

**THE CONSTITUTION OF  
THE FACULTY ASSOCIATION  
THE UNIVERSITY OF WESTERN ONTARIO  
(as amended May 7, 2013)**

**ARTICLE I – Name**

The name of the Association is: The Faculty Association, The University of Western Ontario. It shall also be known as UWOFA and shall hereinafter be referred to in this document as the Association.

**ARTICLE II – Aim**

The Association represents all academic staff members, as defined in Article IV.1, in dealing with the University Administration in all matters of concern. On behalf of members, the Association negotiates and deals with salary settlements and all other matters pertaining to their employment conditions. It advises members on matters of academic freedom, grievances, tenure and promotion problems, and generally strives to improve the working conditions of the academic community.

**ARTICLE III – Affiliations**

The Association may affiliate with international, national, provincial and regional organizations for the advancement of the interests of academic staff. All members of the Association shall be members of the Canadian Association of University Teachers, also known as CAUT. Proposed new affiliations, as well as proposed disaffiliations, shall be subject to a mail ballot among members of the Association and the issue shall be decided by a two-thirds majority of those voting.

**ARTICLE IV – Membership**

1. Membership is open to all Members of the bargaining units covered by Certificates 4482-97 (Faculty) and 3846-03-R (Librarians and Archivists) as defined by the Ontario Labour Relations Board, to clinical faculty in the Faculty of Medicine and Dentistry who are eligible for membership in the Clinical Teachers' Association of The University of Western Ontario, and to members of such other unit(s) within the University as the Association may determine. In the event that a dispute arises as to the application of this clause in any particular case, the matter shall be placed before the Board of Directors (also known as the Board), whose decision as to eligibility for membership shall be final.
2. All Members of the bargaining units mentioned in Article IV (1) are members of the Association. Members of these bargaining units may opt out of membership in the Association using a form prescribed by the Board of Directors.

3. Members on recognized leave from the University are eligible to maintain their membership in the Association during the period of leave.
4. Retired Members are eligible for membership in the Association as "Associate Members". Associate Members shall not be liable to pay fees to the Association and shall not be entitled to vote at General Meetings or on mail ballots.
5. Only Members in good standing shall be eligible to vote at meetings or hold a position in the Association, including that of officer, Board of Directors member, or member of another committee.

#### **ARTICLE V – Officers**

1. The officers of the Association shall be: a) President, b) Vice-President, c) Past President, d) Treasurer, e) Secretary.
2. The President, Vice-President and Past President shall each shall hold office for one academic year (July 1st to June 30th), as defined under Article XII – By-Laws.
3. The Treasurer and Secretary shall be elected by the membership of the Association for two-year staggered terms of office. The Treasurer and Secretary shall be eligible for election to a second consecutive term, but thereafter shall be eligible for election only after an interval of one year.

#### **ARTICLE VI – Board of Directors**

1. The Board of Directors of the Association shall administer the affairs of the Association and carry out its policies.
2. The Board of Directors shall consist of the President, Vice President, Past President, Treasurer, Secretary, and nineteen Directors:
  - a) eleven to be elected by their respective Faculties of the University by a mail ballot of members in each Faculty;
  - b) one professional librarian or archivist to be elected by UWOFA members from that bargaining unit by a mail ballot;
  - c) one professional librarian or archivist to be elected at-large by a mail ballot of all the members of the Association;
  - d) one Part-Time member to be elected by a mail ballot of all the Part-Time members of the Association;
  - e) one Part-Time member to be elected at-large by a mail ballot of all the members of the Association;
  - f) one Limited-Term member to be elected by a mail ballot of all the Limited-Term members of the Association; and
  - g) three Full-Time members to be elected at-large by a mail ballot of all the members of the Association.

Unelected candidates in designated Faculty or Librarian/Archivist elections shall not be considered in any of the at-large elections, regardless of the number of votes they receive.

3. The following shall be ex-officio members of the Board of Directors:
  - a) The OCUFA Director representing the Association, and the President of OCUFA in the event that he/she is a member of the Association.
  - b) The Association delegate to CAUT Council, and the President of CAUT in the event that he/she is a member of the Association.
  - c) The Chief Negotiator(s) during and for six months before and after negotiations.
  - d) The UWOFA Chair of the Joint Committee.
  - e) The Grievance Officer.
  - f) One of the co-Chairs of the Committee for Contract Faculty (as it is from time to time constituted).

