

POLICY BYLAWS

OF THE

NORTHERN ALBERTA INSTITUTE

OF

TECHNOLOGY

ACADEMIC STAFF ASSOCIATION

February 2023

POLICY BYLAWS

Reference #	Description	Motion
ADMIN.001	ELECTION PROCEDURE BYLAW	2016.02.060
	Appendix A: Identification of Schools and Program	2017.04.062
ADMIN.003	OFFICE OF THE PRESIDENT BYLAW	2002.04.126
ADMIN.004	LEGAL REPRESENTATION BYLAW	2001.03.143
ADMIN.005	MEETING PROCEDURE BYLAW.....	2017.04.085
ADMIN.006A	CODE OF CONDUCT BYLAW	2002.04.128
ADMIN.007	EDUCATIONAL FUND BYLAW	2013.03.075
ADMIN.008	ELECTRONIC COMMUNICATIONS BYLAW	2017.04.090
ADMIN.009	DEFENCE FUND SUB-COMMITTEE BYLAW	2019.05.108
COMM.001	FINANCE COMMITTEE BYLAW	2001.03.133
COMM.004	BARGAINING COMMITTEE BYLAW	2023.02.076
COMM.007	MEMBERSHIP SERVICES COMMITTEE BYLAW	2017.04.094
COMM.008	COMMUNICATIONS COMMITTEE BYLAW	2017.04.098
FIN.001	REIMBURSEMENT BYLAW	2016.12.037
	Schedule A: Specific Reimbursement Rates	

BYLAWS REPEALED

Reference #	Description
ADMIN.002	Intercom Bylaw - REPEALED
COMM.002	Legislation Committee Bylaw – REPEALED
COMM.003	Advocacy Committee Bylaw – REPEALED
COMM.005	Professional Development Committee Bylaw – REPEALED
COMM.006	Membership Services Committee Bylaw – REPEALED

ADMIN.001 ELECTION PROCEDURE BYLAW		Cross-reference Constitutional Bylaw:
First Reading: <u>02-26-97 / 97.03.153</u> (Date/Motion)	Second Reading: <u>05-28-97 / 97.05.201</u> (Date/Motion)	Article 7: Appointments, Elections and Terms of Office (page 6)
	Amended: Amend.031 / 2004.03.107 Amend.048 / 2011.12.042 Amend.060 / 2016.02.06 Amend.062 / 2017.04.12	
Third Reading: <u>05-28-97 / 97.05.202</u> (Date/Motion)	<u>Amend.062 / 2017.04.12</u> (Amendment Bylaw/Motion)	
Amended: <u>Amend.051 / 2012.02.56</u> (Amendment Bylaw/Motion)	_____ (President Signature)	
Repealed: <u>/</u> (Date/Motion)	_____ (President Signature)	

1. Election Process

- 1.1 The Executive determines the dates for the election held pursuant to this Policy Bylaw.
- 1.2 The Executive shall appoint a Nominating Committee when deemed necessary, prior to the nomination deadline.
- 1.3 Nominations must be submitted to the Association Office by 12:00 noon on the twenty-eighth calendar day prior to the first day of voting.
- 1.4 The Executive shall appoint a Returning Officer who shall in turn select a Deputy Returning Officers- to assist in the supervision and administration of the election.
- 1.5 Duties of the Returning Officer:
 - a) Verify the positions open for election.
 - b) Verify the most recent membership information (name, ID number and email address) is uploaded into the electronic voting system.
 - c) Verify the information in the electronic Voting Package and electronic ballots are correct.
 - d) Ensure a fair and equitable election by enforcing the Election Procedure Bylaw.
 - e) Appoint a delegate for the purpose of administering absentee votes.
 - f) Verify computer tabulation of voting results.
 - g) Report the results of the election to the candidates and the membership by the most efficient means available, and provide a report at the Annual General Meeting.
- 1.6 Voting will be by electronic ballot through an online software program and accessible for two (2) calendar days as established by the Executive. Voting shall commence at 8:00 am on Day 1 and continue until 4:00 pm on Day 2.
- 1.7 In the event of an Election Re-vote, an announcement of the re-vote shall be circulated to the membership the morning following the results of the original vote. The re-vote shall commence the day following the announcement and be accessible for two (2) calendars days.
- 1.8 An Absentee Voter is a member who is on leave or has been assigned duties in a location which does not have online access. Absentee voting shall take place by telephone between 8:00 am and 4:00 pm (Edmonton, Alberta time) on the first day of voting. It is the responsibility of the member to make arrangements with the Returning Officer, through the NASA Office, for a secure method of casting a vote. These arrangements must be made in person not less than three days prior to the first day of voting.

2. Election to Positions

- 2.1 For all positions the candidate who receives the greatest number of votes is elected. The exception is for the positions of President and Vice-Presidents. In that case elections shall be as per Clause 7.04 of the Constitutional Bylaw.
- 2.2 A School Representative may only represent the School to which he or she belongs and members may only vote for representatives from their own School. The Schools are identified in Appendix A, the accuracy of which shall from time to time be confirmed by NAIT Administration and the Appendix shall, by Executive resolution, be updated as necessary.
- 2.3 Election to Academic Council shall be as per the relevant Section of the Post-Secondary Learning Act.
- 2.4 If any elected position is vacant the Executive may fill the vacancy by appointment. The exception is for the position of President, in which case the vacancy shall be filled by the Communications Vice-President as set out in Article 5.15(a). If the President-Elect or Vice-Presidents Elect are unable to, or choose not to assume office, the Executive shall call a by-election to fill the position. The by-election shall be held not later than October 15.
- 2.5 Any vacancy filled by appointment shall not constitute a term of office as defined in Article 7 of the Constitutional Bylaw.

3. Campaigning

- 3.1 All candidates will act in an ethical manner and shall refrain from offensive or inappropriate language during campaigning or in any election advertising.
- 3.2 “campaign period” means the dates between the close of nominations and 4:30 pm on the day before voting begins.
- 3.3 “election advertising” means the transmission of information to the membership by any means during the campaign period that promotes or opposes a candidate.
- 3.4 No person shall knowingly transmit election advertising after 12:00 noon on the day before voting begins until the end of voting.
- 3.5 The NASA Office shall facilitate the distribution of election advertising via bulk email. Each candidate is given the opportunity to send out two (2) messages during the campaign period. Candidates must submit their election advertising in an electronic format to the NASA office. Advertising is subject to review by the Returning Officer and if deemed inappropriate it shall be returned to the candidate.

