

PDFA Annual General Meeting

August 25, 2022

12 p.m. – 1 p.m.

Agenda

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| 1. | Call to Order |
| 2. | Land Acknowledgement |
| 3. | Approval of the Agenda |
| 4. | Approval of Minutes of the August 18, 2021 Annual General Meeting |
| 5. | Reports from the Executive: <ul style="list-style-type: none">• President Report• VP Internal Report• VP External Report• VP Communications Report• VP Operations Report• VP Finance Report• Members-at-Large Report |
| 6. | Special Resolution: to amend the Bylaws as presented. |
| 7. | General Resolution: to approve the Executive Council Election Policy as presented. |
| 8. | General Resolution: to approve the Executive Officer Removal Procedure as presented. |
| 9. | General Resolution: to approve the Privacy Policy as presented. |
| 10. | General Resolution: to approve the Honoraria Policy as presented. |
| 11. | General Resolution: to approve the Budget as presented. |
| 12. | Other Business |
| 13. | Adjournment |

Post-Doctoral Fellows Association
Minutes of the Annual General Meeting - draft
August 18, 2021
Teleconference Meeting

Chair: PDFA President, Ahmed Negm

1.0 Call to Order

The Chair called the meeting to order at 10:09 a.m.

2.0 Approval of the Agenda

MOTION: To approve the Agenda.
Smith-MacDonald/Contreras

CARRIED

3.0 Approval of the Minutes

MOTION: To approve the Minutes of August 31, 2020.
Smith-MacDonald/Contreras

CARRIED

4.0 Executive Reports

Each member of the Executive presented a report based on the events of the past year. The positions of VP Internal, VP Finance, and VP Operations are currently vacant.

The President reported that bargaining of the first PDFA Collective Agreement is currently underway. He has also represented the PDFA in many meetings with University administration. This includes participation in the weekly COVID-19 update calls as well as being present for the university budget briefing. He also serves on the newly formed PDFO Advisory Committee and has made presentations to the Board Learning, Research, and Student Experience Committee to advocate for postdoctoral fellows. The PDFA also participates in the Canadian Association of PDFs. The President also reported that the PDFA has initiated discount programs for postdocs. As well, the PDFA held a successful virtual Research Day in 2020 and has improved its communications strategies.

The President provided an overview of the PDFA finances, presenting the 2020 budget and noting the 2020 and 2021 bank balances.

The VP External provided an overview of Union Savings and Marsh Insurance. Union Savings is an online savings program now available to all members of the PDFA. Marsh Insurance offers discounted home and car insurance rates to members of the PDFA. The VP External also thanked the staff of NASA for their assistance: Joy Correia, Director of Operations; Scott Harris, Communications Strategist; and Samantha Spurrier, Executive Assistant. The VP External has also been serving on the PDFA Bargaining Team and noted that the PDFA is moving forward on many bargaining items. He expressed his hope that bargaining will be completed by the end of this year.

The VP Communications reported that PDFA communications this year have improved and thanked the NASA Communications Strategist and Member-at-Large Contreras for their assistance on the communications team. The VP Communications also assisted in coordination of two events this past year: the 2020 Research Day, featuring PDFA alumnus and UofA professor Dr. Lewis, CEO of Entos Pharma; and the recently held Grant Information Session, featuring PDFA alumnus Dr. Saad Salim, Senior Advisor, Research Grant Division at the Research Services Office.

Member-at-Large Contreras became part of the PDFA in December, 2020. He reported that he has contributed to the PDFA in four main aspects: attending meetings and actively participating in discussion items; supporting the Executive with guidance; supporting the VP Communications; and managing the PDFA Twitter account to engage with the postdoctoral community at the University of Alberta and other universities in Canada. Member-at-Large Contreras submitted that the PDFA community requires greater attention, support, and recognition from the University administration.

Member-at-Large Smith-MacDonald reported that she has been active in attending the PDFA monthly meeting, providing opinions and suggestions, and supporting specific initiatives such as the PDFA Research Day and the PDFA bimonthly newsletters. Member-at-Large Smith-MacDonald noted that some key areas of work for the PDFA include: raising the profile of the PDFA in order that all postdoctoral fellows are aware that they are autonomically a member of the PDFA and that the PDFA is their union; distinguishing the PDFA from Postdoctoral Office; in conjunction with NASA, providing support and assistance to postdoctoral fellows experiencing struggles or challenges in their positions; continuing to negotiate with the University of Alberta on behalf of all postdoctoral fellows to address inequality of salary, work expectations, and benefits; and clarifying what University of Alberta supports and resources are available to postdoctoral fellows. Interested postdoctoral fellows were encouraged to apply to the member-at-large position for the 2021-2022 academic year.

5.0 Other Business

The NASA Executive Assistant provided an overview for the upcoming election. There will be a nomination period, an opportunity for members to change the position for which they are running, and a voting period. The VP External encouraged all PDFA members to consider applying for the Executive.

In response to a question about fellowship length and renewal, the DOO and member-as-large Contreras suggested that members discuss these concerns with their supervisor. This should not be an issue if members are working well in their environment. The DOO offered her assistance to anyone who requires it.

6.0 Adjournment

The meeting adjourned at 11:02 a.m.

President & Chair



The Postdoctoral Fellows Association of the University of Alberta

BYLAWS

Created: April 16, 2019

1st Ratified: June 4, 2019

Last updated: _____

Certified by: _____

Last ratified: _____

Article 1: PREAMBLE

1.1 The following articles set forth the Bylaws of The Postdoctoral Fellows Association of the University of Alberta. These shall have precedence over any other approved policies, rules, or regulations of the Association should any conflict arise among governing documents.

