



## UWOFA Annual Meeting of Members Agenda

Wednesday, May 1, 2024

2:30 p.m. to 4:30 p.m.

Via Zoom

To connect to the meeting:

Use the link: <https://westernuniversity.zoom.us/j/95966056695>

OR

Dial: 1-647-558-0588

Meeting ID: 959 6605 6695

Passcode: 882259

Call to order and land acknowledgement statement.

1. Approval of the Agenda
2. CAUT Report: *Robin Whitaker* (CAUT Vice-President)
3. Order of the Day (3:30 p.m.) OCUFA Report: *Nigmendra Narain* (OCUFA President) and *Jenny Ahn* (OCUFA Executive Director)
4. Approval of Minutes of the Meeting of Members of December 4, 2023, February 16 2024, and February 20, 2024 – **EXHIBITS I, II, III**
5. Business Arising
6. President's Report: *R. Heydon*
7. Audited Financial Statements: *C. Maco*  
Motion: That the membership approve the audited financial statements for the fiscal year ended October 31, 2023 as presented in **EXHIBIT IV**.
8. Appointment of the Public Accountant: *C. Maco*  
Motion: That the membership approve appointing MNP LLP (London) as the Public Accountant.
9. Revisions to UWOFA Bylaws: *J. Weststar*  
Motion: That the membership confirm the revised By-law No. 1 (General) as presented in **EXHIBIT V**, which was adopted by the board of directors on April 18, 2024.  
Motion: That the membership confirm the revised By-law No. 3 (Committees) as presented in **EXHIBIT VI**, which was adopted by the board of directors on April 18, 2024.  
Motion: That the membership confirm the revised By-law No. 5 (Faculty Representatives Council) as presented in **EXHIBIT VII**, which was adopted by the board of directors on April 18, 2024.
10. Nominations of Directors and Speakers – **EXHIBIT VIII**: *N. Narain and J. Weststar*
11. Presentation of the Allan Heinicke Memorial Service Award: *R. Heydon*

The recipient for 2024 is Kristin Hoffmann - biography in **EXHIBIT IX**.

12. Presentation of the Tom Murphy Memorial Award for Outstanding Service to UWOFA: *R. Heydon*

The recipient for 2024 is Warren Steele - biography in **EXHIBIT X**.

13. Presentation of the CAUT Dedicated Service Award: *R. Heydon*  
Recipients for 2024 are Laura Cayen, Denise Horoky, Steve Lupker, and Vaughan Radcliffe – biographies in **EXHIBIT XI**.

14. Annual Committee and Representative Reports  
Questions are welcome on any of the annual reports presented in **EXHIBIT XII**.

15. New Business

16. Adjournment

Minutes  
UWOFA Annual Meeting of Members  
December 4, 2023

Speaker: Kelly Olson

President: Rachel Heydon

The meeting was held remotely by conference call and was called to order at 1:00 p.m. Attendance was recorded (and quorum established) based on Members participating in Zoom video conference. The Speaker reminded attendees that only members of the Faculty Association were permitted to vote on motions.

S. Hendrikx read the Land Acknowledgement statement.

1. **Approval of the Agenda**

**MOVED:** D. Heap/L. Cayen  
That the agenda be adopted.

**The motion carried unanimously.**

2. **Approval of Minutes of the Annual Meeting of Members March 28, 2023**

**MOVED:** K. Hoffmann/T. Granadillo  
That the minutes from the March 28, 2023 Meeting of Members be approved.

**The motion carried unanimously.**

3. **Business Arising**

There was no business arising from the March 28, 2023 meeting.

4. **President's Report:** *R. Heydon*

**UWOFA Highlights:** R. Heydon presented a summary of the past term by highlighting the librarian and archivist negotiations, the Bill 124 reopener, the Brescia/Western merger, UWOFA grievances, UWOFA Member Expert Health Advisory Panel, and inclusive participation options for all UWOFA meetings.

**Donations:** UWOFA has made the following donations:

- United Way's Best First Day backpack drive: \$100
- London and District Labour Council: \$500
- USC Food Support Services: \$500

5. **Treasurer's Report:** *C. Maco*

C. Masterson provided the report on behalf of C. Maco. C. Masterson reviewed UWOFA's budget for the new fiscal year, November 1, 2023 to October 31, 2024.

