

## **University Faculty and Staff Tenants Association Constitution**

**1. Name:** The full name of the organization shall be The University Faculty and Staff Tenants Association and the abbreviated name shall be UFASTA.

**2. Approval:** The constitution was approved at the inaugural general meeting on DATE

**3. Nature:** A non-incorporated, voluntary non-profit organization of tenants living in the Village Gate Homes faculty and staff housing at the University of British Columbia (see appendix A). UFASTA will represent any occupant living in any building owned or operated by UBC's Village Gate Homes for the purposes of faculty and staff accommodation.

**4. Mission Statement:** To be active participants in fostering an appealing and sustainable community on campus for UBC faculty, staff, and their families.

### **5. Goals:**

- a. **To build community between faculty and staff tenants on UBC campus**
- b. **To communicate the collective concerns of UBC faculty and staff tenants to the property manager and UBC.**
- c. **To help tenants understand their rights and obligations as UBC tenants**
- d. **To have a participatory voice within the University Neighbourhood Association (UNA)**

### **5. Methods of carrying out our mission include:**

- a. Keeping long-term records to document the history of UFASTA's concerns on campus
- b. Work collectively with representatives from student family housing to voice common concerns with UBC
- c. Maintaining a close relationship with the UNA Board of Directors and Staff
- d. Ensuring that UFASTA buildings are represented at UNA Neighbourhood/Strata Council Meetings
- e. Distribute a newsletter at least twice a year or as events warrant;
- f. Maintaining an up-to-date website of all UFASTA activities
- g. Have meetings of the tenants in addition to the annual general meeting to get members involved and to cover issues of concern
- h. Host community building events both within the UFASTA community as well as other residents within the community
- i. Educate tenants on issues around the UBC Faculty and Staff housing and on their tenant rights both through the newsletter and through meetings
- j. Other activities may be undertaken in the interests of tenants as deemed worthwhile
- k. Welcoming new tenants

## **6. Anti-discrimination Policies:**

UFASTA shall conduct our activities without discrimination because of race, religious beliefs, colour, gender, sexual orientation, ancestry, place of origin, physical or mental disabilities, age, marital status, physical attributes, or relationship with the University of British Columbia.

As such, anybody who makes comments contrary to our above policy at any of our meetings will be asked to apologize for such contrary statements and to retract it, or to leave the meeting.

Not only do we believe in these anti-discriminatory policies, but, as our resources permit, we will strive to make our group representative of our local tenant community.

In selecting meeting locations, our first priority after the appropriateness of the location (in terms of whether it can seat the number of people we expect and the actual address being local,) will be the accessibility for those members with physical infirmities, will take into account child-rearing considerations, and other issues of accessibility that may be brought to the attention of the UFASTA executive.

## **7. Partisanship and Electoral Policies:**

We, as an organization, may support or contest specific policies, programs, actions, laws or by-laws by any government or political party as we think appropriate, but never endorse any party, government or politician at the Federal or Provincial order of government.

We as a group, represent our members who may have various political affiliations, and so we can not remain representative of them all if we endorse any political parties or any candidate; we can only support or contest their platforms or actions. Members, on the other hand, may do what wish as individuals, including supporting, working for or endorsing a candidate as long as it does not include any references to this organization.

Our organization's goal is to improve the lives of tenants and may take up other issues/causes that benefit community building amongst residents of the UBC Vancouver campus. As such, UFASTA may endorse candidates for the UBC Board of Governors or the University Neighbourhood Association Board of Directors.

## **8. Financial:**

- a. No member may receive from UFASTA a salary as we are a volunteer-only organization.
- b. Members shall receive reimbursement for approved expenses;
- c. Our fiscal year shall end on the last day of May each year.
- d. As part of the Annual General Meeting for the membership, there will be an accounting including a financial statement provided to all members, stating all revenues received and where they came from (e.g., total from membership dues, events, a lawyer, etc.,) and what were the expenses (e.g., photocopying costs, stationary, room rental, events costs, etc.)

## 9. Group representatives:

Only Executive Members and those who are approved by the Board may claim to represent the organization. In situations where there is insufficient time to take an event or action to the monthly Board meetings, a majority of the organization's executive may do the approval.

## 10. Guests:

It is at the discretion of the Board of the organization, what non-members may attend Board meetings. Board/steering committee meetings are open to all members and invited guests previously approved by the executive or the board.

## 11. Membership:

All residents of the Village Gate Homes at the University of British Columbia are eligible to join UFASTA.

- a. To be eligible to be a member of UFASTA you must be a tenant within in a building owned by Village Gate Homes for the purpose of faculty and staff accommodation, and have paid your membership dues. Such members have voting rights.
- b. "Ex Officio" members are from other groups or agencies, who wish to provide their support to the organization. Their membership is at the discretion of the members. They do **not have voting privileges** as they may at times be in a conflict of interest situation. The purpose of this type of membership, is usually only for **area tenant associations**, for resource personnel who might be repeatedly invited such as a local tenant lawyer, social worker, or UNA Director.
- c. **Not eligible for membership are:**  
Owners or managers of multi-unit residential properties, their employees (both full and part-time,) their agents (including those who do contract work for them) and their immediate family.
- d. Membership may be revoked if members misrepresent themselves as a tenant, when they are an owner or manager of a multi-unit residential property, or a full-time or part-time employee or agent of an owner or manager of a multi-unit residential property.

