By-law No. 4
The University of Western Ontario Faculty Association
Librarians and Archivists Stewards Committee

1. UWOFA shall have a Librarians and Archivists Stewards Committee with the terms of reference as set out in the Appendix.

2. The Member of the Board of Directors elected by the UWOFA-LA Bargaining Unit shall be the Chief Steward.

3. The various UWOFA-LA Units, as specified in the Collective Agreement, shall have a Member identified as their representative who shall be the Steward for the Unit.

4. The Chief Steward and the Stewards shall be members of the committee. The Chief Steward shall chair the committee.

5. UWOFA's employees responsible for assisting Members in understanding their rights and obligations and the Joint Committee Member representing UWOFA-LA shall be *ex officio* and non-voting members of the committee.

6. The term of service for Stewards is two years, beginning on July 1. Stewards can serve multiple terms. Terms shall be staggered to allow for transition and reduced disruption of the Committee's activities.

7. Prior to completion of a Steward's term, or when a vacancy otherwise occurs, the Chief Steward shall contact the Members of the affected Unit about representation of the Unit on the committee.

8. The representation process is to be decided by the Unit (which may include selection by mutual consent or acceptance of a volunteer). If a Unit does not identify a Steward in a timely manner, the Chief Steward shall endeavour to identify a Steward for the Unit.

Appendix

The Librarians and Archivists Stewards Committee shall communicate with UWOFA-LA Members about matters relating to the Bargaining Unit.

It shall coordinate communications between UWOFA-LA Members and the Board of Directors.

It shall provide a forum for UWOFA-LA Stewards to develop knowledge and experience and to foster education of all Members.

It shall facilitate discussion of Members' rights and responsibilities, as defined in the Collective Agreement, among all Members of the Bargaining Unit.