1.2 Definitions

In these Bylaws, the following words have these meanings.

- The “Association” refers to the Postdoctoral Fellows Association of the University of Alberta.
- The “PSLA” refers to the Post-secondary Learning Act
- The “LRC” refers to the Alberta Labour Relations Code.
- The “University” refers to the University of Alberta.
- “Postdoctoral fellow” refers to any person holding a postdoctoral appointment or occupying a postdoctoral position at the University, including (but not limited to): postdoctoral scholars, postdoctoral fellows, postdoctoral researchers, postdoctoral associates, and guest postdoctoral fellows.
- The “Executive” refers to the Executive Council of the Association, comprised of the Executive Officers who are current members of the Association elected by their peers to the highest positions of authority in the Association, as defined in Article 6.1.
- “Officer” means any Executive Council Officer of the Association.
- “Bylaws” refers to the Bylaws of the Association.
- “Member” means a member of the Association.
- “AGM” refers to the Annual General Meeting of the Association
- “SGM” refers to a Special General Meeting of the Association.
- “CRO” refers to the Chief Returning Officer
- “Fiscal year” refers to the period over which annual financial statements are calculated.
- All references to days mean "calendar" days unless otherwise indicated.
- “Policy” refers to a plan of action or guidelines developed by the Association.
- A “majority vote” means 50% plus one of the eligible votes cast.
- “Special Resolution” means a resolution which must be sent to members a minimum of 21 days in advance of a General Meeting and which requires a vote of not less than 75% of those present and voting to carry.

1.3 Interpretation of Bylaws

The following rules of interpretation must be applied in interpreting these Bylaws.

- Singular and Plural: words indicating the singular number also include the plural, and vice-versa.
- Corporation: words indicating persons also include corporations.
- Headings are for convenience only and do not affect the interpretation of these Bylaws.
- Liberal Interpretation: these Bylaws must be interpreted broadly and generously.

Article 2: NAME

2.1 The name of the Association is “The Postdoctoral Fellows Association of the University of Alberta”, which may also be known or referred to as the Association or PDFA.

Article 3: AUTHORITY

- 3.1 The authority of the Association and the contents of these Bylaws are granted and governed, respectively, by the *Post-secondary Learning Act (PSLA)* and the *Labour Relations Code (LRC)* of Alberta.
- 3.1.1 The minimum requirements for provisions set forth in these Bylaws are governed by Section 92.2(1) of the *PSLA*, which must be adhered to at all times.
 - 3.1.2 The Association was established and incorporated by order of the Lieutenant Governor in the Council of Alberta on May 29, 2018 (as per Section 92.1 of the *PSLA*) and thus the corporation and its Bylaws are not governed by the *Societies Act* or the *Companies Act*, as incorporation occurred independently of those pieces of legislation.
 - 3.1.3 These Bylaws, serve as the official documents governing the affairs of the Association, as per Section 92.2 of the *PSLA*.
 - 3.1.4 The *LRC* deems the Association a trade union for the purposes of acting as the bargaining agent for the University postdoctoral fellows (Section 58.5(2)), and provides exclusive authority for the Association to bargain collectively on behalf of the University postdoctoral fellows and bind them by a collective agreement (Sections 58.5(1)(c)).
 - 3.1.5 The collective bargaining authority of the Association is subject to the future effects of the application of Divisions 4 to 9 of Section 58.2(2) of the *LRC*.
 - 3.1.6 No collective agreement will be entered into by the Association unless it has been ratified by a majority of those members casting ballots, following information meeting(s) with the membership.

Article 4: VISION AND MISSION

4.1 Vision

The vision of the Association is one of a strong community in which postdoctoral fellows are provided fair and reasonable compensation and benefits for their work, a supportive social network, effective career and professional development opportunities, and rights and privileges similar to those provided to other key groups (e.g., students, graduate students, faculty members, and support staff) engaged in academia and research at the University.

4.2 Mission

The overarching mission of the Association is the betterment of the postdoctoral experience at the University. Toward that goal, the Association will advocate for improvements in the University's policies related to postdoctoral training, working conditions, collective bargaining, and labour relations based on input from members of the Association and work to strengthen the postdoctoral community at the University by enhancing engagement in University governance, organizing events and initiatives to increase social support and wellbeing, and providing services to our members.

The Association shall pursue its mission by:

- a. collecting data regarding the experiences and views of our members via surveys and other means to ensure appropriate representation of their interests, where possible;
- b. acting, based on that data, as the collective voice for our members in discussions with the University administration regarding postdoctoral policy, guidelines, and services at the University;
- c. acting as the primary liaison between the postdoctoral community and the administration of the University on matters relating to working conditions, labour relations, and training opportunities;
- d. acting as the exclusive bargaining agent for all postdoctoral fellows of the University;
- e. collaborating with the Postdoctoral Office, the Office of the Vice-President (Research), and other groups on campus to promote and develop effective training and career and professional development opportunities for postdoctoral fellows;
- f. holding career and professional development events for members;
- g. creating or identifying and sharing information and resources of relevance and/or utility to the postdoctoral community at the University;
- h. recruiting and nominating postdoctoral representatives for academic councils and committees as required and facilitating communication among postdoctoral representatives across the University campus;
- i. promoting postdoctoral engagement in events or initiatives in the wider the University community;
- j. building and maintaining a strong, caring and supportive postdoctoral community by providing peer support for members and facilitating communication and interaction among members via social and networking events and other initiatives; and
- k. raising awareness of the contributions of postdoctoral fellows to the University and to the general public.