APPENDIX A: IDENTIFICATION OF SCHOOLS

1. “School” means any of the following:
 - a) JR Shaw School of Business;
 - b) School of Health and Life Sciences;
 - c) School of Skilled Trades;
 - d) School of Applied Sciences and Technology;

2. The following programs and departments are assigned to the JR Shaw School of Business:
 - a) Accounting: Business Administration, Accounting (Diploma), Bachelor of Applied Business Administration – Accounting (Degree), Bachelor of Business Administration – Accounting Emphasis (Degree)
 - b) Finance: Business Administration – Finance (Diploma), Bachelor of Applied Business Administration – Finance (Degree), Bachelor of Business Administration – Finance Emphasis (Degree), Applied Banking and Business (Certificate)
 - c) Marketing, Management and Enterprise: Business Administration – Management (diploma), Business Administration – Marketing (Diploma), Business Administration – Human Resource Management (Diploma), Hospitality Management (Diploma), Bachelor of Business Administration – Management, Marketing, Entrepreneurship & Innovation or Human Resource Management Emphasis (Degree)
 - d) Other: Learning and Teaching Commons (LTC and Librarians), Research

3. The following programs are assigned to the School of Health and Life Sciences:
 - a) Community Health: Emergency Management (Diploma), Emergency Medical Technician (Certificate), Emergency Medical Technology – Paramedic (Diploma), Industrial Emergency Management (Certificate), Personal Fitness Trainer (Diploma), Public Sector Emergency Management (Certificate), Respiratory Therapy (Diploma)
 - b) Dental and Animal Clinic Services: Animal Health Technology (Diploma), Dental Assisting Technology (Diploma), Dental Technology (Diploma), Denturist Technology (Diploma), Veterinary Medical Assistant (Certificate)
 - c) Diagnostic Imaging: Combined Laboratory and X-Ray Technology (Diploma), Diagnostic Medical Sonography (Diploma), Magnetic Resonance (Diploma), Magnetic Resonance Imaging – 2nd Discipline (Certificate), Medical Radiologic Technology
 - e) Diagnostic Laboratory Sciences: Cytotechnology (Diploma), Medical Laboratory Assisting (Certificate), Medical Laboratory Technology (Diploma), Medical Transcription (Diploma)
 - f) Other: Campus Life (Counselling)

4. The following programs are assigned to the School of Skilled Trades:
 - a) Construction: Cabinetmaker (Apprenticeship), Carpenter (Apprenticeship), Floorcovering Installer (Apprenticeship), Lather – Interior Systems Mechanic (Apprenticeship), Millwork and Carpentry (Certificate), Roofer (Apprenticeship)
 - b) Culinary Arts and Professional Food Studies: Baker (Apprenticeship), Baking (Certificate), Baking (Diploma) (Planned 2017), Cook (Apprenticeship), Culinary Arts (Diploma), Professional Meat Cutting and Merchandising (Certificate)
 - c) Electrical Installations. Electrician (Apprenticeship), Power Systems Electrician (Apprenticeship), Powerline Technician (Apprenticeship)
 - d) Manufacturing, Fabrication and Maintenance: Computer Numerical Control (CNC) Machinist (Certificate), Machinist (Apprenticeship), Millwright (Apprenticeship), Welder (Apprenticeship)
 - e) Mechanical: Building Environmental Systems Technology (Diploma), Gasfitter (Apprenticeship), Heating Ventilation Air Conditioning (HVAC) Refrigeration Technician (Certificate), Insulator (Apprenticeship), Plumber (Apprenticeship), Refrigeration and Air Conditioning Mechanic (Apprenticeship), Sheet Metal Worker (Apprenticeship), Steamfitter/Pipefitter (Apprenticeship)
 - f) Steel Construction and Hoisting: Boilermaker (Apprenticeship), Crane & Hoisting – Boom Truck (Apprenticeship), Crane & Hoisting – Mobile Crane (Apprenticeship), Ironworker (Apprenticeship), Rig Technician (Apprenticeship), Structural Steel & Plate Fitter (Steel Fabricator) (Apprenticeship)
 - g) Transportation: Auto Body Technician (Apprenticeship), Auto Body Technician – Pre-Employment (Certificate), Automotive Service Technician (Apprenticeship), Automotive Service Technician – Pre-Employment (Certificate), Heavy Equipment Technician (Apprenticeship), Industrial Heavy Equipment Technology (Diploma), Outdoor Power Equipment Technician (Apprenticeship), Painter & Decorator (Apprenticeship), Parts Technician (Apprenticeship)

5. The following programs are assigned to the School of Applied Sciences and Technology:
- a) Electrical and Electronics: Electrical Engineering Technology (Diploma), Electronics Engineering Technology (Diploma), Biomedical Engineering Technology (Diploma), Nanotechnology Systems (Diploma), Communication Technician (Certificate), Wireless Systems Engineering Technology (Diploma)
 - b) Information Systems Technology: Bachelor of Applied Information Systems Technology (Degree), Computer Network Administrator (Certificate), Computer Engineering Technology (Diploma), Network Engineering Technology (Diploma)
 - c) Infrastructure and Sustainable Design: Architectural Technology (Diploma), Landscape Architectural Technology (Diploma), Interior Design Technology (Diploma), Alternative Energy Technology (Diploma), Engineering Design & Drafting Technology (Diploma), Construction Engineering Technology (Diploma), Bachelor of Technology in Construction Management (Degree), Civil Engineering Technology (Diploma), Geomatics Engineering Technology (Diploma), Occupational Health & Safety (Diploma)
 - d) Natural Sciences and Academic Studies: Chemical Technology (Diploma), Biological Sciences Lab & Research (Diploma), Biological Sciences – Environmental Sciences (Diploma), Biological Sciences – Renewable Resources (Diploma), Forest Technology (Diploma), Math (open studies), Physics (open studies), English and Communications (open studies)
 - e) Industrial Automation and Design: Mechanical Engineering Technology (Diploma), Materials Engineering Technology (Diploma), Instrumentation Engineering Technology (Diploma), Instrument Technician (Certificate).
 - f) Industrial Resources and Operations: Chemical Engineering Technology (Diploma), Petroleum Engineering Technology (Diploma), Geological Technology (Diploma), Water & Wastewater Technician (Certificate), Power Engineering Technology (Diploma), Power Engineering Certificate (Certificate)
 - g) Media Innovation and Communication Technologies: Bachelor of Technology in Technology Management (Degree), Captioning and Court Reporting (Diploma), Digital Media and IT (Diploma), Graphic Communication (Certificate), Photographic Technology (Diploma), Radio and Television (Diploma)

