

5.01 THE CONSTITUTION OF THE KING'S UNIVERSITY COLLEGE FACULTY ASSOCIATION

Issued by:

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THE CONSTITUTION OF THE KING'S UNIVERSITY COLLEGE FACULTY ASSOCIATION April 2018

ARTICLE 1 Name:

The name shall be the King's University College Faculty Association (KUCFA).

ARTICLE 2 Purpose:

The purpose of the Association shall be to promote the professional well-being of its members and to assist its members in their professional relations within King's University College; to enable individual faculty members at King's to act collectively in furthering their common interests; and to be the official faculty agent for negotiating with the Directors of King's University College regarding faculty salaries, fringe benefits, teaching hours, working conditions, and other terms of faculty employment.

ARTICLE 3 Membership:

(a) A full-time faculty member shall be defined as anyone who is contractually considered to be full-time by King's University College.

(b) Professors emeriti/ae may join the Faculty Association on a first-come, first-served basis, up to a maximum of one-half of the full-time membership.

(c) All full-time faculty members and professors emeriti/ae at King's University College shall be eligible for full membership, subject to paragraphs (a), (b), and above. (e) Administrators who teach one or more courses at King's University College and Librarians of King's University College shall be allowed Associate Membership (at the discretion of the Membership).

(d) Associate members do not have voting privileges, nor are they eligible for election to the Executive or the Salary Committee.

(e) Notwithstanding the above provisions, other members of the King's University College community may be admitted to either full or associate membership by a majority of the votes cast at any meeting of the Association providing that two weeks notice of the motion be given.

(f) It is the right and duty of all full members to take part in meetings, committees, and the executive.

ARTICLE 4 Meetings:

(a) The Association shall meet (i) at least four times during the academic year, (ii) at the call of any five members, or (iii) at the call of the Chair.

(b) A quorum for meetings of the Association shall be one-third of its members.

ARTICLE 5 Executive:

(a) The Executive shall consist of: The Chair, Vice Chair, Secretary/Treasurer, the Chair of the Collective Bargaining Committee (CBC), the past Chair, Chair of the Grievance Committee, Equity Officer, Pension Corresponding Member, and the OCUFA Director.

(b) The Chair shall be elected annually at a meeting held in November of the preceding academic year. The Chair of the Collective Bargaining Committee shall be elected at a meeting held in November of the year prior to bargaining. All other Executive members shall be elected annually at a meeting held in April of the preceding academic year. The new Executive shall assume office on the July 1st succeeding election and hold office till June 30th of the following year.

(c) Members of the Executive shall compose an Executive Committee which will be responsible for the day-to-day operation of the Association and during the period between the final Association meeting in the spring and the first meeting in the fall.

(d) The Executive Committee shall meet at the call of the Chair or Vice Chair.

(e) The quorum for meetings of the Executive Committee shall be a majority of its members including either the Chair or the Vice Chair.

(f) The Chair Elect and the Collective Bargaining Committee Chair Elect may sit on the Executive.

(g) Individuals will normally serve on the Executive Committee for a term of not more than 3 years.

ARTICLE 6: Committees:

(a) The Association may establish standing or special committees as it may deem advisable.

(b) There shall be a Collective Bargaining Committee (CBC) consisting of the CBC Chair the Vice Chair and six other members elected by the Association for staggered two-year terms. The primary purpose of the CBC is to bargain for approved Association proposals on matters of salary, benefits, professional and research funds; conditions of employment for faculty (such matters as academic freedom, tenure, promotions, family leave, grievance procedures, etc.) and to meet with the appropriate Board committee to bargain for approved Association proposals. It is desirable, but not necessary, that there be members from each University rank represented on the Committee. The Association may expand the CBC Committee as needed.

(c) There shall be a Social Committee consisting of three members elected by the Association. Other members may be co-opted by the Committee. The Social Committee shall choose its own Chair. The primary purpose of the Social Committee is to arrange and oversee the social functions of the Association.

(d) There shall be a Nominating Committee consisting of the Executive of Faculty Association. The past Chair of the Association shall chair the Nominating Committee. The primary purpose of the Nominating Committee is to ensure that a complete slate of nominees is presented to the membership for all elections.