Article 5: MEMBERSHIP

5.1 General

- 5.1.1 Any individual holding a postdoctoral appointment or occupying a postdoctoral position at the University shall be considered a member of the Association, regardless of the specific source(s) of funding for that individual's salary or stipend, nationality or immigration status, or the duration and full- or part-time nature of their contract.
- 5.1.2 Membership in the Association is non-transferable and ceases immediately upon the date that an individual ceases to hold a postdoctoral appointment or occupy a postdoctoral position at the University for any reason, including death.
- 5.1.3 Members shall be considered to be 'in good standing', when they have paid their dues in full and have not violated the Bylaws of the Association.

5.2 Membership Dues

- 5.2.1 The Association is empowered to levy a mandatory membership fee to be paid by all members

- 5.2.2 The rate of membership dues can be changed only by a majority vote of members casting ballots, following consultation/information meetings with the membership.
- 5.2.3 Membership dues will be deducted from employee's base pay, as outlined in the collective agreement, and remitted to the Association on a monthly basis.
- 5.2.4 Any member unable to remit Association dues through the employer will be subject to a membership fee as established by the PDF/A.
- 5.2.5 Any member who owes the Association membership dues may have their rights and privileges suspended until such time as the debt is paid in full or appropriate arrangements for periodic payment have been made and approved by the Executive Council.

5.3 Rights and Privileges of Members

- 5.3.1 Any Member of the Association in good standing shall have the right to:
 - a. receive notice of any General Meeting of the Association via email;
 - b. attend and speak at any General Meeting of the Association;
 - c. nominate themselves or other members for positions on the Association Executive Council;
 - d. be nominated and elected to positions on the Association Executive Council;
 - e. cast one (1) vote on each question or motion in any election, referendum, or general meeting of the Association;
 - f. inspect electronic copies of any of the Association's governing documents, meeting minutes, annual financial statements, or other books/records of the Association that are not classified as confidential by these Bylaws or an order of the Executive Council once per fiscal year;
 - g. participate in any consultations related to collective bargaining;
 - h. petition the Executive Council regarding any matter related to the mission of the Association;
 - i. move a motion, in accordance with the Procedure on the Removal of an Executive Officer, for the removal or impeachment of any member of the Association Executive Council; and
 - j. propose an amendment to these Bylaws, in accordance with the guidelines for amendments set out in Article 11.
- 5.3.2 The Executive Council may, at its discretion, establish additional privileges associated with membership, which are not considered rights and may therefore be altered or rescinded by a majority vote of the Council at any time.

5.4 Obligations of Members

Members of the Association shall have the following obligations:

- a. to recognize and observe the Bylaws of the Association;
- b. to recognize and respect the right of the Association to adopt and enforce reasonable rules regarding the responsibilities of membership.

5.5 Withdrawal, Suspension and Expulsion of Members

- 5.5.1 Any Member who fails to pay (or make acceptable payment arrangements for) the full amount of membership dues owed to the Association by the due

date, may have all of their rights and privileges as a member of the Association suspended by order of the Executive Council until payment is received or appropriate arrangements for periodic payments have been made.

- 5.5.2 An individual may have their membership suspended or revoked if found to have deliberately contravened these Bylaws or the policies of the Association following an appeal to the general membership.

5.6 Liability of Members

- 5.6.1 Regardless of how a member ceases to be a member, they remain liable for any debts owed to the Association at the date of ceasing to be a member.
- 5.6.2 Former members have no continuing obligations to the Association with the exception of Article 5.6.1.
- 5.6.3 No member is, in their individual capacity, liable for any debt or liability of the Association.

Article 6: GOVERNANCE

6.1 Composition of the Executive Council

- 6.1.1** The Executive Council of the Association shall be comprised of 10 elected officials, also known as “Executive Officers” of the Association, listed in Article 6.1.1.1 who shall be elected as described in Article 7.

6.1.1.1 The elected positions on the Executive Council shall include the following:

- a. President;
- b. Vice President Internal;
- c. Vice President External;
- d. Vice President Communications;
- e. Vice President Operations;
- f. Vice President Finance; and
- g. Members-at-Large (up to four).

6.1.2 Powers and Responsibilities

6.1.2.1 The Executive Council is empowered as the sole governing body of the Association, with exclusive authority to manage the business, operations, and affairs of the Association and shall be ultimately responsible for ensuring the continuity of the Association and for pursuing the vision and mission of the Association.

6.1.2.2 Decisions made by the Executive Council in accordance with these Bylaws, or any policy documents made and approved in accordance with these Bylaws, are binding on all Members and Officers of the Association.

6.1.2.3 The powers and authorities of the Executive Council shall include, but not be limited to:

- a. collective bargaining with the University on behalf of members
- b. collecting input from members to ensure appropriate representation of their interests when advocating on their behalf

- c. to formulate policies and procedures regarding issues affecting the Association, provided always that such policies and procedures are consistent with the Bylaws, which will then be presented as resolutions at General Meetings
- d. to administer the Association in keeping with the spirit and intent of the Bylaws and manage the general interest of the Association and its members between General Meetings
- e. management of all business and affairs of the Association, including the maintenance of funds, finances, assets, accounts, and records of the Association.
- f. protection of members with respect to privacy and liability;
- g. protection of the Association with respect to confidentiality and liability;
- h. to consider, approve, and recommend the annual operating budget of the Association prior to general membership approval at the Annual General Meeting.
- i. to recommend to a General Meeting the appointment of the auditors of the Association and ensure that the books of the Association are audited each year, or as often as required during the year.
- j. to hire, oversee, and assess any employees, contractors, or external agencies for the performance of specific tasks or services.
- k. to appoint members to any other committees or bodies as required.
- l. fulfil the duties and responsibilities associated with their particular position on the Executive Council.
- m. To consider all matters placed on the agenda by Executive Council members for such meetings.