NAIT ACADEMIC STAFF ASSOCIATION

ADMIN.003	OFFICE OF THE PRESIDENT BYLAW		Cross-reference Constitutional Bylaw:
First Reading:	_____ <u>02-26-97 / 97.03.155</u> _____ (Date/Motion)	Second Reading:	_____ <u>05-28-97 / 97.05.205</u> _____ (Date/Motion)
Third Reading:	_____ <u>05-28-97 / 97.05.206</u> _____ (Date/Motion)		
Amended:	_____ <u>Amend.026 / 2002-04-126</u> _____ (Amendment Bylaw/Motion)	_____ _____ (President Signature)	
Repealed:	_____ <u>/</u> _____ (Date/Motion)	_____ _____ (President Signature)	

1. Teaching Load

The President shall, when possible, maintain a minimum instructional load.

2. Communication

- 2.1 All communication on behalf of NASA with the NAIT Board of Governors or with NAIT management personnel, shall be carried out by the President of NASA or his designee, unless otherwise directed by the Executive.
- 2.2 All communication on behalf of NASA with the news media, external agencies or individuals, shall be carried out by the President or his designee, unless otherwise directed by the Executive.

3. Remuneration

The President shall be compensated at the highest Instructor Supervisor/Leader level of the current salary grid, including benefits, plus any educational allowances for which NAIT recognizes the individual's qualification.

4. Holidays

- 4.1 NASA will not assume any financial responsibility for any outstanding holidays accumulated prior to the President's initial term of office.
- 4.2 All holiday entitlement generated during the term of office (two years) should be taken during the year in which it is earned.
- 4.3 In a non-election year or should the President be re-elected for an additional term of office a maximum carryover of five (5) days will be allowed.
- 4.4 The President will give the Finance Vice-President advanced notice of the carryover and file an absence report detailing the deposition of the carryover.
- 4.5 In special circumstances requests for carryover in excess of the five (5) day limitation will be considered. The request, including a detailed disposition of the carryover, must be submitted to the Executive for approval.
- 4.6 All carryover must be used in the subsequent term of office or it shall be considered forfeit.
- 4.7 Any outgoing President who is unable to complete his or her scheduled holiday entitlement within his or her term of office due to call back for NASA business will be paid out by NASA for those days to a maximum of ten (10) days. One day's pay is equal to the President's annual salary divided by 261. Such payout shall be subject to approval of the Executive.

NAIT ACADEMIC STAFF ASSOCIATION

ADMIN.004	LEGAL REPRESENTATION BYLAW		Cross-reference Constitutional Bylaw:
First Reading:	<u>03-26-97 / 97.03.156</u> (Date/Motion)	Second Reading:	<u>05-28-97 / 97.05.207</u> (Date/Motion)
Third Reading:	<u>05-28-97 / 97.05.208</u> (Date/Motion)		Amend.003 / 99.05/186 <u>Amend.020 / 2001.03.143</u> (Amendment Bylaw/Motion)
Amended:	_____ (Amendment Bylaw/Motion)		_____ (President Signature)
Repealed:	_____ (Date/Motion)		_____ (President Signature)

1. A solicitor shall be appointed by the Executive. Unless otherwise authorized by the Executive all legal matters pertaining to NASA and its functions, shall be referred to the appointed solicitor.
2. The NASA Office shall receive copies of all correspondence in connection with grievances, contract and legal matters.
3. When a member engages his or her own counsel to represent him/her on grievances or other matters and the Association agrees to pay the member's legal costs the Executive shall ensure that the lawyer whose fees are paid is acting for and on behalf of the Association in a solicitor/client relationship. The Association will not accept responsibility for legal expenses incurred by Association members without prior approval of the Executive.

NAIT ACADEMIC STAFF ASSOCIATION

ADMIN.005	MEETING PROCEDURES BYLAW	Cross-reference Constitutional Bylaw:
First Reading:	<u>05-28-97 / 97.05.221</u> (Date/Motion)	Second Reading:
		<u>05-28-97 / 97.05.222</u> (Date/Motion)
		Amended:
		Amend.004 / 99.05.187 Amend.021/2001.03.144 <u>Amend.064 / 2017.04.085</u> (Amendment Bylaw/Motion)
Third Reading:	<u>05-28-97 / 97.05.204</u> (Date/Motion)	
Amended:	<u>Amend. /</u> (Amendment Bylaw/Motion)	_____ (President Signature)
Repealed:	<u>/</u> (Date/Motion)	_____ (President Signature)

1. Regular and Special Meetings of the Executive

- 1.1 The Executive shall establish by resolution, in May or June of each year, a schedule of regular meetings.
- 1.2 Executive meetings will normally be called by the President or in the absence of the President, by the Communications Vice-President. Written notice of Executive meetings shall be provided at least two (2) days in advance of the meeting.
- 1.3 When there is sufficient reason for calling special meetings of the Executive, notice may be waived.
- 1.4 If the Executive is unable to act because there are insufficient members to constitute a quorum at three consecutive, duly called regular meetings, a remaining member of the Executive shall call a meeting of the Association to elect a new Executive. The term of office of the new Executive shall be the remainder of the term.

