

MEMORANDUM

TO: CUASA Members
FROM: CUASA Council
DATE: March 12, 2015
RE: **FIRST NOTICE:** Proposed Constitutional Revisions



In accordance with Article XIV of the Constitution, notice is hereby given that a vote will be held on a series of proposed amendments to the Constitution. This is the first of two notices.

An information meeting will be held:

WEDNESDAY, APRIL 1, 2015 AT 2:30 PM

406 Southam Hall

The vote will be administered electronically from:

TUESDAY, APRIL 14, 2015 AT 12:00 PM

TO

FRIDAY, APRIL 17, 2015 AT 12:00 PM

Voting information will be distributed via email to all eligible voters prior to the opening of the polls. Only members of the Association are eligible to vote. To confirm your eligibility, please contact Deborah Jackson at deborah.jackson@cuasa.ca or 613-520-5607.

The vote will consist of six separate questions. Voters will be asked to respond yes/no to the following:

1. I agree to the changes to the CUASA Constitution proposed in Revision 1: Term of the President and Introduction of the Vice President (Article VI, Clauses 2 & 3).
2. I agree to the changes to the CUASA Constitution proposed in Revision 2: Size of Steering (Article V, Clause 1).
3. I agree to the changes to the CUASA Constitution proposed in Revision 3: Standing Committees and Officers (Article IV, Clause 1; Article IV, Clauses 2 - 4; Article VII).
4. I agree to the changes to the CUASA Constitution proposed in Revision 4: Elections and the Filling of Vacancies (Article IX).
5. I agree to the changes to the CUASA Constitution proposed in Revision 5: General Meetings (Article VIII).
6. I agree to the changes to the CUASA Constitution proposed in Revision 6: Editorial Revisions (Preface; Article IV, Clauses 5 - 8; Article XI). I understand there may be further minor editorial changes to the Constitution.

Each question requires a 2/3 majority of those voting to be approved.

The remainder of this document provides further details about the each proposed revision. Full language changes are available on our website at www.cuasa.ca/about/constitutionrevision.php.

If you have any questions, please contact the CUASA Office at cuasa@cuasa.ca.

Revision 1: Term of President and Introduction of Vice President

ARTICLE VI (OFFICERS), CLAUSES 2 & 3

Revision Type: Substantive

Proposed Change: Council is recommending that the term of the President be extended from one year to two years, with two years as the Past President. The position of President-Elect would be eliminated and replaced by a Vice President elected by Council in the alternate year as the President.

Rationale: This change is intended to strengthen the role of the President, the sole officer elected directly by all CUASA members.

Revision 2: Size of Steering

ARTICLE V (STEERING COMMITTEE), CLAUSE 1

Revision Type: Substantive

Proposed Change: The Steering Committee is currently 18 members. Council is recommending that the size of Steering be reduced to 14 members. This proposal will eliminate the three Members-at-Large and the Retired Members Representative.

Rationale: This change is being recommended as one of several changes to strengthen the strategic capacity of Steering (see also changes to Article VII).

Revision 3: Standing Committees and Officers

Note: This revision includes: Article IV (Council), Clause 1, Article IV (Council), Clauses 2-4 and Article VII (Committees).

ARTICLE VI (COUNCIL), CLAUSE 1

Revision Type: Substantive

Proposed Changes: Council is recommending several changes to the list of Officers:

- First are editorial changes to the President-Elect and Retired Members Representative to reflect the changes in Revisions 1 and 2.
- Second is the change of the Chair, External Communications to the External Relations Officer. This reflects a later change to disband the External Relations Committee.
- Finally, the Editor, CUASA Communiqué is being renamed the Communications Officer.

Rationale: This change is being recommended to ensure that the Officers can meet the evolving needs of the Association in the areas of communications and relations with external organizations.

ARTICLE IV (COUNCIL), CLAUSES 2 - 4

Revision Type: Substantive

Proposed Change: Council is recommending the addition of two retiree representatives to Council. Other changes to this article were to enhance clarity.

Rationale: Council is recommending this change in keeping with a proposal to create a CUASA Retired Members Association (approved in principle) which requested the change to retiree representation.

ARTICLE VII (COMMITTEES)

Revision Type: Substantive

Proposed Changes: Council is recommending several changes to the Committees article:

- Deleted External Relations Committee.
- Indicated that responsibilities and membership would be outlined by the bylaws.
- Deleted language replicated in the bylaws.
- Clarified reporting requirements for committees.
- Restricted voting on committees to Association members.
- Allowed for staff other than the Executive Director to serve on committees at Steering's request.

Rationale: This change clarifies that Standing Committees of Council report directly to Council and that only members of the Association have the right to vote on Association affairs. In addition, there was significant repetition between the constitution and bylaws in regard to the composition of committees.

Revision 4: Elections and the Filling of Vacancies

ARTICLE IX (ELECTIONS) [TO BE RENAMED ELECTIONS AND VACANCIES]

Revision Type: Substantive

Proposed Changes: Council is recommending several changes to the Elections article:

- Clarified election procedure for President, Officers and Council Representatives.
- If President resigns, Vice President takes on role of President.
- If Officer resigns, Council elects replacement.
- If Council Representative resigns/is vacant, sub-unit elects replacement.
- Candidates provided opportunity to make a statement to the relevant constituency regarding their candidacy.
- Established term lengths for members serving on university committees (with the exception of JCAA). Members can be reappointed.

Rationale: Council is recommending this change to consolidate the language around elections and to ensure there is a process for replacing the President if the President is unable to complete his/her term.

Revision 5: General Meetings

ARTICLE VIII (GENERAL MEETINGS)

Revision Type: Substantive

Proposed Changes: Council is recommending several changes to the General Meetings article:

- Three membership meetings per year: April and beginning of fall and winter terms.
- Clarified minimum requirements for content of general meetings – president report, reports by others as deemed necessary by Council.
- April meeting to include financial report and dues increases.

Rationale: Council is recommending this change to promote increased transparency and the frequency of Association reporting to the membership.

Revision 6: Editorial Revisions

Editorial recommendations are being recommended to the Preface, Article IV (Council), Clauses 5 – 8, and Article XI (Finance). Additional minor editorial changes may be made.