6.1.3 Details of Roles

- a. The President shall
 - supervise and guide the affairs and actions of the Executive Council;
 - engage in all negotiations done on behalf of the Association or its members, including collective bargaining;
 - chair all meetings of the Association, unless delegated to another Officer;
 - be an *ex officio* member of all Committees of the Association;
 - act as the spokesperson for the Association; and
 - be primarily responsible for ensuring the effective and efficient functioning of the Executive Council and the Association and for ensuring the continuity of the Association.
- b. The Vice President Internal shall
 - act as the primary liaison between the Executive Council of the Association and the faculties, departments, institutes, and offices internal to the University;
 - organize any social events for the Association;
 - perform duties as assigned by the President; and
 - in case of vacancy in the position of the president and in the event that no other member of the Executive Council is nominated, become the interim president until the next election is held.

- c. The Vice President External shall
 - act as the primary liaison between the Executive Council of the Association and any individuals, organizations, or groups external to the Association and the University, including other postdoctoral Associations at the provincial and national levels.
- ci. The Vice President Communications shall
 - be responsible for communicating the affairs of the Association and the Executive Council to the membership via email and posts on the Association website and social media accounts.
- cii. The Vice President Operations shall
 - organize Executive Council meetings as well as meetings of the general membership;
 - organize the records and minutes for all meetings of the Association and the Executive Council; and
 - manage the storage of and access to all official records of the Association and the Executive Council.
- ciii. The Vice President Finance shall
 - conduct all financial transactions on behalf of the Association;
 - manage all of the Association's financial accounts including the maintenance and storage of and access to financial records;
 - be responsible for developing the annual budget of the Association in consultation with other members of the Executive Council;
 - present an annual budget at the AGM; and
 - prepare all financial records, with assistance from other members of the Executive Council or outside contractors as deemed necessary by the Executive Council, in accordance with Article 9.
- civ. The Members-at-Large shall
 - counsel President and Vice Presidents; and
 - organize and support subcommittees as required;

6.1.4 Terms of Office

- 6.1.4.1 Executive Officers shall hold their elected positions until the subsequent election.
- 6.1.4.2 Executive Officers can resign from their position on the Executive Council at any point, by submitting an electronic or paper letter of resignation to the President or informing the Executive Council in person at any Executive Council meeting with reasonable advance notice.
- 6.1.4.3 If a position, other than the Presidency, is left unfilled following an election or vacated for any reason prior to the end of a member's elected term, the Executive Council may appoint any current member of the Association in good standing to fill that position until the next election, pursuant to the Executive Council Election Policy.

6.1.5 Remuneration of Executive Officers

- 6.1.5.1 The Executive Officers will be remunerated for the time and effort they contribute to the Association and the value of that

remuneration will be set by a separate policy document entitled the Executive Remuneration Schedule.

- 6.1.5.2 Changes to the Executive Remuneration Schedule must be presented to the membership for approval at a General Meeting.
- 6.1.5.3 Remuneration will be given to officers that have attended at least 50% of Executive Council meetings.

Article 7: Executive Council Elections

- 7.1 Members of the Executive Council will be elected every year as per the Executive Council Election Policy.
- 7.2 Only members in good standing are eligible to be nominated or self-nominated for any position on the Executive Council.

Article 8: MEETINGS

8.1 Executive Council Meetings

- 8.1.1 The Executive Council shall establish and hold a regular standing meeting once each calendar month.
- 8.1.2 Quorum for Executive Council meetings will be 50% +1 of the current Executive Officers
- 8.1.3 Any Executive Council meeting that fails to meet quorum may be cancelled at the discretion of the Chair. Should the Chair decide to hold the meeting, the meeting shall be for discussion purposes only.
- 8.1.4 All Executive Officers have the right to cast one (1) vote on any motion or decision being considered by the Executive Council, with the exception of the Chair, who only casts a vote to break ties in Executive Council and General Meetings of the Association.
- 8.1.5 In the absence of a Bylaw or approved policy that states otherwise, all motions considered by the Association Executive Council in a regular meeting shall require 50% +1 of the votes cast in order to pass.
- 8.1.6 Executive Council meetings will be called by the President. Where two or more members of the Executive Council make a request in writing for a special meeting, the President will call a special meeting.
- 8.1.7 The first meeting of the Executive Council following annual elections will include:
 - a. Formal transfer of power from the outgoing Executive Council to the incoming Executive Council.
 - b. Setting the time, dates, and location for regular meetings.
 - c. Review and signing of the Code of Conduct by members of the Executive Council.
 - d. Review of the PDFA bylaws and policies.
 - e. Appointment of signing authority and other administrative matters.

8.2 General Membership Meetings

- 8.2.1 The Association Annual General Meeting (AGM) shall be held in August
- 8.2.2 Notice of all General Meetings will be communicated to all members a minimum of 21 days before the meeting.

