

CONSTITUTION AND BY-LAWS

I. CONSTITUTION OF THE LANGARA COLLEGE ADMINISTRATORS' ASSOCIATION

ARTICLE 1 – NAME

Section 1: The name of this non-profit, voluntary and unincorporated association is the LANGARA COLLEGE ADMINISTRATORS' ASSOCIATION (hereinafter referred to as the "LCAA").

ARTICLE 2 - PURPOSE

Section 1: The LCAA promotes and represents the interests of administrators who perform confidential, professional or managerial functions at the College. As administrators, members of the LCAA play an integral role in the effective functioning of the College and the achievement of its goals. The purpose of the LCAA is:

- a. to represent the interests of the members concerning terms of employment, working conditions, compensation and other benefits;
- b. to provide and promote opportunities for members' professional growth and development;
- c. to contribute to the development of post-secondary education in the College and the province through a variety of means;
- d. to represent the collective interests of the members in College activities; and
- e. to promote communication and facilitate the free exchange of ideas among members, between the College and members, and between groups outside the College and members.

II. BY-LAWS OF THE LANGARA COLLEGE ADMINISTRATORS' ASSOCIATION

PART 1 - DEFINITIONS

- Section 1: Ordinary Resolution means a motion passed by members in a general meeting by a simple majority (50% + 1) of the votes cast in person.
- Section 2: Special Resolution means a motion passed by a majority of not less than two thirds (67%) of those members who vote in person at a meeting with written notice, including the text of the motion being proposed, provided not less than 21 calendar days prior to when the vote takes place.

PART 2 – MEMBERSHIP AND DUES

- Section 1: All College administrators are eligible for membership, except the President, Vice-President, Administration and Finance, Director of Human Resources, and Human Rights Coordinator.
- Section 2: Each member shall have one vote in the conduct of LCAA business.
- Section 3: The rights to vote, to hold office, and to serve on committees shall be restricted to members of the LCAA.
- Section 4: The LCAA shall set annual membership dues, and other fees necessary for the conduct of LCAA business, by special resolution.
- Section 5: Annual membership dues will be paid in full by payroll deduction in the fall of each year.

PART 3 - OFFICERS

- Section 1: The executive officers of the LCAA shall consist of a Chair, Vice-Chair, Secretary, and Treasurer, each of whom will serve for a three-year term.
- Section 2: A member may serve as Chair for a maximum of two three-year terms.
- Section 3: The Chair is not eligible to hold any executive position in the term immediately following the completion of his/her term as Chair. The Vice-Chair is eligible to be elected as Chair in the term immediately following the completion of his/her term as Vice-Chair.

Langara College Administrators' Association Constitution and By-laws

Section 4: There is no maximum number of consecutive terms that the Vice-Chair, Secretary or Treasurer may serve.

Section 5: The Treasurer, the Chair, and the Vice-Chair are designated signing authorities.

PART 4 – ELECTION AND REMOVAL OF OFFICERS

Section 1: Officers are elected by ordinary resolution at the Annual General Meeting. Should an Office be vacated during a term, the Chair or Vice-Chair will call an election to fill the vacancy for the remainder of the term.

Section 2: Upon expiry of their term, officers shall continue in their positions until their successors are elected.

Section 3: The LCAA may, by special resolution, remove an officer and another member may be elected by ordinary resolution to serve during the balance of the term.

PART 5 – RESPONSIBILITIES OF OFFICERS

Section 1: Chair
The Chair calls and presides over LCAA meetings and strikes standing committees as recommended by the LCAA and ad hoc committees when necessary. The Chair will also attend College Board meetings, Board sub-committee meetings when appointed by the Board, and Langara Council meetings.

Section 2: Vice-Chair
The Vice-Chair shall assist the Chair and act in the absence of the Chair in all matters pertaining to the LCAA.

Section 3: Secretary
The Secretary shall ensure that agendas for all meetings are prepared, rooms are booked, and minutes of all meetings are recorded and submitted for approval at the following meeting. The Secretary shall also coordinate the purchase of cards, flowers, and gifts for members.

Section 4: Treasurer
The Treasurer shall be responsible for keeping accounts and records and maintaining funds. The Treasurer will provide reports as requested by the Chair and will report annually to the membership.

Langara College Administrators' Association Constitution and By-laws

PART 6 – MEETINGS AND VOTING

- Section 1: LCAA meetings shall be held at least twice a year. In addition, the LCAA will hold an Annual General Meeting. The Chair shall make every effort to provide at least 10 days' notice of upcoming meetings by campus mail or email.
- Section 2: Conduct of LCAA meetings shall be guided by *Robert's Rules of Order*.
- Section 3: Quorum for an LCAA meeting or vote is 25% of the membership. Unless otherwise specified in these by-laws, the LCAA will act by ordinary resolution.
- Section 4: Electronic surveying may be used at the Chair's discretion to obtain members' input on matters pertaining to LCAA business. If electronic surveying is used, LCAA members will be notified electronically of the specified response time at least 5 business days in advance.

PART 7 – EXPENDITURE OF FUNDS

- Section 1: The Treasurer shall obtain written approval from the Chair or Vice-Chair for the expenditure of funds.
- Section 2: Funds shall be used to purchase cards and/or flowers for members when appropriate, to purchase gifts for long-service employees who retire or leave the College, to provide refreshments at meetings, and for any other purpose approved by the Executive consistent with the Constitution.
- Section 3: Funds in the amount of no more than \$250 may be used for the annual Christmas event.

PART 8 - COMMITTEES

- Section 1: The Chair may ask for a volunteer to a committee or, at his/her discretion and in consultation with the Vice-Chair, may appoint a member to a committee. Members will be provided annually with a list of committees on which the LCAA is represented.
- Section 2: College-Wide Committees:
A member will sit on College-wide committees that require LCAA representation or where representation is of benefit to the LCAA.

Langara College Administrators' Association Constitution and By-laws

Section 3: Selection and Recruitment Committee:
Appointments to the Committee for the selection and recruitment of all candidates for Administrative positions will be made by the Chair in consultation with the College President and Vice-Chair.

Section 4: LCAA Committees:
All committees will be duly constituted by vote at a meeting. Members of the following **standing committees** shall be elected by the membership:

a) Working Conditions Committee (Committee #1)

The Working Conditions Committee shall develop recommendations to the membership in matters concerning working conditions, compensation, and relations with the College President and the College Board. These recommendations will be tabled with the LCAA for approval and on validation will be taken to the College President.

b) Professional Development Committee

The Professional Development Committee shall organize the professional development activities of LCAA members.

PART 9 - AMENDMENTS

Section 1: Amendments to the Constitution or By-laws may be made only by special resolution.