

**THE BYLAWS OF  
THE HURON UNIVERSITY COLLEGE FACULTY ASSOCIATION (2025)**

**1. DUTIES OF OFFICERS OF THE ASSOCIATION**

**1.1. All Officers of the Association shall:**

- a) Uphold and promote the mission of the Association;
- b) Be familiar with, and ensure members are familiar with, the Collective Agreement and the Association's Constitution, Bylaws, and Policies;
- c) Advise or attend meetings of the Executive Committee, from time to time as requested;
- d) Prepare written reports for the Association's regular General Meetings;
- e) Attend regular labour-management meetings, as necessary.

**1.2. The President shall:**

- a) Be responsible for the smooth and efficient operation of the Association;
- b) Be the official spokesperson of the Association or designate another to serve in this capacity;
- c) Be familiar with relevant labour law and government policies relevant to the post-secondary education sector;
- d) Enforce the Association's Constitution, Bylaws, and Policies;
- e) Normally chair all meetings of the Executive Committee;
- f) Normally chair all General, Emergency, and Informational Meetings of the Association;
- g) Be a member of the Grievance Committee;
- h) Represent the Association at CAUT and OCUFA, including attending meetings, as determined by the Executive Committee;
- i) Be a signatory for all of the Association's bank and investment accounts and oversee the Association's finances.

**1.3. The Vice-President shall:**

- a) Perform the duties of the President in the President's absence, incapacitation, or their removal from office by a vote of the membership consistent with Articles 14 and 15 above;
- b) Represent the Association at CAUT and OCUFA, including attending meetings, as necessary;
- c) Attend to any additional matters assigned by the President or Executive Committee, or as determined by the Association's Bylaws and Policies;
- d) Chair meetings of the Association should the President vacate the chair;
- e) Administer all Association awards and gifts;
- f) Endeavour to attend all Executive Committee meetings.

**1.4. The Treasurer shall:**

- a) Be responsible for the care and custody of the Association's funds and assets;
- b) Maintain accurate and up-to-date financial records;
- c) Prepare an annual budget for presentation at the Annual General Meeting;
- d) Be a signatory for all of the Association's bank and investment accounts;
- e) Maintain the Association's membership list, in consultation with the Secretary, and provide monthly updates of membership numbers to the Executive Committee;
- f) Pay bills, fees and reimbursements, as necessary;
- g) Ensure membership dues are collected and remitted by the Employer;
- h) Arrange for audits of the Association's accounts, as necessary;
- i) Endeavour to attend all Executive Committee meetings.

**1.5. The Secretary shall:**

- a) Be responsible for the care and custody of the Association's records and documents;
- b) Organize meetings of the Executive Committee, prepare and circulate the agenda prior to Executive Committee meetings, in consultation with the President;
- c) Record minutes at meetings of the Association and summary notes at Executive Committee meetings;
- d) Prepare minutes of General Meetings prior to the next General Meeting;
- e) Request reports, collect resolutions, prepare and circulate the agenda and meeting materials prior to General, Emergency, and Informational Meetings;
- f) Maintain the Association's membership list, in consultation with the Treasurer, and maintain an accurate and up-to-date membership email list;
- g) Endeavour to attend all Executive Committee meetings.

**1.6. The Communications Officer shall:**

- a) Be responsible for outreach to the membership with the goal of enhancing membership engagement;
- b) Circulate communications with the membership via email, including meeting minutes, as necessary;
- c) Maintain and update the Association's website and electronic communication methods;
- d) Coordinate social events for the membership, as necessary;
- e) Act as a liaison with other London-area faculty associations and unions in the post-secondary sector, as necessary;
- f) Endeavour to attend all Executive Committee meetings.

**1.7. The Per-Course/Sessional Representative shall:**

- a) Act as a liaison between per-course/sessional faculty and the Association's Executive Committee;
- b) Represent the Association on the OCUFA Contract Faculty Committee, including attending meetings (or finding a delegate);
- c) Act as a resource for per-course/sessional faculty, including attending and/or organizing welcome/information meetings as necessary;
- d) Assist with grievances involving per-course/sessional faculty, as necessary;
- e) Coordinate the Association's activities in support of events like CAUT's Contract

Faculty Awareness Day and OCUFA's Social Media Day of Action;

f) Organize an annual meeting for per-course/sessional faculty and the President of the Association;

g) Endeavour to attend all Executive Committee meetings.

**1.8. The Librarian Representative shall:**

- a) Act as a liaison between librarians and the Association's Executive Committee;
- b) Act as a resource for librarians, including attending and/or organizing welcome/information meetings as necessary;
- c) Engage with any relevant committees at CAUT and OCUFA (or arrange for a delegate);
- d) Assist with grievances involving librarians, as necessary;
- e) Endeavour to attend all Executive Committee meetings.

Adopted by the Huron University College Faculty Association, 19 December 2025.