- 8.2.3 The AGM shall include presentations from the Executive Council reviewing:
- a. activities and events of the Association since the previous AGM;
 - b. policy changes implemented since the previous AGM;
 - c. the current financial statements of the Association, audited and signed by the Association's auditor;
 - d. nominations and procedures for any upcoming elections or referenda; and
 - e. any motions being brought to the general membership for approval.
- 8.2.4 The AGM shall include a vote from the membership to approve the annual financial statements and the proposed budget.
- 8.2.5 Quorum for the AGM will be 3% of the Association
- 8.2.6 Each member gets 1 vote on a given question or motion, with the exception of the President, whose vote is reserved for breaking ties.
- 8.2.7 In the absence of a Bylaw or approved policy that states otherwise, all motions considered by the members of the Association at an AGM shall require 50% +1 of the votes cast in order to pass.
- 8.2.8 The Executive Council shall recommend that any decision requiring member approval be brought to a General Meeting or sent to the membership through a vote.
- 8.2.9 A Special General Meeting (SGM) of the Association may be called by a majority vote of the Executive Council.
- 8.2.10 The SGM may be held in conjunction with referenda to facilitate the sharing of information, provide a forum for voting, or promote engagement by members.

8.3 Disruption of Proceedings

- 8.3.1 Any member who disrupts the proceedings of any meeting of the Association, without just cause, may be expelled by a majority vote of the Executive Officers in attendance.

8.4 All PDFA meetings will follow Roberts' Rules of Order.

Article 9: MANAGEMENT

9.1 Legal and Financial Authority

- 9.1.1 The President and Vice President Finance acting jointly have authority to open, manage, or close any financial accounts related to the Association or sign financial contracts or agreements on behalf of the Association.
- 9.1.2 Any financial transaction will require the authorization of two signing authorities of the Association.
- 9.1.3 Approval of the membership shall be required for any transactions valued at \$50,000 or more.
- 9.1.4 Any and all physical property shall remain the sole property of the Association and the use or access to said property shall be governed solely by regulations established by the Executive Council.
- 9.1.5 The Association may borrow, raise, or secure the payment of money for carrying out its object, as it deems fit and in particular, by the issue of debentures. This power will only be exercised under the authority of the

Association, and in no instance will debentures be issued or money borrowed without the sanction of a special resolution.

9.2 The fiscal year of the Association will be July 1 to June 30.

9.3 Minutes from all Executive Council and General Meetings must be approved before entering the official record of the Association.

9.4 Financial records and audit

9.4.1 Financial documents and records of the Association shall be treated as confidential and stored in a secure location.

9.4.2 Financial statements or records that are prepared by the VP Finance for sharing with the general membership must be approved by the Executive Council prior to dissemination to the members.

9.4.3 The President and Vice President Finance shall have unfettered access to all of the financial records of the Association. Other elected officials, employees, or agents may be provided access to any or all of the Association's financial documents for a period of time as deemed necessary by the Executive Council.

9.4.4 Members may review the adopted minutes, approved budget, and audited financial statements of the Association at any time during normal working hours at the Association's offices, provided reasonable notice is given to the officer having control of said records and a satisfactory time is arranged.

9.4.5 **Audit of Accounts**

a. The financial accounts of the Association will be audited at the end of each fiscal year.

b. That audited financial report shall be presented to members at the AGM.

9.4.6 **Indemnities**

a. No member, Executive Officer, employee, or agent of the Association is, in the member's individual capacity, liable for a debt or liability of the Association or will incur a liability or debt for the Association.

b. These Bylaws provide no protection to Officers, employees, or volunteers who commit acts of fraud, dishonesty, and/or bad faith.

Article 10: Collective Bargaining

10.1 Collective bargaining will be carried out in accordance with the provisions of the Alberta Labour Relations Code, as applicable, and the Collective Agreement.

10.2 No collective agreement will be entered into by the Association unless it has been ratified by a majority of those active members casting ballots in an electronic vote, following information meetings with the membership.

10.3 The provisions of clause 10.2 will not apply to a Collective Agreement which results from the implementation of a binding arbitration award.

10.4 Only members in good standing will have voting rights with respect to any matter affecting the bargaining unit.

10.5 There will be a special bargaining fund and the spending of the fund monies will be authorized by the Executive Council upon recommendation from a duly appointed Strike

Committee of PDFA members and staff.

Article 11: Amendment of the BYLAWS

- 11.1 These Bylaws may only be amended by a special resolution
- 11.2 Special resolutions to amend the Bylaws must be delivered to the Association a minimum of 30 days prior to a General Meeting.

PDFA Executive Council Election Policy

Preamble

This policy outlines the office of the Chief Returning Officer (CRO) and details the duties and responsibilities of the CRO in conducting the annual election of the PDFA's Executive Officers held each September.

1. Chief Returning Officer

- a. For the purpose of running elections of voting officers of the Executive, the PDFA Executive will appoint a Chief Returning Officer (CRO) at least 65 days prior to the end of term for the current Executive.
- b. The CRO must be a member of the Association. They will, if possible, be an outgoing or former Executive Officer.
- c. The CRO will be responsible for overseeing all elections and implementing all election-related procedures in accordance with the Association's Bylaws and any policies adopted by the membership.
- d. The CRO shall report directly to the membership and is responsible to that body.
- e. In consultation with the Executive, the CRO will set dates for the following:
 - i. The call for nominees;
 - ii. The deadline for nominees to submit biographical information and campaign statements;
 - iii. The opening of campaigning; and
 - iv. The opening and closing of voting.
- f. The CRO cannot run for any elected Executive position while serving in office.