2. Agendas for Executive Meetings

- 2.1 The agenda for each regular and special meeting of Executive shall be prepared by the Executive Officer subject to the approval by the President, and submitted, together with copies of all pertinent correspondence, statements, and reports and distributed to each member of Executive at least two (2) days in advance of the meeting.
- 2.2 Any officer or member of the Executive, NASA staff, or any other person wishing to have an item of business placed on the agenda, shall make the submission not later than 12:00 noon of the Friday prior to the meeting. The submission shall contain adequate information to the satisfaction of the NASA Executive Officer to enable Executive to deal with the matter.

3. Attendance at Executive Meetings

- 3.1 Any officer or member of the Executive who is absent for three consecutive Executive meetings without notification and cause, will be deemed to have resigned his or her position. The Executive may fill the position by appointment or by-election.

In the case of the Representatives to the Board of Governors, the President of the Association will notify the Minister and request the Board Representative's appointment be rescinded.

4. General

- 4.1 The Communications Vice-President may delegate the recording of the minutes to a recording secretary, but shall accept the responsibility for the accuracy and the maintenance of such records.
- 4.2 All officers of the Executive are required to vote on each motion presented, except in cases of a declared conflict of interest. Abstention is not considered a vote.
- 4.3 An officer or member of Executive shall declare a conflict of interest on any issue in which he or she has a direct financial or non-financial interest and refrain from participating in debate or voting of the issue. Such declarations shall be duly recorded in the minutes.
- 4.4 Any officer or member can challenge a declaration of conflict of interest. The Executive shall decide on the validity of such challenges by a majority vote.
- 4.5 If the presiding officer perceives an undeclared conflict of interest, he or she shall bring it to the attention of the Executive, who shall determine the matter by majority vote.

- 2.6 If the Executive determines it is not in the best interest of the Association to proceed, the charge will be dismissed. If the Executive decides it is in the best interest of the Association to proceed, the matter will go to hearing.

Suspension Pending Hearing

- 2.7 The Executive may, by majority vote, temporarily suspend from office a Member complained against pending the hearing of the complaint.
- 2.8 The temporary suspension shall be reviewed at each subsequent Executive meeting until the hearing of the complaint and any subsequent reconsideration or appeal. A Member complained against may not be suspended indefinitely.
- 2.9 If the Executive decides after the disciplinary hearing or on reconsideration, or if the general membership decides on an appeal, that the Member complained against did not contravene the Code of Conduct, the temporary suspension of the Member shall be immediately lifted, and the Executive shall issue a written apology to the Member.

Disciplinary Hearing

- 2.10 A hearing by the Executive shall take place as soon as reasonably practicable for the complainant and the Member complained against. The complainant and the Member complained against shall be given not less than fourteen calendar (14) days written notice in person or by registered mail of the date, time and place of the hearing.
- 2.11 At the hearing, the complainant and the Member complained against shall be provided with the opportunity to present evidence and argument.
- 2.12 Both the complainant and the Member complained against shall have the opportunity to be represented by counsel or by another Member of the Association. Any cost of representation shall be borne by the applicable Member.
- 2.13 The rules of evidence need not be strictly adhered to.
- 2.14 The Executive hearing the complaint may determine any procedure not provided for in this Bylaw.
- 2.15 If the Member complained against does not attend at the disciplinary hearing, the hearing may continue in his or her absence.

Decision

- 2.16 On a finding that the Member has contravened the NASA Code of Conduct, the Executive may take any of the following actions:
- Reprimand - member will be directed in writing by the Executive to cease specified actions.
 - Suspension - member will be temporarily removed from his or her NASA position(s).
 - Removal - member will be removed from his or her NASA position(s).
- 2.17 The Executive may impose any one or more of the above disciplinary actions with a simple majority vote, except in the case of removal of an elected member, which will require a two-thirds (2/3) majority vote.
- 2.18 The Executive shall issue a decision in writing, with brief reasons for the decision.
- 2.19 The decision shall be forwarded to the complainant and the Member complained against in person or by registered mail.

Reconsideration

- 2.20 Either the complainant or the Member complained against may apply for reconsideration of the decision of the Executive. The application shall be filed with the President within fourteen calendar (14) days of receipt of the decision of the Executive.

- 2.21 The Executive may agree by majority vote to reconsider its decision in special circumstances, including new evidence which was not reasonably available at the hearing or a substantial error of fact was made in the decision.

Appeal

- 2.22 The Member found in contravention of the Code of Conduct by the Executive may appeal to the membership of the Association within fourteen calendar (14) days of receipt of the decision of the Executive or within fourteen calendar (14) days of receipt of the reconsideration of the Executive, whichever is applicable.
- 2.23 The appeal shall be heard at a Special Meeting called as per Article 4.02 of the Constitutional Bylaw.
- 2.24 At the Appeal Special Meeting, the complainant and the Member appealing shall have the opportunity to be heard.
- 2.25 At the Appeal Special Meeting, the complainant and the Member appealing have the right to be represented by counsel or by an Association Member. Any cost of representation shall be borne by the applicable Member.
- 2.26 A vote to overturn the decision of the Executive requires a two-thirds (2/3) majority vote of the Members attending the Special Appeal Meeting.

- 2.5 Requirements
- a) Application forms and accompanying documentation must be received in the NASA Office on or before May 1st. Application forms shall be directed to:
Award Committee
NAIT Academic Staff Association
11762 - 106 Street
Edmonton, Alberta T5G 2R1
 - b) Late applications will not be considered. The Award Committee is not responsible for lost applications.
 - c) Where possible, successful applicants will be notified by June 30th each year.
 - d) Award monies will be paid out upon receipt of an official Confirmation of Enrolment.
 - e) Submitted essays become the property of the Association. The names of successful applicants will be published in the newsletter, and at the discretion of the Award Committee, successful applicant essays may be published in the newsletter.

