



Queen's University Faculty Association

Committee Terms of Reference

July 2018

Table of Contents

1	STANDING COMMITTEES.....	3
1.1	Finance Committee	3
1.2	Grievance Committee	4
1.3	Committee for the Management of the Collective Agreement - CMCA	5
1.4	Nominations & Elections Committee.....	5
1.5	Political Action & Communications Committee - PACC.....	8
1.6	Staff Relations Committee - SRC.....	9
2	OTHER COMMITTEES & GROUPS	11
2.1	Website Committee	11

1 STANDING COMMITTEES

Article 10 of the Constitution: Standing Committees

- i) There shall be the following Standing Committees on:
 - (a) Finance Committee
 - (b) Grievance Committee
 - (c) Committee for the Management of the Collective Agreement
 - (d) Nominations and Elections Committee
 - (e) Political Action and Communications Committee (PACC)
 - (f) Staff Relations Committee
- ii) Standing Committees shall have such duties and responsibilities as may be assigned to them by the Executive Committee, with Council approval;
- iii) Standing Committees shall report to Council through the Executive Committee. They shall, however, have the right to report to Council directly, and Council may request that they do so;
- iv) Standing Committees shall submit annual reports to the Spring General Meeting;
- v) The Grievance Committee shall be as representative as possible of the academic and cultural diversity of the University;
- vi) Each Standing Committee shall meet at the call of its Chair or at the call of any two of its members;
- vii) A Standing Committee may appoint temporary sub-committees and assign them such duties as it deems advisable.

1.1 Finance Committee

Approved by the Finance Committee February 2014

Approved by QUFA Executive March 2014

Approved by QUFA Council March 2014

1. The Finance Committee shall consist of the four Signing Officers of the Association (President, Vice-President, Past President, and Treasurer) as voting members and the Executive Director as a non-voting member.
2. The Treasurer or his/her designate shall chair the committee.
3. Quorum is three voting members.
4. The Committee shall meet at least once per Academic year and shall otherwise communicate by email to review the finances of the Association as needed.
5. The primary mandate of the Committee is outlined in Article 15 of the QUFA Constitution as follows:
 - a. Consult with the Treasurer in drafting the annual budget and financial report for approval by Council and Members at the Spring General Meeting;
 - b. Monitor expenses;
 - c. Recommend changes in membership fees to Council as required;

- d. Select investment options in accordance with any duly approved investment policies of the Association.
6. The secondary mandate of the Committee is to make recommendations to the Executive Committee on the following matters:
 - a. Selection of investment managers and auditors;
 - b. Investment policies and protocols.

1.2 Grievance Committee

Approved by QUFA Executive March 2003

Amended and approved by QUFA Council November 2010

Amended and approved by Grievance Committee October 2013

Approved by QUFA Executive December 2013

Approved by QUFA Council December 2013

The Grievance Committee

1. The Grievance Committee shall consist of a minimum of five (5) Members of QUFA and the Grievance Chair, the Grievance Officer, the Executive Director, and the President of QUFA. Staff members are non-voting. The elected members shall be as representative as possible of the academic and cultural diversity of the University. Quorum shall be three (3) voting members.

2. The mandate of the Grievance Committee shall be:

- i. to provide input and advice to the Grievance Officer on all grievances brought to the attention of the Grievance Committee;
- ii. to provide other assistance in specific cases at the Grievance Officer's request;
- iii. to assess any policy issues that arise in the context of individual grievances, and consider whether further action should be taken to address systemic problems;
- iv. to bring policy issues of general concern to the attention of both Council and Executive, without breaching confidentiality or in any way jeopardizing the anonymity of potential grievors;
- v. to monitor complaints, grievances, and other issues that come before the Grievance Committee for the purposes of identifying systemic discrimination and, where necessary, to consider whether a group or association grievance might be warranted;
- vi. to monitor the practices of University administrators to ensure that the collective agreement is being respected;
- vii. to make recommendations to the Executive Committee about whether to carry grievances forward to arbitration;
- viii. to report at least twice a year to the Executive Committee and the Council; to report to the membership at large in a written report and/or an oral report at the two regular general meetings;

- ix. to identify deficiencies in the collective agreement and to report, with recommendations, to the Executive Committee and the negotiating team.

3. If a majority of the voting members present at a Grievance Committee meeting disagrees with a decision of the Grievance Officer on how to proceed with any given grievance, the Committee may advise the Executive Committee of that disagreement and may make alternate recommendations to the Executive.

The Grievance Officer

The mandate of the Grievance Officer shall be:

- i. to investigate and assess individual and group complaints arising under the collective agreement and to make recommendations to the Grievance Committee and the Executive Committee about whether to carry grievances forward to arbitration;
- ii. to handle grievances as they are carried forward to arbitration or settlement, alone or in association with legal counsel for the Association or with CAUT;
- iii. to seek advice and guidance from the Grievance Committee on informal grievances;
- iv. to obtain input from the Grievance Committee prior to proceeding to a Step 1 in any grievance, and to keep the Committee informed throughout the formal grievance process;
- v. to oversee QUFA volunteer note-takers who have been assigned by the Grievance Chair or QUFA staff to accompany QUFA members to non-regular meetings with the administration about potentially serious collective agreement-related matters;
- vi. to consult the Grievance Committee on all matters pertaining to the jurisdiction of the Grievance Officer.
- vii. to consult with the JCAA as necessary.

