06.10.05 Voting Procedure for Elections

- a. Voting shall be by secret ballot under the supervision of the Chairperson of the Election Committee.
- b. Election Hours
  - i. An advance poll will be held at the SAFA office on the sixth (6th) and thirteenth (13th) business days prior to Election Day. The advance poll will be open from 10:00 to 4:00 pm (6 hours) on each day.
  - ii. Election will be open from 10:00 am to 4:00 pm (6 hours) on Election Day.
- c. Collected ballots will be counted by two (2) returning officers as soon as possible after the vote. Electronic ballots will be supervised during the vote and tabulation by two (2) returning officers as soon as possible after the vote.

#### 8.04.06.10.06 Voting for Elected Positions

- a. In the case of a single candidate for an Elected Position, they will be elected by acclamation. In the case of two (2) or more candidates the winner shall be decided by majority vote.
- b. In the event of a tie vote, a recount of the votes will be carried out by two (2) SAFA Members other than the two (2) original returning officers.

- c. In the event of a tie vote from (b), SAFA Members will be invited to participate in a vote selecting from among the tied candidates which is to take place in the SAFA office within seven (7) business days between 10:30 and 4:30 pm.
- d. In the event of a tie vote from (b) and (c), a meeting of Executive Board will be called when Executive Board Members will vote for the candidates. The candidates involved in the vote will be excluded from this vote.

#### 8.04.06.10.06.01 Voting for Table Officers

- a. The Association President, Secretary-Treasurer, and Table Officers shall be elected for a two (2) year term by majority vote.
- b. Table Officers divisional representatives shall be elected by Members in their division. Each division shall have two (2) representatives except division V will have one (1) representative.
- c. The divisions are defined in 8.04.06.10.07.
- d. The representative of the previous year (Past Representative) shall be elected by the outgoing Table Officers at the first Table Officers meeting after the election.
- e. There shall be no limit on the number of consecutive full terms in the same position.
- f. If a vacant position exists, the Table Officers shall appoint a representative.

#### 8.04.06.10.06.02 Voting for Executive Board Representatives

- a. Members of the Executive Board shall be elected by majority vote.
- b. Executive Board departmental representatives shall be elected for a two (2) year term by each department. Each department shall have one representative and one alternate for each forty (40) members or portion thereof to a maximum of two (2) representatives per department, based on an all-inclusive number of Members in each department.
- c. The term of the Executive Board shall be two (2) years and there shall be no limit on the number of consecutive full terms in the same position.
- d. Mid-Term Executive Board position vacancies shall be filled through appointment or by-election, to be determined through the Table Officers.

#### 8.04.06.10.06.03 Voting for Academic Council Representatives

- a. Members of Academic Council shall be elected by majority vote.
- b. Academic faculty representatives on Academic Council shall be elected on a divisional basis for two (2) year terms, or one (1) year if replacing a member. Each of the five (5) divisions shall have a representative on Academic Council. Academic Council Representatives of not more than ten (10) will be elected.

#### 8.04.06.10.07 Departments & Divisions

DIVISION I: School of Construction, School of Manufacturing and Automation, & School of Transportation

- DIVISION II: School for Advanced Digital technology, MacPhail School of Energy
- DIVISION III: School of Business, School of Hospitality & Tourism
- DIVISION IV: Academic Services; Student Services; School of Health & Public Safety; Centre for Academic Development and Innovation (CADI)
- DIVISION V: Centre for Applied Education Innovation (CAEI); Corporate Development, Applied Research and International (CDARI); Other.

### 8.04.06.11 Code of Conduct

- 8.04.06.11.01 The code of conduct found in Bylaw 11 shall be applied to all members, Executive Board officers, employees, contractors, and agents of SAFA. Employees are also subject to the terms of their employment contracts.
- 8.04.06.11.02 SAFA and its members shall not discriminate against any member (academic staff) by reason of race, sex, sexual orientation, gender identity, marital status, relationships, ancestry, place of origin, age, physical/mental disability, political or religious affiliation or beliefs, activities or membership in SAFA or any other protected ground in the Alberta Human Rights Act.
- 8.04.06.11.03 Members, including Officers, who breach the Membership conduct provision of Bylaw 11.01 are subject to Trials & Charges as outlined in 8.04.06.14.