3. NASA Family Member Awards

- 3.1 The Association will make available funding for Family Member Awards. The amount of the Awards will be established annually by Executive motion.
- 3.2 The presenting of Family Member Awards shall be based on a typed essay of 500 to 1,000 words on a topic selected by the Award Committee. To eliminate favouritism and before applications are presented to the Award Committee, the Executive Officer shall have all identifying marks removed from the award essays, and identification numbers submitted. Prior to meeting in committee, members of the Award Committee shall review and grade each application, after which the committee shall meet to review all applications and determine which applications shall be successful.
- 3.3 Eligibility and Conditions
- a) Relatives of current NASA members who have completed two years of service at NAIT, shall be eligible to apply for awards. For the purpose of this bylaw “relative” shall mean spouse (including common-law partner and same-sex partner), parent, child or grandchild.
 - b) Relatives, as defined in 3.3 a, of NASA Members who have completed two years of service at NAIT but have retired or become deceased within the preceding five (5) years shall be eligible to apply for awards.
 - c) Applicants must be registered in a full-time post-secondary educational program (includes Apprenticeship Programs) and must include an official “Confirmation of Enrolment” with the Application Form.
 - d) Applicants may only receive this award once in a lifetime.
- 3.5 Requirements
- a) Application forms and accompanying documentation must be received in the NASA Office on or before October 1st. Application forms shall be directed to:
Award Committee
NAIT Academic Staff Association
11762 - 106 Street
Edmonton, Alberta T5G 2R1
 - b) No late applications will be considered. The Award Committee is not responsible for lost applications.
 - c) Submitted essays become the property of the Association. The names of successful applicants will be published in the newsletter, and at the discretion of the Award Committee, successful applicant essays may be published in the newsletter.

NAIT ACADEMIC STAFF ASSOCIATION

ADMIN.008	ELECTRONIC COMMUNICATION BYLAW		Cross-reference Constitutional Bylaw:
First Reading:	<u>03-12-2003 / 2003.03.110</u> (Date/Motion)	Second Reading:	<u>03-12-2003 / 2003.03.111</u> (Date/Motion)
Third Reading:	<u>04-23-2003 / 2003.04.136</u> (Date/Motion) ADMIN.037 / 2005.03.089 ADMIN.059 / 2013.03/091 ADMIN.066 / 2017.04.090		
Amended:	<u>(Amendment Bylaw/Motion)</u>	_____	(President Signature)
Repealed:	<u>/</u> (Date/Motion)	_____	(President Signature)

1. Purpose

Electronic communication

- a) is used to communicate information to and elicit responses from NASA members.
- b) is used by NASA members to communicate with one another or with the Association.
- c) focuses on NAIT and NASA issues or on global issues with implications for NAIT and NASA.
- d) is consistent with the mission statement of the Association.
- e) is written in a professional manner.
- f) is used to communicate through any or all available media, one of which shall be an Association publication distributed at intervals recommended to Executive by the Communication’s Committee.

2. Submissions

- 2.1 Articles submitted are the views of the respective author(s) and not necessarily the views of the Association, shall be attributed to the respective author(s), and shall respect the laws governing libel, copyright and FOIP.
- 2.2 Members whose articles/responses/letters are not published may appeal the Communications Committee’s decision to the Executive.

3. Content/Format

- 3.1 Articles shall be identified as letters, editorials or news items.
- 3.2 Prior to distribution, electronic communication must be reviewed by the President. If the President and the Communications Committee cannot resolve a difference of opinion as to the suitability of content, the question shall be referred to the Executive for resolution.
- 3.3 Articles selected for publication shall be transmitted, except for informational corrections or clarifications, without editorial comment or rebuttal.

NAIT ACADEMIC STAFF ASSOCIATION

ADMIN.009	DEFENCE FUND BYLAW		Cross-reference: <u>Constitutional Bylaw</u> Articles: 2, 3, 4, 5, 8, 9 <u>Policy Bylaw</u> Code of Conduct ADMIN.006A COMM.001 <u>Defence Fund Procedures</u>
First Reading:	<u>04/10/2019 / 2019.04.086</u> (Date/Motion)	Second Reading:	<u>04/10/2019 / 2019.04.087</u> (Date/Motion)
Third Reading:	<u>05/22/2019/2019.05.108</u> (Date/Motion)		
Amended:	_____ (Amendment Bylaw/Motion)		_____ (President Signature)
Repealed:	<u>/</u> (Date/Motion)		_____ (President Signature)

1. Purpose

- 1.1 The purpose of the Defence Fund (hereinafter referred to as the ‘Fund’) is to support its members’ engagement in strike or lockout as approved by the Executive.
 - a) No part of this Fund may be leveraged.
 - b) No part of this Fund may be loaned.
- 1.2 Executive has the ultimate responsibility for the prudent investment of the Fund and is responsible for all aspects of the Fund.
- 1.3 Executive may delegate their responsibilities under this policy as they deem appropriate.
- 1.4 Executive reserves the right to direct, or override, the recommendations and decisions of the Fund Sub-Committee and the investment manager.

2. Dues

- 2.1 Dues for the Fund shall be collected as a percentage of regular NASA dues as part of the annual budget.
- 2.2 Fund dues shall be transferred to a separate Defence Fund Account.

3. Composition, Method of Selection and Terms of Office

- 3.1 A ‘Defence Fund Trustee Sub-Committee’ will be comprised of the VP Finance, two (2) Trustees and one (1) member at large, appointed by the Executive.
- 3.2 Trustees will serve a three (3) year term.

4. Duties and Responsibilities

- 4.1 The Fund Sub-Committee will:
 - a) develop procedures, oversee the Fund and investments made, and
 - b) ensure that Fund investments may only be obligations or securities of Canadian entities, and
 - c) prepare for review by Executive semi-annual investment reports that shall include a detailed schedule of investments, their portfolio value, and performance information, and
 - d) make available audited financial statements which shall include a summary of year-to-year changes, investment income and contributions, and
 - e) ensure that in the event of a work stoppage the asset allocations can be liquidated without significant loss of capital value.
- 4.2 The Fund Sub-Committee will review and recommend to the Executive:
 - a) an external professional investment manager(s) or advisor(s), and
 - b) any management changes that are deemed to be in the best interests of the Fund and the membership at least every two years, and

- c) guidelines for asset categories and subcategories, and
- d) investment allocation to risk to ensure the investment objective for the Fund will generate sufficient yield, while protecting the capital.