(e) There shall be a Grievance Committee consisting of at least three members elected by the Association. The Committee shall choose its own Chair. The primary purpose of the Grievance Committee is to advise faculty members regarding possible grievances, make recommendations as to whether the Association supports a grievance and, if requested, assist faculty members during the grievance process.

(f) There shall be a KUCFA Equity Committee consisting of the Faculty Association Equity Officer in addition to two members elected by the Association. The primary purpose of the Equity committee is to address issues of equity and diversity which may affect all Members. The Committee will investigate concerns brought forth from all equity-seeking groups as well as general Membership and recommend strategies/solutions to ensure King's operates on the principles of both equity and equality.

Article 7: Office Manager

The work of the Association will be supported by an Office Manager. Number of hours weekly will be determined by the Chair

ARTICLE 8: Dues:

- (a) The annual membership dues shall be determined from time to time by the Association.
- (b) Only those who have paid their dues shall be considered participating members of the Association.
- (c) Only participating members as defined in (b) shall be eligible for election to the committees and other offices called for in this constitution.
- (d) Non-members of KUCFA may participate in KUCFA general meetings either at the invitation of or with the approval of the KUCFA executive. Such persons will have voice only.
- (e) Members on leave shall continue paying Faculty Association dues.

ARTICLE 9: Finances:

- (a) The receipt and disbursement of Association funds shall be the responsibility of the Executive Committee.
- (b) The signing officers for the Association shall be the Chair, Vice-Chair and the Treasurer with two signatures being required on all cheques.
- (c) The Treasurer will present a proposed budget as soon as possible after the beginning of the academic year.
- (d) An audit shall be conducted at the end of the fiscal year by an auditor who is not on the Executive and who is approved by the membership.
- (e) The fiscal year of the Association shall be July 1st to June 30th.

ARTICLE 10: Relationship to other Faculty Associations:

- (a) The Association will make every effort to maintain a close and cordial relationship with CUPE 5265
- (b) The Association will make every effort to maintain a close and cordial relationship with the University of Western Ontario Faculty Association.
- (c) The Association shall be a member of the Ontario Confederation of University Faculty Associations and of the Canadian Association of University Teachers.
- (d) A decision to join or withdraw from the Canadian Association of University Teachers (CAUT) and/or the Ontario Confederation of University Faculty Associations (OCUFA) shall require a two-thirds majority vote of all full members of the Association.

ARTICLE 11: Amendments:

- (a) Notice of proposed amendments to the Constitution shall be distributed to members at least two weeks before the next meeting.
- (b) The Constitution can be amended by two-thirds of the members present at a meeting.

ARTICLE 12: By-laws:

- (a) The Association shall establish by-laws from time to time as it deems advisable.
- (b) By-laws shall be approved or amended at any meeting by a simple majority of the votes cast.

THE BYLAWS OF THE KING'S UNIVERSITY COLLEGE FACULTY ASSOCIATION April 2018

1. The Faculty Lounge is for the use of Faculty only; the only exception will be for Faculty Association events, or at the discretion of the Chair.

2. Current records will be held in the Faculty Association Office and be maintained by the Office Manager. The current year's agendas and minutes and any other material of general interest to KUCFA members may be posted on the Faculty Website. Archives, including minutes and relevant OCUFA and CAUT documents will be held in the Faculty Association Office.

3. The Association shall normally meet on the last Wednesday of the month.

4. Issues will be decided by a majority of those present at a meeting, or, if a majority of members present prefer, by electronic ballot or by the Executive.

5. The Executive shall be authorized to respond on behalf of the Association to requests for moral and financial support from striking colleagues at other universities provided that the budget permits and provided that, in any particular instance, the funds sent do not exceed \$250.

6. Executive Job Descriptions

(a) Past Chair: The Past Chair of the Association shall perform the following duties: serve as a member of the Executive; act as Chair of the Nominating Committee, and carry out special tasks as shall from time to time be requested by the Executive.

(b) Chair: The Chair of the Association shall perform the following duties: provide leadership to the Executive and Association; call meetings of the Executive and general membership of the Association; determine the agenda for and act as Chair of the Executive and general meetings; act as spokesperson for the Association in formal and informal matters unless an alternate person has been designated; monitor financial planning and reports; represent the Association at CAUT Council.