2. Eligibility

- a. Only members in good standing are eligible to be nominated or self-nominated for any position on the Executive.
- b. No individual may be nominated for the same position on the Executive for more than three (3) consecutive terms.

3. Nomination Procedures

- a. The nomination period shall open at least 60 days prior to the end of the voting period, and shall end 21 days prior to the end of the voting period
- b. An individual may only be nominated for one position in a given election, but nominees may change the position they are seeking up to 7 days prior to the opening of campaigning.
- c. Nominations must be submitted electronically to the CRO prior to the close of the nomination period and must include the following information:
 - i. the nominee's first and last name;
 - ii. the nominee's faculty and department/institute affiliations;
 - iii. the position for which the person is being nominated;
 - iv. the nominee's email address and phone number; and
 - v. the first and last name and signature of the person or persons submitting the nomination.
- d. The CRO will contact each nominee to:
 - i. confirm acceptance of any third-party nomination; and
 - ii. request a brief biography and statement of interest and experience to be shared with the membership during the campaign period.

- e. The CRO shall recruit nominees for Executive Officer positions and may contact nominees to recommend changes to nominations at any time prior to the opening of campaigning.
- f. To be eligible for election, all nominees must adhere to the rules set out by the CRO, including the timeline for submission of any information or statements.

4. Campaign Guidelines

- a. If there are multiple nominees for a single position on the Executive the nominees may campaign for their election.
- b. The CRO will provide an outline of the campaign rules to each nominee.
- c. The campaign period will last no longer than one week.
- d. Nominees shall be forbidden from spending money to campaign
- e. Personal electronic campaigning is permitted; however, the PDFA office will not send out information beyond what is included in the official election package.
- f. Any additional campaigning rules shall be established by the CRO.
- g. The PDFA will not supply any candidate with any PDFA membership information or lists for the purpose of campaigning.

5. Election Procedures

- a. Election voting will open in the last week of September each year, with the precise date being set by the CRO, in consultation with the Executive.
- b. Elections to the Executive shall be held by online ballot using a secure, online polling application, that only allows eligible members to cast a single vote for each position.
- c. The electronic ballot will consist of the position(s) being contested, the name of the candidates for each position as well as a link to the candidate's biography.
- d. Balloting instructions will be sent to all members on the first day of the election period and polling will remain open for seven days.
- e. The CRO will confirm the validity of each vote cast for each nominee prior to announcing the results of the election.

6. Election outcomes

- a. If there is only one (1) nominee for a position, the candidate shall be awarded the position by acclamation.
- b. If more than one (1) candidate is nominated for a position, the candidate receiving the most eligible votes from the Association membership will be declared the winner and elected to the Executive Council for the following year.
- c. The CRO shall be responsible for communicating the results of the election to the membership.
- d. Any seat that remains unfilled following an election shall be filled by Executive appointment at a later date.

7. Mid-Term Executive Officer Vacancies

- a. If the presidency of the Association is vacated, the Executive will, by majority vote, select another Officer from the current Executive to take the position of President. In the event no Officer is nominated, the responsibilities of the President will fall on the sitting VP Internal to ensure a continuity in leadership, as per the Bylaws.
- b. Where any other Executive Officer vacancy occurs with a period of more than three months remaining in the term, the vacancy shall be filled through Executive

appointment. The process is to commence within 60 days of the office becoming vacant.

- i. The position shall be advertised to members and the nomination procedures shall follow as closely as reasonably possible the process outlined in this policy.
- ii. The Executive shall approve the appointment by a majority vote.
- iii. The term of the approved candidate will be until the next regular election.

PDFA Procedure on the Removal of an Executive Officer

Preamble

This procedure sets out the steps to be followed in the event an Executive Officer is being considered for removal from the PDFA Executive Council for any of the listed reasons for removal

1. An Executive Officer is automatically and immediately removed from the Executive upon termination of their postdoctoral work at the University.
2. After direct communication with an Executive Officer has failed to resolve issues, a motion to remove the Executive Officer may be put forward by any Member or Officer of the Association if the Officer in question has:
 - a. Failed to perform his/her duties as described in these Bylaws for a period of at least two (2) weeks without providing a warning or explanation to the Executive;
 - b. Failed to abide by these Bylaws, or other rules, policies, and guidelines of the Association established in accordance with these Bylaws;
 - c. Been found guilty of activities deemed unbecoming of an Officer of the Association (e.g., illegal acts, abuse of power, or violations of the University Code of Conduct).
3. The Officer will be notified via in writing that a motion to remove them from the Executive has been put forward and they will be given one (1) week to respond to the Executive regarding the charges underlying the motion.
4. If an Officer fails to respond to the Executive within that period they shall be deemed to have resigned from the Executive and will be replaced as per the Executive Council Election Policy.
5. If the Officer responds to the Executive within that period, they shall be allowed to defend their actions and argue against the charges brought forward.
6. The Executive will meet to determine the outcome of the motion to remove, where the person who initiated the motion and the Officer in question will both be allowed to present evidence and arguments to the Executive.
7. Either party may request the attendance of other guests, witnesses, or representatives, subject to approval by the Executive.
8. The Executive shall limit the time allotted for the presentation of evidence by each party, and may choose to adjourn the meeting to a later date if further evidence is required from either party to reach a decisive verdict.
9. Once the Executive is satisfied with the evidence presented, the parties involved in the dispute (including the Officer facing charges) will be asked to leave the meeting and the remaining members of the Executive will hold an *in camera* session to vote on the motion to remove the Officer.
10. In response to a motion to remove the Officer, the Executive has sole jurisdiction and full latitude in deciding the status of the Officer in question.
 - a. As part of their ruling on the future status, the Executive may bar the member from nomination for a specified period of time.