5. Payments

- 5.1 Support payments for our members shall not exceed monies available in the Fund.
- 5.2 Support payments for our members shall be prepared by the Association.
- 5.3 Support payments shall be paid to the member participating in job action or supportive duties in accordance with the Fund's payment procedure.
- 5.4 A member who crosses job action shall be deemed to have abandoned their right to support payments. Exceptions may be granted as determined by Fund's payment procedure.
- 5.5 A member who resigns or retires from NAIT is not entitled to claim back contributions to the fund.

6. Expenses

- 6.1 Administrative expenses during job action shall be identified in the Fund's procedures.
- 6.2 Should job action result in the depletion of the Fund, Executive may call a Special 'Job Action' Meeting according to the provisions in Constitutional Bylaw Article 4.

NAIT ACADEMIC STAFF ASSOCIATION

COMM.001	FINANCE COMMITTEE BYLAW		Cross-reference Constitutional Bylaw:
First Reading:	<u>03-26-97 / 97.03.157</u> (Date/Motion)	Second Reading:	<u>05-28-97 / 97.05.209</u> (Date/Motion)
Third Reading:	<u>05-28-97/ 97.05.210</u> (Date/Motion)		<u>Amend.005 / 99.05.188</u> Amendment Bylaw/Motion
Amended:	<u>Amend.014 / 2001.03.133</u> (Amendment Bylaw/Motion)	_____	
Repealed:	<u>/</u> (Date/Motion)	_____	
		(President Signature)	Article 9: Financial Matters (Page 8)
		(President Signature)	

1. Composition, Method of Selection and Terms of Office

- 1.1 The Finance Committee shall consist of up to three (3) elected members and the Finance Vice President. The Finance Vice President shall serve as Chairperson and liaise with the Executive.
- 1.2 The elected members of the Finance Committee shall serve a term of one (1) year.

2. Duties and Responsibilities

- 2.1 Assist the Finance Vice President in the performance of the duties of that office.
- 2.2 Review and recommend to the Executive finance-related policies and procedures of the Association.
- 2.3 Monitor accounts, evaluate, select financial services and manage Association resources.
- 2.4 Prepare the annual budget of the Association for approval by the Executive.
- 2.5 Select and recommend an auditor to the Annual General Meeting.
- 2.6 Provide and disseminate to the membership audited financial statements and quarterly reports, and a full financial report at the Annual General Meeting.
- 2.7 Forecast and develop short- and long-term financial plans.

3. Operational Procedures

- 3.1 Meetings shall be called by the Chairperson or at the direction of the President or the Executive.
- 3.2 A quorum shall consist of not less than half the members of the Committee.
- 3.3 Minutes of meetings shall be maintained and made available to the membership through the Executive.

NAIT ACADEMIC STAFF ASSOCIATION

COMM. 004 BARGAINING COMMITTEE BYLAW	
First Reading: <u>03-26-97 / 97.03.160</u> (Date/Motion)	Second Reading: <u>05-28-97 / 97.05.215</u> (Date/Motion)
Third Reading: <u>05-28-97 / 97.05.216</u> (Date/Motion)	Amended: <u>Amend.008 / 99.05.191</u> <u>Amend.025 / 2002-04-125</u> <u>Amend.055 / 2013-02-065</u>
Amended: <u>Amend.068 / 2023-02-076</u> (Amendment Bylaw/Motion)	_____ (President Signature)
Repealed: <u>/</u> (Date/Motion)	

1. Composition, Method of Selection and Terms of Office

- 1.1 The Bargaining Committee shall be open to election and appointment as follows:
 - a) One representative elected for each department in the NAIT schools.
 - b) One representative elected by Librarians.
 - c) One representative elected by Counsellors.
 - d) One representative elected by Curriculum & Instructional Specialists.
 - e) One representative elected from Chairs.
 - f) One representative of non-permanent staff elected from those who exclusively work as Temporary and Casual members.
 - g) The President, who shall serve as chair.
 - h) The Labour Relations Director, who shall serve as spokesperson with voice but no vote.
 - i) Any outside agents or NASA members as approved by the Executive.
- 1.2 The elected members of the Bargaining Committee shall serve a term of two (2) years between collective agreements. When negotiations take place during the term, the Bargaining Committee shall serve their term as long as necessary to ratify a collective agreement.
- 1.3 Only the body of members being represented shall be eligible to vote for the representatives listed in 1.1 a) through f). Where a NASA member belongs to more than one body, for example a Casual who is also a Librarian, they will be eligible to vote in each of the applicable elections. The body of Temporary and Casual members shall consist of those who work exclusively as Temporary and/or Casual, and not any NASA member who holds a Continuous position.
- 1.4 NASA members who belong to multiple bodies of members may not be nominated for or serve on multiple positions on the Bargaining Committee.
- 1.5 Bargaining surveys will take place prior to negotiations. The NASA Executive may require completion of bargaining surveys prior to opening nominations for the Bargaining Committee per 1.1.

2. Duties and Responsibilities

- 2.1 Review and recommend to the Executive policies and procedures pertaining to the collective bargaining process.
- 2.2 Identify skill sets and training needed for effective bargaining.
- 2.3 Acquire and analyze information for use in the bargaining process.
- 2.4 Solicit input, identify issues, and discuss them with the members.
- 2.5 Develop bargaining proposals and present them to the Executive for discussion.

- 2.6 Present at the bargaining table the proposals of the Association and attempt to negotiate a Memorandum of Agreement with the Board of Governors.
- 2.7 Provide Negotiations updates to the membership after each session of bargaining, unless restricted by a mediator, arbitrator, Alberta Labour Relations Board, or any other applicable law or regulation.
- 2.8 Assist the Labour Relations Officer with an arbitration brief where applicable.
- 2.9 Present any tentative Memorandum of Agreement to the Executive for approval.
- 2.10 Assist the Executive in presenting any approved Memorandum of Agreement to the membership for ratification.
- 2.11 Prepare a draft Bargaining Committee Budget for submission to the Finance Committee.

3. Operational Procedures

- 3.1 Meetings shall be called by the President or at the direction of the Executive.
- 3.2 A quorum shall consist of not less than half the voting members of the Committee.
- 3.3 Minutes of meetings shall be maintained and made available to the membership through the Executive.