Ex-officio membership of the Board of Directors does not confer the right to vote in proceedings of the Board of Directors.

4. The Vice-President shall be elected by the membership of the Association and shall succeed to the office of President the following academic year.
5.
  - a) If a vacancy occurs in the office of the President, the Vice-President shall become President, and shall serve in that office for the balance of the academic year in which the vacancy occurred and for the immediately following academic year.
  - b) If a vacancy occurs in the office of the Vice-President as a result of his/her assumption of the office of President in any academic year, and there is no Vice-President elect, a special election shall be called by the Board of Directors to fill the vacancy. The person elected, or the Vice-President elect (as the case may be), shall hold the office for the balance of the academic year in which the vacancy occurred and for the immediately following academic year.
  - c) If a vacancy occurs in the office of Vice-President as the result of any other reason than in 5(b), and there is no Vice-President elect, the Board of Directors shall call a special election to fill the office for the balance of the academic year in which the vacancy occurred. If a vacancy occurs in the office of Vice-President as the result of any other reason than in 5(b) and there is a Vice-President elect, then the Vice-President elect shall immediately become Vice-President and serve for the balance of the academic year.
  - d) Where the procedures described in 5(a), 5(b) and 5(c) prove unsuccessful in filling a vacancy, the Board shall determine and implement procedures for filling that vacancy.

6. Notwithstanding 5(a) through 5(d), if a simultaneous vacancy occurs in the offices of President and Vice-President, the Board of Directors shall call a special election, to be held as soon as practicable, to fill the vacancies. The persons elected to these offices shall hold office for the balance of the academic year in which the vacancies occurred and for the immediately following academic year. Until the election is held, the Past President shall be President. If the annual election for the succeeding academic year has taken place, this rule shall not apply. In that case, the Past President shall act as President until the end of the academic year. At the beginning of the immediately succeeding academic year the rules in Article VI.5 shall apply. In either case, in the absence of a Past President, the Board of Directors shall meet and shall designate one of its members to be President during the interim period.
7. The term of office of the nineteen elected members of the Board of Directors shall be two years. To ensure year-to-year continuity of the Board, these terms shall be staggered such that, in each year, 9 (or 10) members start their first year, while 10 (or 9) start their second year. Directors shall be eligible for election to a second term but thereafter shall be eligible for election only after an interval of one year.
8. Nominations for the Board of Directors membership shall be made at a General Meeting. A slate of nominees shall be provided by the Nominating Committee, and further nominations shall be invited from the floor. Members of the Board of Directors shall be elected by mail ballot. For each vacant position, the nominee receiving the most votes shall be declared elected. Where two or more at-large positions of the same type are to be filled, that number of nominees receiving the most votes shall be declared elected. If these positions differ in length of term, the nominee(s) receiving the most votes shall serve the longer term(s).
9. Should a position be vacated four months or more before the end of the position's term, the Board of Directors shall offer the position to those nominees for that position who failed to gain office in the previous election. Such positions shall be offered sequentially in descending order of the number of votes received. Should this procedure fail, the President shall solicit nominations from the relevant constituency as soon as practicable, to be followed if necessary by a mail vote by the membership or by appropriate parts thereof. In all cases of this type, the term of office shall be the balance of the term of the Director(s) vacating the position. Should a position become vacant less than four months before the end of the position's term, the Board of Directors shall decide whether to leave that position unfilled for the balance of its term or to call a by-election.
10. The position of an elected member of the Board of Directors shall be declared vacant if the member is absent from four consecutive regular meetings of the Board of Directors unless a leave is approved by the Board of Directors.
11. The outgoing President shall report to the membership on the preceding year's activities.