### 8.04.06.12 General Voting Procedures

- 8.04.06.12.01 As per Bylaw 9.07, these procedures shall include at in-person meetings, and via electronic or mail-in ballot.
- 8.04.06.12.02 Dues and assessments for Members shall be proposed by the Executive Board and ratified by secret ballot of the majority of members attending the Annual General Meeting of the Association.
- 8.04.06.12.03 Ballots
- a. An acceptable ballot will have one (1) mark per question indicating the voter's choice and all other marks on the ballot will constitute a spoiled ballot.
  - b. The top of each paper ballot shall include the quote as follows: The Designated Returning Officer shall initial each ballot."
  - c. Any voter who feels that he/she may have spoiled his/her paper ballot may write "spoiled" across it and return this ballot to the Returning Officer or Deputy Returning Officer to receive a new ballot.
  - d. A blank ballot shall be considered a "spoiled ballot" and shall be included in the tally of total ballots.

### 8.04.06.13 SAFA Committees

- 8.04.06.13.01 Committees shall be formed as per requirements outline in Bylaw 10.
- 8.04.06.13.02 Finance Committee

- a. The Finance Committee is formed per Bylaw 10.02.
- b. Appointment and Composition of Committee: The Committee shall consist of a minimum of two (2) members in good standing and the SAFA Secretary/Treasurer. The Secretary/Treasurer shall serve as Chairperson of the Committee and liaise with the Executive. Committee members will be appointed by the Executive Board and serve a two-year term.
- c. Meetings
  - i. Meetings shall be called by the Chairperson or at the direction of the Executive.
  - ii. A quorum shall consist of not less than half of the members of the committee.
  - iii. Minutes of meetings shall be maintained and made available to membership on request.
- d. Functions:
  - i. Assist the Secretary/Treasurer in the performance of the duties of that office.
  - ii. Review and recommend to the Executive finance-related policies and procedures of the Association.
  - iii. Select and recommend an auditor to the Annual General Meeting.

#### 8.04.06.13.03 Grievance Committee

- a. Appointment and Composition of Committee: The committee shall be made up at least three (3) members. Once formed, the committee will select a chairperson who will liaise with the Table Officers. Members of the Grievance Committee shall be appointed by and will report to the Table Officers. Committee members must be SAFA members in good standing.
- b. Mandate: The Grievance Committee assists the Labour Relations Officer, SAFA President, and Table Officers in fulfilling their responsibilities for the processing and arbitration of grievances.
- c. Meetings
  - i. Meetings of the Grievance Committee will be called as required by the chairperson.
  - ii. A quorum shall consist of not less than half of the members of the committee.
  - iii. Minutes of meetings shall be maintained and shall be confidentially filed with the Labour Relations Officer.
- d. Functions:
  - i. Activities of the Grievance Committee shall be set by the Table Officers on an annual basis.

#### 8.04.06.13.04 Election Committee

- a. The Election Committee is formed per Bylaw 10.04. The general term “election officials” may be used to refer to tellers, election committee members, election judges, etc.
- b. Appointment and Composition of Committee: The Committee shall consist of two (2) DROs (Deputy Returning Officers) and a CRO (Chief Returning Officer) who are current members of the Executive Board. The CRO shall serve as the Chairperson of the Committee. The Executive Board shall appoint all members at its April meeting.
- c. Term: Committee members will serve from the first week of April until the votes are certified from the Annual General Meeting motions.
- d. Composition: The Election Committee shall consist of the following members: CRO (Chief Returning Officer), who shall act as Chairperson of the committee, and at least two (2) DROs (Deputy Returning Officers).
- e. Mandate: The Election Committee shall ensure that SAFA has the resources and organizational structure to plan, organize, communicate, and execute elections processes. The Election committee is responsible for organizing elections and ensuring elections are fair, honest, and valid according to the Association Bylaws. Election officials will be responsible for conducting the SAIT election of officers in accordance with federal and provincial laws and the association’s constitution and bylaws.
- f. Functions: Throughout the election process, election officials should be guided by three principles. First, you should be fair and impartial, treating all candidates equally and avoiding any acts of favoritism or even the appearance of favoritism. You should maintain a businesslike relationship with all candidates even if you work with or are personal friends with any of them. Second, you must follow the election provisions in your Associations constitution and bylaws. Finally, you should uphold democratic traditions by protecting the right of every member in good standing to nominate candidates, run for office, and vote by secret ballot for officers of your Association. After determining their general responsibilities, election officials should obtain and review the following:
  - i. The Association’s most recent constitution and bylaws, especially those provisions dealing with good standing, voter and candidate eligibility, notices to the membership, and any other officer election requirements. Each election official should have a copy to refer to as necessary throughout the election process.
  - ii. Notices of election, ballots, tally sheets, and any correspondence used in your Association’s prior elections which may serve as models to use in this election.
- g. Deputy Returning Officer responsibilities include:
  - i. Ensuring SAFA Members ONLY who are eligible to vote.
  - ii. All members must be verified against the supplied Voter’s Lists and be issued ballots.
  - iii. Draw a line through the surname on the list.
  - iv. If attendee does not show on your list, please add it (there can be more than one page for each department) – add the name to the department list and initial.