4. Vacancies

- 4.1 Any member of the Bargaining Committee who is absent for three consecutive Bargaining Committee meetings without notification and cause, will be deemed to have resigned their position.
- 4.2 When vacancies arise in the middle of a term through resignation, by Bargaining Committee members no longer holding NASA membership, or other means, the Bargaining Committee should call for a by-election, or may request that the NASA Executive appoint a replacement.
- 4.3 When vacancies arise due to unfilled nominations, the NASA Executive may appoint NASA members to the Bargaining Committee to fill that position from the body of members to be represented per 1.1.

5. Ratification of a Collective Agreement

- 5.1 The Bargaining Committee shall present the Memorandum of Agreement to the Executive for approval. The Bargaining Committee will then ask the Executive to call a Special Meeting (as per Article 4.02 of the Constitutional Bylaw) where the Bargaining Committee will present the Memorandum of Agreement for ratification.
- 5.2 The ratification vote will take place no longer than one week after the presentation of the Memorandum of Agreement or as soon as possible thereafter. The Memorandum of Agreement must be ratified by the members and the Board before it comes into effect. Once ratified the President and Labour Relations Director shall sign the agreement.
- 5.3 An Absentee Voter is a member who does not have online access on the day(s) of voting. Absentee voting shall take place by telephone between 8:00 am and 4:00 pm (Edmonton, Alberta time) on the first day of voting. It is the responsibility of the member to make arrangements with the Returning Officer, through the NASA Office, for a secure method of casting a vote. These arrangements must be made in person not less than three days prior to the first day of voting.
- 5.4 A Returning Officer appointed by the Executive shall administer and supervise the ratification vote.

Duties of the Returning Officer:

- a) Ensure a fair and equitable ratification vote by enforcing voting procedures.
- b) Appoint a delegate for the purpose of administering absentee votes.

- c) Verify the most recent membership information (name and ID number) is uploaded into the electronic voting system.
 - d) Verify computer tabulation of voting results.
 - e) Report the results of the vote to the Executive, Bargaining Committee and the membership by the most efficient means available.
- 5.5 If the Memorandum of Agreement is rejected by the membership, the Bargaining Committee (in consultation with the Executive) will determine an appropriate course of action.
- 5.6 If a new Memorandum of Agreement is negotiated, the process described above will be repeated.

6. Recall

- 6.1 A NASA member elected to the Bargaining Committee may be recalled by the body of members that elected them.
- 6.2 A Recall Petition signed by no fewer than 50 (fifty) percent of the body of members that elected a representative is required to present to the NASA Executive to approve or decline a Bargaining Committee Member Recall Meeting.
- 6.3 Quorum for the Bargaining Committee Recall Meeting shall be no fewer than 50 (fifty) percent of the body of members that elected the representative facing recall.
- 6.4 The only business to be conducted at the Bargaining Committee Recall Meeting shall be a motion to recall the Bargaining Committee representative, which requires a vote of two-thirds of the members present to pass. Voting shall be limited to members from the body that elected the representative.
- 6.5 Should a Bargaining Committee member be recalled; a by-election shall take place as soon as reasonably possible.

NAIT ACADEMIC STAFF ASSOCIATION

COMM. 007 MEMBERSHIP SERVICES COMMITTEE BYLAW	
First Reading: <u>04-18-2002 / 2012.03.070</u> (Date/Motion)	Second Reading: <u>04-18-2002 / 2012.03.071</u> (Date/Motion)
Third Reading: <u>05-30-2012 / 2012.05.</u> (Date/Motion)	Amend. 034/2004.03.109 Amend. 041/2006.03.080 Amend.045/2010.06.104 Amend.050/2011.06.101 Amend.053/2012/05.98 Amend 056/2013.03.079 <u>Amend 066/2017.04.094</u> (Amendment Bylaw/Motion)
Amended: _____ (Amendment Bylaw/Motion)	_____ (President Signature)
Repealed: _____ (Date/Motion)	_____ (President Signature)

1. Composition

- 1.1 The Membership Services Committee shall consist of up to eight (8) elected members and the Membership Services Vice President. The Membership Services Vice President shall serve as Chairperson and liaise with the Executive.
- 1.2 The elected members of the Membership Services Committee shall serve a term of two (2) years.
- 1.3 Four members shall be elected in even-numbered years and four members shall be elected in odd-numbered years.

2. Duties and Responsibilities

- 2.1 Review and recommend to the Executive policies and procedures intended to enhance membership services.
- 2.2 Identify professional development needs of the Association and its members.
- 2.3 Promote participation in professional development activities.
- 2.4 Facilitate social interaction by planning and coordinating events for the membership.
- 2.5 Plan and coordinate recognition of Association members.
- 2.6 Negotiate special rates and discounts for all NAIT Staff and Alumni.
- 2.7 Promote professionalism among members of the Association.
- 2.8 Communicate and co-operate with members of other institutions and Associations.
- 2.9 Prepare a draft budget for submission to the Finance Committee.

3. Operational Procedures

- 3.1 Minutes of the meeting shall be maintained and made available to the membership through the Executive, and published on the NASA website.
- 3.2 Meetings shall be called by the Chairperson or at the direction of the President or Executive.
- 3.3 A quorum shall consist of not less than half the members of the Committee.

4. Funding Approval for the ACIFA Conference

- 4.1 Criteria for professional development funding for the ACIFA Conference:
- a) Preference will be given in the following order:
 - i. Presenters
 - ii. First-time attenders
 - iii. Membership Services Committee members
 - iv. The remaining applications, in the order in which they were received.
 - b) NASA Membership Services funding is intended to assist the membership in attending the ACIFA Conference, not to reimburse entire expenses. The Membership Services Committee strongly encourages members to use their Employee Professional Development Account (EPDA) and to seek Program Funding. Members are required to cover all costs up front and then submit NASA's ACIFA Conference Expense Claim for reimbursement.
 - c) Approval for attending the ACIFA Conference must not exceed the approved Membership Services Committee budget allocation.
 - i. Per person funding will be set annually by the Membership Services Committee to maximize NASA representation at the conference.
 - ii. Additional conditions of funding may be set annually by the Membership Services Committee or the Executive.
 - d) The Membership Services Committee will consider after-the-fact applications if they are received within 30 days after the conference.
 - e) Conference participants must complete the ACIFA Conference Feedback Report. Joint reports are not permitted. The funded participants will be identified in the Intercom and reports published on the NASA website.
 - f) NASA's ACIFA Conference Expense Claim shall normally be submitted within 20 calendar days following the conference and must include all receipts. Reimbursement will not be processed until the ACIFA Conference Feedback Report is also received.
 - g) As a recipient of ACIFA Conference funding, a member may be asked to fulfill a role on a NASA Committee.
 - h) Members of the Membership Services Committee seeking funding approval shall abstain from the discussion and decision of their application.