Members may also be expelled for repeated violations of our anti-discrimination policies, for being violent, harassing or threatening violence against other members or guests, for being repeatedly disruptive in meetings to such an extent that the Board has found it necessary to give the person repeated warnings as recorded in this organization's minutes, for claiming to represent this organization without the authorization of the Board.

## 12. Board:

The Board and Executive shall be determined by a vote of the eligible membership during regular elections to be held every year in the months of October or November. The Board shall

be comprised only of voting members of the organization, and shall aim to include one member per building covered by UFASTA as well as the elected Executive. Meetings of the Board shall be every second month. Members of the Executive may also be an elected representative for their building on the Board.

While all members may attend Board/steering committees and are encouraged to do so, they may only vote at the UFASTA annual general meeting. While the Board encourages people to speak up, it does have the right to put limits on speech at meetings, particularly large ones, to ensure that the agenda items can all be covered.

Board members must resign if they have declared their run for a political office. This is to prevent the organization being used for electioneering purposes of any kind. Should that board member lose in a political campaign, they are free to run for the board position again.

### **13. Executive:**

The Executive of UFASTA shall be a subset of the Board, and will be comprised of the President, the Vice-President, the Treasurer, and Secretary who will be voted on by the general membership at the Annual General Meeting. Additionally, there may be two ex-officio members of the Executive as applicable.

Meetings of the Executive shall be once a month or as necessary.

Any vacancies occurring between Annual General meetings will be filled by persons appointed by the Board.

The Executive are to take care of the day-to-day operations such as banking, keeping minutes, signing letters.

At least three executive members must have signing authority over the organization's bank account, and all cheques and transfers of funds from that account must take at least two signatures.

The Executive will be elected by the general membership at the Annual General Meeting, and will consist of regular and non-voting members

#### *Regular Members*

President—The President is the public face of UFASTA

- Represent UFASTA and its members to other organizations, the University, government and public agencies, the media, and the public
- Develop relationships with key stakeholders in the UBC community to maximize the awareness of UFASTA and its objectives
- Preside at all General, Board and Executive meetings

- Ensure decisions are made in a timely manner and then translated in to meaningful actions holding appropriate parties accountable for success
- Work with the Executive to develop agendas for General and Board Meetings
- Develop the agenda for Executive meetings
- Present to the Board of Directors an evaluation of the pace, direction, and organizational strength of UFASTA
- Serve as the principal contact with other agencies and organizations
- Train and prepare the President-elect for the responsibilities of the presidency and establish specific objectives and areas of focus for the President-elect
- Cast a second vote in any meeting in which their is a tied vote

#### Vice-President (one year appointment—transitions to President in the following year)

- UFASTA will have one Vice President. Efforts will be made to represent both the Wesbrook and Hawthorn neighbourhoods between the President and Vice President.
- The Vice President will act as the representative of the President when required. The president will assume the duties of the President in his or her absence with all the responsibilities listed above for President. The Vice-President will transition to the role of President after one year.
- The Vice-President will be responsible for organizing and coordinating within Hawthorn and Wesbrook Neighbourhoods.
- The Vice-President shall familiarize themselves with the constitution and any by-laws of UFASTA to advise the President on any issues resulting therein.
- The Vice-President will be available to act as the representative of UFASTA if the President is not available.
- The Vice-President shall be responsible for coordinating with the Board members in Hawthorn and Wesbrook to ensure that events are held in accordance with UFASTA's stated goals and that effective communication happens with all residents in North and South Campus.

#### Secretary

- The secretary shall keep all records of UFASTA Executive, Board, and General meetings
- The secretary shall keep detailed records of all members of UFASTA
- The secretary shall keep records of all incoming and outgoing correspondence
- The secretary shall ensure that once the minutes of an Executive, Board or General meeting have been approved, that they are posted on a website run by UFASTA to ensure that all members have access to UFASTA decision making

#### Treasurer

- The treasurer shall maintain UFASTA's financial ledgers appropriately
- The treasurer shall make financial reports to all Board and General meetings, and to any Executive meeting in which one week's notice is given to the treasurer
- The treasurer shall work with board members and the vice president with regards to budgeting for all UFASTA activities

### *Non-Voting Members of the Executive*

Ex Officio (non-voting) any UFASTA member who is a UNA Director or a member of the UBC Board of Governors is invited to sit on the Executive of UFASTA in a non-voting capacity

#### **14. Meetings:**

Dates, locations and speakers at meetings will all be decided by the Board. Only in the rare case of an emergency, where there is not enough time to call a Board meeting, can a majority of the executive make these decisions, and then it must be reviewed after-the-fact at the next Board meeting.

#### **15. Annual General Meeting:**

- a. The Annual General Meeting will be open to all members.
- b. The Annual General Meeting will be held once a year in the month of October or November.
- c. The date of the AGM will be decided by a meeting of the Board.
- d. Members must be given at least two weeks notice of the meeting. All reasonable attempts will be made to contact those who are members.
- e. Only those members with voting privileges as outlined in item 11, may vote.
- f. The minutes of the Annual General Meeting will be approved at the next meeting of the UFASTA Board of Directors

#### **16. Amendments:**

This constitution may only be amended at an annual general meeting of members, with a vote of 60% of votes or greater.

#### Appendix A

##### List of UFASTA Buildings

- 1 Azalea
- 2 Cascara
- 3 Gardenia
- 4 Sumac
- 5 Tamarack
- 5 Larkspur
- 6 Dahlia

7 Magnolia

8 Nobel

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