## **ARTICLE VI.I – Executive Committee**

1. The Executive Committee (referred to as the Executive) shall be responsible to the Board of Directors and shall be in charge of implementing the policies of the Board of Directors.
  - a) The Executive advises the President in establishing the agenda of Board and General Membership meetings.
  - b) The Executive acts as UWOFAs personnel committee in relation to the employees of UWOFAs.
2.
  - a) The Executive Committee will be composed of:
    - the President, who will chair the Committee,
    - the Vice-President
    - the Past President,
    - the Treasurer,
    - the Secretary,
    - the Part-Time Board member elected by the Part-Time members of the Association, and
    - three (3) additional Board members elected by the Board of Directors for one-year terms
  - b) Where possible, the Executive Committee shall include at least one member from the Librarians and Archivists bargaining unit.
3. Decisions made by the Executive Committee shall be reported by the President to the Board of Directors.

## **ARTICLE VI.II – Other Committees**

The Board of Directors shall be responsible for setting up the committees of the Association and these committees shall report to the Board of Directors and to the last Annual General Meeting of the fiscal year.

## **ARTICLE VII – Meetings**

1.
  - a) An elected Speaker shall chair all General Meetings of the Association and all open meetings of the Bargaining Units as run by the Association. If the Speaker is unable to attend a meeting, the President of the Association shall appoint a Speaker *pro tem* for that meeting.
  - b) The Speaker shall be a member of the Association.
  - c) The Speaker may not hold any other position within the Association during his or her tenure as Speaker.
  - d) The term of office is one year, beginning July 1. An incumbent may stand for re-election.

- e) Nominations for this position may come from the general membership as well as from the Nominating Committee and are brought forward at a General Meeting of the Association. Candidates for the position must produce a statement of qualification for circulation to the members before an election.
  - f) The Speaker shall be elected by mail ballot.
2. General Meetings shall be called by the Board of Directors at least three times during the academic year. At least one shall be held in each of the Fall and Winter terms.
  3. General Meetings may be called at any time a) as directed by a General Meeting, b) at the written request of any fifteen Members, or c) as deemed advisable by the Board of Directors or the President.
  4. Matters of Association policy shall be decided by a simple majority of the Members of the Association present and voting at a General Meeting, or by a simple majority of those voting by mail ballot.
  5. Any matter may be decided by mail ballot. Decisions made by mail ballot shall take precedence over decisions made at a General Meeting. A mail ballot shall be held as a result of any of:
    - a) a majority decision of the Board of Directors;
    - b) a majority decision of those present and voting at a General Meeting;
    - c) a petition signed by 100 Members of the Association.
  6. For a General Meeting, written notice will be given by e-mail to each member at least one week in advance. Evidence that the notice was posted shall be deemed to be proof of receipt of the notice. Members may request that UWOFAs send hard copies of such notices to their campus address.
  7. An emergency General Meeting may be called without the requisite seven days' notice when matters arise which, in the opinion of the Board of Directors, require urgent consideration. In such a case, the quorum shall be double the quorum of a regular General Meeting. Such an emergency General Meeting shall be held not less than two days from the date of the posting of notices. The agenda of any such meeting shall be limited to the urgent matters listed in the Notice of Meeting.

#### **ARTICLE VIII – Quorum**

Thirty-five Members of the Association shall constitute a quorum for a regular General Meeting.

## **ARTICLE IX – Fees**

Annual membership fees shall be proposed by the Board of Directors for approval by the membership in attendance at a General Meeting. Fees are due and payable in equal monthly instalments by payroll deduction.

## **ARTICLE X – Amendments to Constitution**

Amendments to the Constitution will be effective if approved by two-thirds of those voting on the amendment by mail ballot. The provision of this Article X shall apply notwithstanding the provisions of Article VII.4.

## **ARTICLE XI – Mail Ballots**

Throughout the constitution, the term “mail ballots” will be normally understood to refer to electronic balloting. Paper mail ballots may be employed as deemed necessary by the Board of Directors. Individual members can request for themselves a paper mail ballot.

## **ARTICLE XII – By-Laws**

The Board of Directors shall submit to a General Meeting for approval such By-Laws as it may deem necessary for the furtherance of the work of the Association. Notice of submission of By-Laws or changes therein shall be given in the Notice of Meeting.



The University of  
Western Ontario

**FACULTY**  
**ASSOCIATION**