1.3 Committee for the Management of the Collective Agreement - CMCA

Approval of Terms pending.

1.4 Nominations & Elections Committee

From By-Law No. 1 – General, Amended at 2013 Fall General Meeting

A. NOMINATIONS, ELECTIONS, APPOINTMENTS

- i) There shall be a Nominations and Elections Committee appointed annually by Council by January. At least one member of the Nominations and Elections Committee must be a Term or Continuing Adjunct faculty member. Membership shall include:
 - (a) the Vice-President (or in the absence of a Vice- President, the Past President) who shall serve as Chair of the Committee;

- (b) the Equity representative on Executive or Council;
 - (c) two additional members of Council who are not on the Executive Committee;
 - (d) one additional member of the Executive Committee who is not on Council;
 - (e) two members who are neither on Council nor on the Executive Committee.
- ii) The mandate of the committee shall be:
- (a) To prepare a slate of candidates for those Officer positions (President, Vice-President, Secretary, Treasurer) which are vacant or for which the current incumbent's term will expire on June 30th. Note: The Past President position is not elected.
 - (b)
 - (1) All QUFA Members shall be invited in January and/or February to submit names of persons to fill all vacant Officer positions. Nominations need not be seconded but the nominee must agree to stand for election. Members may nominate themselves.
 - (2) Should a person holding one elected Office (President, Vice-President, Secretary, Treasurer) within the Association wish to hold another, he or she shall resign the first upon election to the second position. Any vacancy thus created shall be filled according to the same procedures and at the same time as the election of other Officers;
 - (3) Nominations shall close one week prior to the Spring General Meeting for all positions for which there is at least one candidate.
 - (4) Nominations will be accepted after the close of Nominations, including nominations from the floor. Such nominations require a 2/3 approval vote at the meeting for the candidate to stand for the position.
 - (5) A slate of candidates will be presented at the Spring General Meeting of the Association each year.
 - (6) If there is only one candidate for a position, that candidate is acclaimed. If there is more than one candidate nominated for a position, an election will be held at the meeting by written ballot. Election will be by simple plurality.
 - (c) To prepare a slate of candidates for those positions of Chair and Alternate Chair of Council which are vacant or for which the current incumbent's term will expire on June 30th:
 - (1) An invitation shall be issued to all Councillors by the March Council meeting to submit names of persons to fill the positions of Chair and/or Alternate Chair of Council. Nominations need not be seconded but the nominee must agree to stand for election. Members may nominate themselves.

- (2) A slate of candidates shall be presented at the April Council meeting. For positions with no candidate, nominations will be accepted from the floor at the meeting.
 - (3) If there is only one candidate for a position, that candidate is acclaimed. If there is more than one candidate for a position, an election will be held at the Council meeting by written ballot. Election will be by simple plurality.
- (d) To notify electoral units of expiring terms and vacancies on Council and the need to elect new representatives:
- (1) A Candidate for Council must be a member of the electoral unit that he/she represents. Joint appointees may represent one but not both electoral units simultaneously; cross-appointees may represent only the electoral unit that includes their home unit.
 - (2) Candidates for Council must be nominated by at least two members within the candidate's electoral unit, who are also members of the Association. The candidate must be a member of the Association and must indicate in writing his or her consent to run. The election shall take place by secret ballot of the members of the electoral unit.
 - (3) If there is only one candidate for a position, that candidate is acclaimed. The name of the candidate must be circulated by email or other means that will ensure that all QUFA bargaining unit members in the unit are informed.
- (e) To recommend to the Executive Committee, candidates for the positions of Chair (or Co-Chair) of and membership on the Committee for the Management of the Collective Agreement (CMCA), the Joint Committee to Administer the Agreements (JCAA), the Grievance Committee, and the Political Action and Communications Committee (PACC), and for the positions of the Equity Representative on Council and the Executive and Members-at-large on the Executive. The Treasurer is *ex officio* Chair of the Finance Committee; the Past President is *ex officio* Chair of the Staff Relations Committee.
- (f) To prepare a list of Members upon whom the Association might draw to fill mid-term vacancies as well as positions on Association committees, joint employer-Association committees, university committees, task forces, and external bodies.
- (g) In the absence of a protest in writing to the Secretary, to destroy written ballots one month after public announcement of the results or a vote.