11. Should an Officer fail to follow the course of action laid out in a written warning from the Executive they may be removed from office by a majority vote of the Executive.
12. The Executive's rulings regarding impeachment motions are final and the Officer in question shall not have the option to appeal.

PDFFA Privacy Policy

Preamble

This policy was created to conform with the Personal Information Protection Act (PIPA). It details how the Association safeguards the personal information of members and the manner in which the Association will handle inquiries for personal information or complaints regarding the use of personal information.

1. Use of Personal Information

- a. All personal information collected by the PDFFA shall be used only for the purposes of representing the PDFFA and its members, for the internal administration of the Association and for the purposes of furthering the goals of the PDFFA (including the investigation of issues, representations to the employer on behalf of a member(s), pursuing dispute resolution mechanisms, collective bargaining, assistance with medical leaves, etc.).
- b. Personal member information may include but is not limited to name, home address, phone number(s), and email address(es) which the Association may use for the distribution of Association information; to contact members for the purpose of conducting Association business and/or representation; and for matters necessary to the administration of the Association.

2. Disclosure of Personal Information

- a. Personal member information may be disclosed to employees and elected officials or agents (investigators, legal counsel, etc.) of the Association. These individuals shall be subject to the duty of confidentiality.
- b. Personal member information may be disclosed to the employer if such disclosure is necessary for the representation of a member and for the enforcement of the Collective Agreement.
- c. Personal member information will be disclosed to third parties, who are not the employer and are not the Association's employees, agents, or officials only with the specific consent of the member or where otherwise required by law.
- d. These regulations include, but are not limited to, all membership lists and survey data; the latter of which may only be analyzed and reported as summarized data that does not reveal personal member information.

3. Storage of personal information

- a. The Association is committed to safeguarding members' personal information whether it is in written, electronic, or other formats. The Association stores members' personal information in a number of venues:
 - i. PDFFA offices;
 - ii. personal possession of Union Executive, staff, and contractors
 - iii. on University of Alberta computer servers;
 - iv. off-site storage facilities rented by the Association.
- b. The storage of personal member information when in the possession of Association staff and officials shall occur only when necessary and shall be subject to the following:

- i. ensuring the information is contained in a secure location if it is not in the immediate possession of the staff person or official;
 - ii. the information is not placed in such a manner as to provide accessibility to any party not entitled to such access;
 - iii. the information is kept in the possession of the staff person or official only so long as is necessary to deal with matters involving that information;
 - iv. upon no longer being necessary to retain personal member information in their possession, such information shall be brought to the Association office and placed in a file;
- c. Officials of the Union, who deal on an ongoing basis with such information which normally is not placed on files (e.g. handwritten notes of contacts, etc.,) shall, on a monthly basis review the member information they may possess and, if that information is not required to be retained by them, the information shall be placed in a general file and stored at the Association office.
- d. Personal member information shall be safeguarded by:
 - i. Placing all written, video, and audio records containing personal member information in files and stored in cabinets in offices which are to be locked outside of the normal business hours, or during such time where there are no employees or elected officials of the Association present.
 - ii. All computer records shall be stored on computers which are password protected and all such reasonable methods as may be possible shall be taken to safeguard those computer records.
- e. The Association recognizes that the ongoing retention of files may create issues with respect to the safeguarding of personal member information. As a result, retention of such information shall be governed by the following guidelines:
 - i. All files containing personal member information collected by Association staff or officials shall be destroyed after two years from the date the file was closed. Where it is reasonable to anticipate the information will be required past that time, the file will be retained for a further two years.
 - ii. Surplus computers will have the hard drive removed and destroyed.
 - iii. Destruction of files shall consist of shredding of all paper records and proper destruction of all audio and visual files.

HONORARIA POLICY

Policy Number: PO 2022-10

Date Approved:

Summary

This policy formalizes the process for monetarily recognizing the volunteer work that is done by the Board Members of the Postdoctoral Fellows Association (PDFA) of the University of Alberta to further the goals of the Association and its members.

Policy

The purpose of this policy is to set out formal parameters for recognizing the volunteer work that is done for PDFA Board Members. It is acknowledged the work is clearly volunteer work, which would not normally draw any payment. However, PDFA wishes to provide a nominal monetary payment in appreciation of the fact that the members are giving of their time to further the work of the Association.

PDFA will only pay honoraria to members who are performing volunteer committee work directly for PDFA and its members. This includes Executive Board members (President, VP Internal, VP External, VP Communications, VP Finance, VP Operations) and Members-at-large (2-4 members). Based on the amount of work contributed to the association, we will have 3 different tiers for the honorarium. Tier 1 (includes the President) with \$350/month, Tier 2 (includes the Vice Presidents) with \$250/month, and Tier 3 (includes the Members-at-large) with \$150/month.

