
ALBERTA COLLEGES & INSTITUTES FACULTIES ASSOCIATION
CONSTITUTION

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Constitution of ALBERTA COLLEGES & INSTITUTES FACULTIES ASSOCIATION (ACIFA)

Preamble

The ALBERTA COLLEGES & INSTITUTES FACULTIES ASSOCIATION (ACIFA) is a free association of the faculty associations at public colleges and institutes in the province of Alberta. ACIFA has been created to

- a. represent Institutional Members' positions on relevant matters of provincial, national and international scope; and
- b. provide support, wherever and whenever practical, to Institutional Members at their request.

ACIFA recognizes the need to preserve the autonomy and freedom of Institutional Members. Therefore, all powers other than those that may be delegated to the Association by this constitution, by the Annual General Meeting (AGM), or by a Special Assembly shall remain with each Institutional Member.

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1. NAME

- 1.1 The official name of the Association is Alberta Colleges & Institutes Faculties Association.
- 1.2 The abbreviated title of the Association is ACIFA.

2. DEFINITIONS AND TERMS

- 2.1 Associate Member(s) are those members as defined in the bylaws.
- 2.2 Association means the Alberta Colleges & Institutes Faculties Association.
- 2.3 Board means a Board of Governors of a College or Institute duly constituted under the Post-secondary Learning Act.
- 2.4 Executive Council is a group of elected members, chaired by the President of ACIFA.
- 2.5 Faculty Association(s) means an association of academic staff at a college or institute duly constituted under the *Post-secondary Learning Act*.
- 2.6 Institutional Member(s) means an institutional membership of the ACIFA as defined in the bylaws.
- 2.7 Member(s) or Association Member(s) means an individual member of the ACIFA as defined in the bylaws.
- 2.8 Post-secondary Learning Act means *The Post-secondary Learning Act* being Chapter P-19.5 of the Revised Statutes of Alberta 2000.
- 2.9 Special Assembly means an Assembly of the ACIFA other than the Annual General Meeting.

3. MISSION STATEMENT & OBJECTIVES

3.1 Mission Statement

ACIFA is a representative professional association that acts as the provincial voice for its institutional members: the academic staff associations of Alberta's colleges and technical institutes. Through the collective action and resources of its institutional members, ACIFA promotes the professional and economic well-being of college and technical institute members in the interest of advancing the quality of post-secondary education in Alberta.

3.2 Objectives

- 3.2.1 To foster and promote the purposes of post-secondary education in Alberta Colleges and Technical Institutes.
- 3.2.2 To advance and safeguard the professional and economic interest of post-secondary members at the Colleges and Technical Institutes of Alberta.
- 3.2.3 To facilitate effective communication and professional interaction among the members and the academic staff associations at colleges and technical institutes.
- 3.2.4 To advocate the independence and freedom of members as it relates to instruction, thought, research and publication at the post-secondary level.
- 3.2.5 To speak as the collective voice for the institutional members about matters of provincial and national scope.
- 3.2.6 To pursue government legislation beneficial to the interests of its institutional members and their constituents.
- 3.2.7 To assume a leadership role in the provision of province-wide professional development activities for members at large.
- 3.2.8 To assist institutional members by providing appropriate services, research, and information related to professional, legal, and administrative requirements that may be needed from time to time.

4. MEMBERSHIP

- 4.1 Members of ACIFA are all individuals and organizations representing academic staff as defined under the Post-Secondary Learning Act and defined in the bylaws.
- 4.2 There shall be only one (1) institutional member per institution.
- 4.3 All members shall pay dues as established by the Association and any levies as established by duly authorized meetings of this Association.
- 4.4 Any Institutional Member may voluntarily withdraw from the Association, provided twelve (12) months' notice in writing of its intent to do so is given to the Association.

5. FINANCES

- 5.1 The Executive Council will ensure the development of an annual budget for presentation to the members at the Annual General Meeting.
- 5.2 Membership dues shall be determined at the Annual General Meeting.
- 5.3 The financial operations shall be audited annually and the audited statements and report presented to the membership at the Annual General Meeting.

5.4 Organization and Operation of a Defence Fund

6. ORGANIZATION

6.1 **Structure**

ACIFA operates independent of other organizations, with all Officers of the Association elected to their positions as defined in the bylaws. Operating costs are funded by member dues.

6.2 **Officers**

The Officers of the Association shall be

- a. the President,
- b. the Past President,
- c. the Vice-President-Communications
- d. the Vice-President Professional Affairs,
- e. the Vice-President Finance and Records,
- f. the Executive Vice-President, and
- g. the Vice-President External.

6.3 **Elections and Appointments**

Officers of the Association, except the Past President, shall be elected at the Annual General Meeting and shall assume office on July 1 following the election.

Any individual member in good standing shall be eligible to hold office.

6.4 **Terms of Office**

- 6.4.1 No Individual Member shall hold more than one (1) office simultaneously.
- 6.4.2 No Institutional Member shall have more than two (2) of its representatives on the Executive Council.
- 6.4.3 No officer shall serve more than two (2) consecutive terms in the same office.

6.5 **Powers**

In general, the Executive Council of ACIFA shall fulfil their respective duties and tasks for the well-being of the Association, and shall use their respective powers in accord with the terms of this Constitution.

7. MEETINGS

7.1 **Assemblies**

There shall be two (2) types of assemblies:

- a. Annual General Meeting; and
- b. Special Assembly.

All Members in good standing may attend these Assemblies.

7.2 **Annual General Meeting**

There shall be an Annual General Meeting of the Association, and shall be called by the Presidents' Council, which will announce the time and place at least one (1) month prior to assembly.

7.3 **Special Assembly**

A Special Assembly of the Association may be called

- a. upon presentation to the President of a request signed by at least three hundred fifty (350) individual members; or
- b. upon the request of any three (3) Institutional Members of the Association.

Notice of a Special Assembly shall be published at least one (1) month prior to assembly. A Special Assembly shall deal with only the business or issue for which it was called.

8. Quorum

The quorum for the Annual General Meeting or any Special Assembly shall be twenty-five (25) Individual Members *and* representation of at least sixty per cent (60%) of the Institutional Members *and* at least sixty per cent (60%) of the delegate votes. Quorum is necessary as defined in bylaws.

9. AMENDMENT OF CONSTITUTION

This Constitution may not be rescinded, altered or added to except by Special Resolution. Such resolution must be passed by a majority of not less than three-fourths (3/4) of voting institutional members and delegate votes at an Annual General Meeting or Special Meeting called to amend this Constitution, where the notice of Motion for a Special Resolution has been circulated to all members at least one (1) month prior to the intended vote on the resolution.

This Constitution shall be reviewed at least every two (2) years by an ad hoc constitutional review committee chaired by the President or Past President of the Association.

10. Dissolution

In the event, for whatever reason or cause, ACIFA is wound up or dissolved, all of its assets, after payment of its liabilities and of any salary, benefit or severance due its employees or officers, shall be distributed on a pro rata basis to the Institutional Members at the time of dissolution.