1.5 Political Action & Communications Committee - PACC

Sent to Council January 25, 2000

Approved by QUFA Executive March 2010

Approved by QUFA Executive January 2014

Approved by QUFA Council January 2014

The Political Action & Communications Committee (PACC) is a Standing Committee of QUFA under Article 10 of the QUFA Constitution. In addition to Article 10, the following terms shall govern the operation of PACC:

1. PACC Co-Chairs (2) are members of the Executive Committee and are elected or appointed according to Article 9.2 of the Constitution.
2. In addition to the Co-Chairs, PACC shall be constituted by 5-12 Members who represent a range of interests.
3. The President of QUFA is an ex officio member of the committee with voting rights as per Article 9.5 of the Constitution.
4. Quorum is 4 voting members.
5. PACC shall meet at least 3 times per term in Fall and Winter and at least 7 times per academic year (July-June).
6. PACC's purpose is to make proposals for political action and communications with the membership to QUFA Council of Representatives and/or the Executive Committee as appropriate and to implement their policies and instructions concerning political action and communications.
7. All PACC campaigns, communications and actions shall be approved by the Executive Committee and/or the Council of Representatives.

Definitions and Limitations:

"Political action" includes cooperation with other university bodies to monitor and influence university decisions that have implications for the terms and conditions of employment of QUFA members. Specifically, PACC is responsible to monitor Queen's Administration and work with the QUFA President to liaise with other employee and student groups at Queen's, as well as with OCUFA, CAUT, and other interest groups, parties and unions. "Political action" also includes those activities that QUFA undertakes to further its purposes by influencing the public and government at any level (municipal, provincial, federal, or international). Among the forms of action included are influencing public opinion, lobbying politicians and civil servants, and presenting briefs and other submissions to governmental bodies. Finally, PACC will work with the President, the Executive Committee and the Council of Representatives to create and disseminate communications with QUFA Members.

Direct contact with the Principal, Provost, Senate, Board of Trustees or the media shall be channelled through the President or designated Officers of the Association.

1.6 Staff Relations Committee - SRC

Approved by QUFA Executive December 2013

Approved by QUFA Council December 2013

1. The Staff Relations Committee shall consist of the five Officers of the Association (President, Vice President, Past President, Treasurer, and Secretary) as voting members and the Executive Director as a non-voting member.
2. The Past President or his/her designate shall chair the committee.
3. Quorum is three voting members.
4. The Committee shall meet at least twice per term (Fall, Winter, Summer); at least one of those meetings each term must include all staff.
5. The Officers of the Association shall supervise the work of the Executive Director who is responsible for the day-to-day management of staff.
6. The Committee shall provide oversight and input, where necessary, regarding the following staff matters:
 - a. Staff hours, lieu time, overtime and vacations;
 - b. Staff requests for accommodation, additional leaves or counsel;
 - c. Annual performance reviews including the determination of job category and pay level;
 - d. Staff workload;
 - e. Staff professional development;
 - f. Safe and healthy workplace practices and policies;
 - g. Disputes among staff;
 - h. Staff concerns or complaints about Volunteers;
 - i. Volunteer concerns or complaints about staff;
 - j. Disciplinary meetings with staff including termination meetings; and,
 - k. Hiring committee constitution.
7. The Committee shall make recommendations to the Executive Committee on the following matters:
 - a. Appropriate staffing levels;
 - b. Hiring of new staff (job description, salary, qualifications, recommended candidates);
 - c. Assessment of probationary staff;
 - d. Dismissal of staff;
 - e. Staff policies and protocols;
 - f. Distribution of discretionary release time to Volunteers; and
 - g. Release time policies and protocols.
8. In addition, the Committee shall:
 - a. Report to the Executive Committee and Council of Representatives as required;
 - b. Track QUFA attendance at external events (workshops, conferences, governance meetings of affiliated organizations (CAUT, OCUFA, KDLC, NUCAUT, CLC)) and

make recommendations to the Executive Committee, where appropriate, about QUFA staff, Volunteer and Member participation at these events.

2 OTHER COMMITTEES & GROUPS

2.1 Website Committee

Approved by the Website Committee May 2014

Approved by QUFA Executive June 2014

Approved by QUFA Council September 2014

The Website Committee is an ad hoc committee of QUFA under Article 11 of the Constitution. As such, it reports to the Council of Representatives with copies to the Executive. In addition, the following terms apply:

1. The President is an ex officio member of the committee with voice and vote.
2. One Political Action & Communications Committee Co-Chair is an ex officio member of the committee with voice and vote.
3. The Communications Support Person is an ex officio member of the committee with voice and vote.
4. In addition, Members with an interest or expertise in website design and functionality shall be invited to join. One of them shall be elected or appointed to chair the committee.
5. The Executive Director is an ex officio member of the committee with voice but no vote.
6. Representatives of any website service providers may be invited to attend meetings or report to the Committee but shall have no vote.
7. The mandate of the Committee is:
 - a. to make recommendations on the structure and design of the website with a view to serving Member needs for relevant and timely information;
 - b. to make recommendations on the structure and design of the website with a view to serving the needs of governance bodies of QUFA; and,
 - c. to ensure that Association materials are appropriately archived on the website.
8. The Committee shall meet at least once per Academic Year (September-August).
9. Additional meetings may be called by the Chair or at the request of any 3 members of the Committee or as required by Council.