PDFA expects that the committee members will endeavour to attend at least 75% of all the scheduled meetings. Where a member is unable to attend a meeting, he/she is still expected to ensure he/she is up to date on the workings of the committee. The various Committee Chairs/Leads are responsible for ensuring the members of their committees are engaged and working with the committee. Unjustified absence of board members from scheduled meetings (i.e., scheduled meetings include monthly PDFA Board meetings, sub-committee meetings, Annual General Meeting, and Postdoctoral Appreciation Week meetings (counting each day as 1 meeting and require 75% attendance on the day) or failure to meet their deadlines, set by the PDFA President or Committee Chair will be taken into consideration in calculating their honoraria.

For the fiscal year of (Oct 2021-Oct 2022), board members' honoraria will be set at 10% of revenue (collected August 2022-Oct 2022) and distributed according to the tiers. Triannual payments will be made in February, June, and October. From October 2022, the payments will be prorated based on the number of months the member is in the position.

Changes to the honoraria rate schedule are made by recommendation of the VP of Finance, to the Executive Board, and then to a General Meeting.

Background

The bylaws of the PDFA stated that the PDFA will be providing honoraria payments to its Board Members with minimal guidelines around who should receive honoraria, for what and in what amount. Therefore, this policy will provide guidance into who will receive these honoraria payments, for what, and in what amount. This policy will be revisited every year.

Policy Responsibility:

Treasurer

Policy History:

Date Originally Approved:

Date Revised:

| Postdoctoral Fellows Association Budget (October 1, 2021 to September 30, 2022): | | | |
|--|---|---|--|
| REVENUE | Pending Revenue (2022) | Current Revenue (2021-22) | |
| Budget Carry-Over (October 1 2021): | 0.00 | 8,497.17 | Amount in bank from previous budget year |
| Miscellaneous In: | 500.00 | 0.00 | From Academic Director of the Postdoctoral Fellows and Academic Visitors Office for PDF BBQ event |
| Fundraising Campaign: | 0.00 | 9,050.00 | Funds intended for Research Day and Travel Award |
| Union Dues In: | 25,065.00 | 0.00 | Collection from August 1 2022-September 30 2022 at 0.9% of salary of 557 Postdocs |
| TOTAL REVENUE | 25,565.00 | 17,547.17 | 43,112.17 |
| | | | Total for 2021 - 2022 |
| EXPENDITURES | Pending Expenditures (2022) | Current Expenditures (2021-22) | |
| NASA Service Fees | 6,300.00 | 0.00 | NASA service agreement expenses due 6300/monthly (includes GST) from Oct 2022 to Sep 2023 |
| NASA Debt Repayment | 5,250.00 | 0.00 | 1 month of repayment |
| Board Members Honorarium: | 2,556.50 | 0.00 | For the current executive, 10% of revenue (dues collected from members only) |
| BBO and Social Events: | 0.00 | 1,688.46 | Social Events: Annual BBQ, pub nights and movie nights |
| Travel Awards: | 0.00 | 2,300.00 | 10 spring 2022 awards |
| Research day and Postdoc Appreciation: | 3,000.00 | 531.24 | |
| Miscellaneous: | 100.00 | 219.42 | Materials for the executive; PDFa gift cards (baught by Samantha); PDFa meeting expances; PDFa Election software for Collective Agreement Ratification |
| TOTAL EXPENDITURE | 17,206.50 | 4,519.70 | 21,726.20 |
| | | | Total for 2021 - 2022 |
| BALANCE | (Pending Revenue 2022) - (Pending Exp. 2022) | (Current Revenue 2021) - (Current Exp. 2022) | |
| TOTAL BALANCE | 8,358.50 | 13,027.47 | 21,385.97 |
| | | | Total for 2021 - 2022 |

Postdoctoral Fellows Association Budget (Collection from October 1, 2022 to September 30, 2023) at 0.9% of the Salary of 557 Postdocs:

| REVENUE | | Pending Revenue (2022-23) | |
|---|--|--|---|
| Budget Carry-Over (October 1 2022): | | 21,385.97 | Amount in bank from previous budget year |
| Miscellaneous In: | | 0.00 | From Academic Director of the Postdoctoral Fellows and Academic Visitors Office for PDF BBQ event |
| Fundraising Campaign: | | 0.00 | Funds intended for Research Day and Travel Award |
| Union Dues In: | | 200,520.00 | Collection from October 1 2022-September 30 2023 at 0.9% of salary of 557 Postdocs |
| TOTAL REVENUE | | 221,905.97 | |
| EXPENDITURES | | Pending Expenditures (2022-23) | |
| NASA Service Fees | | 75,600.00 | NASA service agreement expenses due 6300/monthly (includes GST) from Oct 2022 to Sep 2023 |
| NASA Debt Repayment | | 63,000.00 | Full year debt repayment |
| Board Members Honorarium: | | 26,400.00 | For the upcoming executive, based on proposed Tier system |
| Legal Fees Dues: Paid by NASA | | 6,874.88 | Blair, Chahley & Klassen; Invoices: 4396-0006-005 and 2022-02 (Legal fees) |
| BBQ and Social Events: | | 5,000.00 | Social Events: Annual BBQ, pub nights and movie nights |
| Travel Awards: | | 10,000.00 | 10 fall 2022 awards; 10 spring 2023 awards |
| Research day and Postdoc Appreciation: | | 7,500.00 | |
| Miscellaneous: | | 2,500.00 | Materials for the executive; PDFA meeting expenses |
| TOTAL EXPENDITURE | | 196,874.88 | |
| BALANCE | | (Pending Revenue 2022 -2023) - (Pending Exp. 2022 - 2023) | |
| TOTAL BALANCE | | 25,031.09 | Balance remaining after all forecast expenditures paid. |