

By-Laws of the Manitoba Organization of Faculty Associations
Approved October 15, 1994
(Revised March 23, 2000)

By-Law 1 - Responsibilities of Officers

- A The President of the Organization shall:
- 1 Preside at all meetings of the Council.
 - 2 Ensure that the policies set by the Council are implemented.
 - 3 Ensure, as far as possible, that all officers and committees perform their respective duties.
 - 4 Be an ex-officio member of all committees.
- B The Vice-President shall carry out the duties assigned by the President and shall fulfill the duties of the President in the case of the latter's absence or incapacity.
- C The Secretary shall:
- 1 Record the minutes of the meetings of the Council and ensure that minute books for such meetings are maintained.
- D The Treasurer shall:
- 1 Receive all monies paid to the Organization and deposit the same in whichever financial institution Council may order.
 - 2 Keep record of dues paid by members.
 - 3 Account for the funds of the Organization and keep such books of account as may be directed.
 - 4 Present financial reports to meetings of the Council.
- E Only the President, or his or her delegate, shall make formal public statements on behalf of the Organization. Furthermore, the President, or his or her delegate, is authorized to make public statements about matters related to CAUT.

By-Law 2 - Terms of Office

- A The term of office for representatives and officers shall be one year. Representatives and officers shall take office on June 1st and shall go out of office on May 31st of the year in which their terms of office expire.
- B An officer may serve in a position for three consecutive one year terms.

By-Law 3 - Financing

- A The fiscal year of the Organizations shall be the period from April 1st in any year to March 31st in the following year.
- B Fees shall be determined from time to time by the Council Subject to the approval of each member association.
- C The budget and any fee revision shall be decided upon at a meeting at such a time as to permit ratification by the member associations before April 1st.

- D Changes in the fees shall take effect on the first day of the new fiscal year.
- E Members shall be bound for any financial commitments duly entered in while they are members.
- F The signing officers of the Organization shall be the President, Vice-President, Secretary and Treasurer. The signing officers may authorize any expenditure as long as it is consistent with the budget. At least two signatures shall be required for expending funds of the Organization.
- G in the event of dissolution, the assets for the Organization shall be distributed according to the proportion of dues paid.