- v. The DRO must initial the ballot, or it will be deemed spoiled.
- vi. Ballot boxes will be manned and located at the exit of the meeting. Members may deposit ballots upon exiting.

#### 8.04.06.13.05 Job Action Committee

- a. The Job Action Committee is formed as an *ad hoc committee* per Bylaw 10.05.
- b. Appointment: Members of the Job Action Committee shall be appointed by and will report to the Table Officers.
- c. Term: The Job Action Committee shall have a three (3) year term.
- d. Composition: The committee shall be made up of 6 voting members: 5 general members and the SAFA Treasurer. As well, the SAFA President (as a tie breaking member) and the Labour Relations Officer (as a non-voting member) will also sit on the committee. Once formed, the committee will select a chairperson from the voting members. General committee members must be SAFA members in good standing.
- e. Mandate: The Job Action Committee shall ensure that SAFA has the resources and the organizational structure in place to implement timely, effective, and safe job action during negotiations.
- f. Functions:
  - i. The Job Action Committee shall be responsible for developing, implementing, providing training, and developing informational resources related to SAFA's Job Action Policy.
  - ii. In the event of a strike/lock out, the Job Action Committee will, in coordination with the Table Officers, provide the day-to-day management of strike/lockout operations and logistics.
  - iii. The Job Action Committee shall report regularly on its activities to the Table Officers and Executive Board and shall submit any recommendations in writing to the Table Officers. The Job Action Committee will take direction from the Table Officers.
  - iv. Any communication to the membership shall be submitted in writing to the Negotiating Committee and SAFA President for review prior to release.
  - v. The Job Action Committee will establish subcommittees as needed, including but not limited to communications, picket coordination, and finance.

### 8.04.06.14 Trials & Charges Process

8.04.06.14.01 Members, including Officers, who breach the Membership Conduct provision of Bylaw 11 are subject to the Trials & Charges process. The process shall apply to Members and Non-Member Executive Board Officers.

#### 8.04.06.14.02 The Charging Process

- a. The charged person shall be served personally or by double registered mail with specific



charges in writing.

- b. The charged person shall be given a reasonable time to prepare a defense.
- c. The charged person shall be afforded a full and fair hearing, including the right to be represented by counsel (including legal counsel).

8.04.06.14.03 Establishment of an independent and impartial decision-maker.

- a. The decision-maker is appointed by the Executive Board to hear and decide the trial of the charged person. The decision-maker may be an individual or an unevenly numbered panel.
- b. If the charged person is found guilty of the charge or charges, the decision-maker may do one or more of the following:
  - i. Impose a reasonable monetary penalty commensurate to the conviction and set a reasonable time limit for the convicted person to pay it.
  - ii. If the convicted person is a Member, declare the convicted person to be a Member not in good standing for a specific period of time or until a specific event occurs; which declaration has the effect of suspending the convicted Member's participation rights in the Association's internal processes, and removing the convicted Member from any Office held.
  - iii. If the convicted person is a Non-Member Officer of the Executive Board, remove the convicted Non-Member from Office.
  - iv. If the convicted person is an appointee to a committee or committees created by the Board of Governors, remove the convicted person from the committee or committees.