

**By-law No. 3 - Committees**

**The University of Western Ontario Faculty Association**

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<b>Policy Approver</b>	<b>Policy Owner</b>	<b>Policy Contact</b>
Board of Directors UWOFA Membership	Policy & Governance Committee	UWOFA Vice-President
<b>Last Reviewed</b>	<b>Next Review Date</b>	<b>Required Reviewers</b>
2023-2024	2025-2026	Policy & Governance Committee

**I. PURPOSE**

This by-law establishes the following UWOFA committees:

- Policy and Governance Committee,
- Grievance Committee,
- University Finance and Salary Committee,
- Pension and Benefits Committee,
- Committee for Contract Faculty,
- Equity, Diversity, Inclusion and Accessibility Committee,
- Communications, Mobilization and Organizing Committee,
- Dependents' Tuition Scholarship Plan Committee

**II. DEFINITIONS**

The following definitions shall apply to this by-law:

“**Board**” or “**Board of Directors**” means the Board of Directors of the Association.

“**Director**” means a member of the Board.

“**Member**” means any Member of the bargaining unit(s) represented by UWOFA.

“**Officer**” means those individuals elected at a Members meeting for those offices outlined in Section 5 of By-law 1.

“**UWOFA**” means the University of Western Ontario Faculty Association.

**III. COMMITTEE MEMBERSHIP**

Committee Chairs

1. The chairs of committees must be Members.
2. Each year, the President shall propose chairs for UWOFA committees to the Board.
3. By March 15, the Board shall approve the chairs for each of these committees. The Board shall consider the President's proposals, but it is at liberty to make its own decisions, pursuant to the following terms:
  - a. The Vice-President shall chair the Policy and Governance Committee.
  - b. The Board shall appoint a Member as Grievance Committee Chair and a Member as Associate Grievance Committee Chair (hereinafter referred to as the Grievance Officer and the Associate Grievance Officer, respectively) each for a term of up to three years. Both the Grievance Officer and Associate Grievance Officer can be reappointed but each cannot serve more than six consecutive years. The Associate Grievance Officer may be appointed by the Board as the Grievance Officer at which point they cease in their role as Associate Grievance Officer, and the terms of their role would renew, meaning they could serve for a term of up to three years, and they can be reappointed but cannot serve more than six consecutive years as Grievance Officer. The Grievance Officer and the Associate Grievance Officer are not officers of UWOFA.
  - c. The Board shall appoint a Member as Communications Chair and a Member as Mobilization and Organizing Chair each for a term of up to three years. The Communications Chair and the Mobilization and Organizing Chair can be reappointed but cannot serve more than six consecutive years. The Communications Chair and the Mobilization and Organizing Chair shall together co-chair the Communications, Mobilization and Organizing (CMO) Committee in accordance with the Terms of Reference.
  - d. The Board shall appoint a Member on a Limited-Term appointment and a Member on a Part-Time appointment to co-chair the Committee for Contract Faculty each for two-year terms which can be renewed without limit.
  - e. The Board shall appoint a Member each as University Finance and Salary Committee Chair, Pensions and Benefits Committee Chair, Equity, Diversity, Inclusion and Accessibility Committee Chair and Dependents' Tuition Scholarship Plan Committee Chair for a term of three years which can be renewed without limit.
4. Committee chairs may appoint a co-chair from among the committee membership.
5. The Board shall present the list of appointed chairs at the spring Members Meeting.

#### Standing Membership

6. The Past President, President, and Vice-President shall be non-voting members of the Grievance Committee. No other Directors of UWOFA are eligible to serve on the Grievance Committee.
7. The Vice-President shall be a non-voting member of the Committee for Contract Faculty.

Appointing Committee Members

8. Committee members must be Members or employees of UWOFA.
9. Following the appointment of the chairs, the President shall circulate to all Members a call for volunteers to serve on committees for one-year terms which can be renewed. The call shall:
  - a. provide a brief description of the mandate of each committee;
  - b. indicate that to volunteer a Member must contact the committee chair; and
  - c. provide the contact information for all committee chairs.
10. By May 15, each chair of these committees shall provide the Board with a list of the people who have asked to join the specific committee and the committee chair's recommendation for the committee's composition.
11. The Board must approve the composition of these committees by June 15. The Board shall consider the committee chairs' recommendations, but it is at liberty, subject to clause 6 and 7, to make its own decisions. In doing so, it shall consider the degree to which the interests of librarian and archivist Members and the interests of contract faculty Members are represented (i.e., Members on Limited-Term, Limited-Duties and Standing Appointments and Members with Preferred Status).

**IV. COMMITTEE TERMS OF REFERENCE**

1. Each committee shall have its Terms of Reference that shall be reviewed every two years by the Policy and Governance Committee. The Grievance Committee shall have its Terms of Reference set out in the Grievance Policy. In any review of the Terms of Reference, the Policy and Governance Committee shall consult with the relevant committee chair.

**V. RELATED POLICIES, PROCEDURES, FORMS, GUIDELINES, AND OTHER RESOURCES**

- a. Committee Terms of Reference Policy
- b. Grievance Policy
- c. By-law No. 1