(c) Vice-Chair: The Vice-Chair of the Association shall perform duties of the Chair when the Chair is unavailable; serve ex-officio on the Collective Bargaining Committee.

(d) Secretary/Treasurer: The Secretary/Treasurer of the Association shall perform the following duties:

As Secretary monitor effective management of organization's records, review minutes of Association meetings and ensure distribution to members shortly after each meeting; remains sufficiently familiar with legal documents (articles, by-laws, etc.) to note applicability during meetings. As Treasurer maintain a record of all receipts and disbursements from the funds of the Association; pay expenses that are incurred by the Association; ensure that all members are contributing the specified fees to the Association; report on financial status of the Association at Executive and General Meetings; propose a budget as soon as possible at the beginning of the academic year

(f) OCUFA Director: The OCUFA Director shall receive and distribute as appropriate any correspondence from OCUFA; attend and report on OCUFA Board meetings; seek direction from the Executive or general membership about action to be taken and take action as required; maintain OCUFA records in good order

(g) Collective Bargaining Committee Chair: The CBC Chair shall lead the Committee's preparations and negotiations with the Board on matters of salary, benefits, professional and research funds; conditions of employment for faculty (such matters as academic freedom, tenure, promotions, family leave, grievance procedures, etc.) and act as the main representative of the Association during negotiations

(h) Grievance Committee Chair: The Chair of the Grievance Committee shall lead the committee in decisions regarding the support of a faculty member who brings forward a potential grievance; propose Association grievances when appropriate

(i) Equity Officer: The Equity Officer shall lead educational and advocacy activities for the Association in regard to human rights and equity issues.

(j) Pension committee Corresponding Member: The Pension Committee Corresponding Member's primary duty will be to inform the KUCFA Executive of developments in the Pension Plan of importance to our members.

7. Obligations of the Nominating Committee

In the winter term, the Nominating committee shall submit to the Faculty Association a slate of candidates to fill the following positions:

Executive

Chair

Vice-Chair

Secretary/Treasurer

CBC Chair

OCUFA Director

Equity Officer

Pension Committee Corresponding Member (selected from the Pension Committee)

Grievance Mediation Panel: Six tenured professors

Grievance Committee: At least three tenured professors

CBC Committee: Six members in addition to CBC Chair and Vice Chair of Association (2-year staggered terms).

Pension Committee: Five members (3-year terms) and two alternate members (1-year term).

Social Committee: Three members

Joint Health and Safety Committee: One member and one alternate

Joint Employment Equity Committee: One member and one alternate

Auditor: One

8. Committee Chairs

All Committee Chairs shall set tone for the committee work; ensure that members have the information needed to do their jobs; oversee the logistics of committee's operations; report

to the Association Chair; report to the full Association on committee's decisions/recommendations; work closely with staff as agreed to by the Association Chair; assign work to the committee members, set the agenda and run the meetings, and ensure distribution of meeting minutes.

9. Course Release Time

The Association will fund a 1.0 course teaching load reduction for the Association Chair. The Association will also fund a 0.5 course teaching load reduction for the Collective Bargaining Committee Chair during the year of negotiations. In extraordinary circumstances the Executive may recommend to the Association funding of an additional 0.5 course teaching load reduction for the Chair of the Collective Bargaining Committee.

10. Student Aid

Faculty Awards for Academic Excellence

An annual monetary award for each of the academic disciplines in which the College offers a degree shall be made by the Faculty Association to the full-time third of fourth year King's students with the highest average in senior courses in their disciplines. These awards will be paid from the interest earned on the Faculty Student Aid Fund. This fund, built up from faculty donations given initially to provide emergency bursaries for needy students is now administered by the King's University College Foundation.

Faculty Association Award for Outstanding Achievement

An annual award of at least \$500.00 shall be made by the Faculty Association to an outstanding graduating student selected by the King's College Bursary and Scholarship Committee. Criteria for selecting the award winner shall include academic and non-academic factors such as personal accomplishments and contributions to the College and community. The Bursary and Scholarship Committee will receive nominations for this award from faculty members. Candidates must have an average of 75% before they are eligible for consideration. This award is to be paid out of the regular operating budget of the Association.