NAIT ACADEMIC STAFF ASSOCIATION

COMM.008	COMMUNICATIONS COMMITTEE BYLAW	Cross-reference Constitutional or Other Policy Bylaws:
First Reading:	<u>02-08-2001 / 2001.02.098</u> (Date/Motion)	Second Reading: <u>02-08-2001 / 2001.02.099</u> (Date/Motion)
		Amended: Amend.029 / 2003.03.108 Amend.035 / 2004.03.110 Amend.046 / 2010.06.104 Amend.057 / 2013.03.083 Amend.067 / 2017.04.098
Third Reading:	<u>03-28-2001 / 2001.03.151</u> (Date/Motion)	<u>(Amendment Bylaw/Motion)</u>
Repealed:	<u>/</u> (Date/Motion)	<u>(President Signature)</u>

1. Composition

- 1.1 The Communications Committee shall consist of up to six (6) elected members. The Communications Vice President shall serve as Chairperson and liaise with the Executive.
- 1.2 Elected members of the Communications Committee shall serve terms of two years.
- 1.3 Three members shall be elected in even-numbered years and three members shall be elected in odd-numbered years.

2. Duties and Responsibilities

- 2.1 Review and recommend to the Executive, policies and procedures pertaining to NASA's corporate image and communications.
- 2.2 Communicate all NASA legislative changes to the membership.
- 2.3 Foster and maintain interactive communication networks, including but not limited to web, email and publications.
- 2.4 Communicate through any or all available media, one of which shall be an Association publication distributed at intervals specified by the Executive.
- 2.5 Review submitted articles for content. Prior to distribution, the articles must be reviewed by the President. If the President and the Communications Committee cannot resolve a difference of opinion as to the suitability of content, the question shall be referred to the Executive for resolution.
- 2.6 Provide assistance to Association committees in the development, gathering and dissemination of information.
- 2.7 Maintain and provide access to meeting records of the Association.
- 2.8 Communicate the NASA Business Plan.
- 2.9 Prepare a draft Committee budget for submission to the Finance Committee.
- 2.10 Recognize NASA members who have received an award either provincially, nationally or internationally for excellence in their discipline or the field of education through the External Award Recognition Program (EARP).

3. Operational Procedures

- 3.1 The recording secretary shall make the minutes available to the membership through the Executive.
- 3.2 Meetings shall be called by the Chairperson or at the direction of the president or Executive.
- 3.2 A quorum shall consist of not less than half the voting members of the Committee.

4. Replacement Honoraria

- 4.1 When NASA members are required to miss classes in order to attend NASA committee meetings, NASA will pay a replacement honorarium to the instructor who substitutes for the NASA member.
- 4.2 This policy is intended to apply to extraordinary or unusual situations only. NASA Committee meetings should normally be scheduled at a time which will avoid conflicts with classes.
- 4.3 Payment of Replacement Honoraria must be approved in advance by an Executive Officer of NASA or by the Executive Liaison Member of the NASA Committee.
- 4.4 The NASA member, in consultation with his or her Work Unit Leader, will arrange for suitable replacement. The replacement work should not require any significant amount of time for classroom preparation, exam preparation, or marking.
- 4.5 NASA replacement honoraria will be paid at an hourly rate (bi-weekly rate divided by 72.5) of classroom substitution based on Step 13 of the Instructor grid in the Collective Agreement.
- 4.6 The NASA Office will make the payment as soon as possible after receiving a properly completed and authorized Request for Replacement Honoraria form.

5. Honoraria

NASA may award honoraria for contributions in accordance with the following guidelines:

- 5.1 The honoraria shall be in recognition of time, effort and sacrifice and shall not be considered as payment or hourly wage.
- 5.2 A committee consisting of the President, Communications Vice President, Finance Vice President and one other Executive member shall recommend eligibility and amounts for individuals.
- 5.3 The Executive shall approval all honoraria including honoraria for special assignments and the Bargaining Team.

**SCHEDULE A
SPECIFIC REIMBURSEMENT RATES**

Schedule A is intended to provide specific reimbursement rates for expenses that are not receipted. The Finance Committee will review rates and recommend changes to Executive for approval.

1. Use of Taxis

If a receipt for the use of a taxi is not provided by the cab driver, the member will be reimbursed \$8.00.

2. Rate Per Kilometre

Vehicle Travel will be reimbursed at a rate of *\$0.505 Canadian* per kilometer.

3. Meals and Incidental Expenses within Canada

The meal allowances without receipts are:

- (a) **\$15.00** for breakfast,
- (b) **\$15.00** for lunch,
- (c) **\$30.00** for dinner.

The incidental allowance on Association business is \$10.00 per day.

4. Meals and Incidental Expenses within the United States

The meal and incidental allowance for travel to the United States are the same as in Canada (Section3) except for amounts being in US funds. This will be converted into Canadian funds at the conversion rates in effect at the time of travel. This can be computed from the actual rate paid for purchase of US dollars substantiated by a receipt, or rates as quoted on your credit card statements, or from a website such as <http://www.bankofcanada.ca/en/rates/exchange.html>

5. Accommodation

The accommodation allowance for private overnight accommodation will be:

- (a) \$20.00/night for up to the first 7 consecutive nights stay
- (b) \$15.00/night for the 8th up to the 14th consecutive nights
- (c) \$10.00/night for all subsequent consecutive nights beyond 14 days.