She highlighted the following:

- Revenue from membership dues is anticipated to be more than the previous year, which is due to the increase in salaries.
- Interest revenue on both the operating funds and collective bargaining and grievance funds is expected to be higher than last year. Last year a majority of the investments were moved into cash in preparation for a possible faculty strike.
- Dues paid to the CAUT Defence Fund will increase compared to what was budgeted in the prior year since the cost per member increased.
- Payroll expenses are budgeted to be less in the coming year. In the previous year

UWOFA had 2 Communication Officers in the budget as a permanent employee was on maternity leave and her replacement was on contract. As well, UWOFA had 2 Administrative Officers as the previous Administrative Officer was training the current Administrative Officer.

- Release time expenses are budgeted to be higher in the coming year due to 2 new roles: Associate Grievance Officer and Brescia Western Integration Taskforce Chair.
- Under general and administrative expenses, UWOFA has hired an HR Consultant to help implement new processes and office management. UWOFA has also hired an IT Consultant to evaluate UWOFA's IT systems, information flow, hardware, and software. Computer and office equipment and computer software are budgeted to be higher in anticipation that there will be needs presented by the IT assessment. Travel is higher as staff conferences are farther away and most conferences are now in-person. The funding for the Tom Murphy and Dan Belliveau Award is higher because the value of the Tom Murphy Service Award will be increased and funds are being budgeted to create the Dan Belliveau Memorial Service Award for the incoming year.
- UWOFA will be in a surplus position for this coming year.

**6. Brescia/Western Merger: R. Heydon**

R. Heydon provided an update to the membership highlighting the Memorandum of Understanding between Western and Brescia that was announced out on September 21, 2023. UWOFA has been investigating the implications this could have for the membership. Legal counsel from Lerner, Lucas Lung and Yola Ventresca, provided highlights about the Memorandum of Agreement signed between UWOFA and Western on November 15, 2023. This MOA is available on the UWOFA website.

**7. Update on Librarian and Archivist Negotiations: J. Weststar & K. Hoffmann**

The collective agreement for Librarians and Archivists expired on June 30, 2023. There were 16 bargaining sessions with 100% strike vote in this round of negotiations. UWOFA entered conciliation and mediation with a government appointed conciliator. A 4-year tentative deal (2023-27) was signed on October 4, 2023 that was ratified by 56% of Members on October 12, 2023. J. Weststar thanked the Collective Bargaining Committee, Negotiation team, Board, Executive, SAC, Communications, Mobilization, and Members for a strong campaign.

**8. New Business:**

**Potential UWOFA statement on the situation in the Middle East**

A Member inquired as to whether UWOFA should consider making a statement on the situation in the Middle East, calling for a ceasefire among other things. R. Heydon explained that the Board of Directors and Executive Committee of UWOFA have discussed this matter and, so far, have decided not to issue such a statement.

**MOVED:** P. Chidiac/K. Korycki

That UWOFA condemns the ongoing violence in the Middle East and calls for an immediate ceasefire.

The Speaker asked the mover and seconder if they would like a mail ballot for the motion. The mover indicated that he would like a mail ballot.

Discussion followed about the advisability of drafting a complete statement for Members to vote on, about whether such a statement should be drafted by the UWOFA Board in consultation with the Communications Committee, about the advisability and appropriateness of a faculty association issuing such a statement, and about potential ways the motion should

be re-worded.

Following discussion, the Speaker confirmed that the motion on the table is: "That UWOFA make a statement on the situation in the Middle East" and that the statement would go to a mail ballot.

The Secretary referred to the UWOFA by-laws, which state that "the chair may require, or any person entitled to vote on the question may demand, a ballot thereon," to confirm that a vote did not need to be taken in the meeting to send the motion to a mail ballot.

### **Blue Ribbon Panel Report**

A Member asked if UWOFA will make a statement or take a stand on tuition increases. R. Heydon said this will be added to the agenda for a Board of Directors meeting.

### **9. Adjournment**

**MOVED:** D. Fiander/P. Chidiac

That the meeting adjourn. In the absence of any objection, motion carried (2:49 p.m.)

**The motion carried unanimously.**

Minutes  
UWOFA Special Meeting of Members Agenda  
February 16, 2024

Speaker *pro tem*: Jane Toswell

President: Rachel Heydon

The meeting was held remotely by conference call and was called to order at 11:30 a.m. Attendance was recorded (and quorum established) based on Members participating in Zoom video conference. The Speaker reminded attendees that only members of the Faculty Association were permitted to vote on motions.

R. Heydon read the Land Acknowledgement statement.

1. **Approval of the Agenda**

**MOVED:** A. Puvirajah, D. Heap  
That the agenda be adopted.

**The motion carried, with 1 opposed and 3 abstentions.**

2. **MOVED:** P. Chidiac/R. Ramachandran

That UWOFA condemns the ongoing violence in the Middle East and calls for an immediate ceasefire.

For information: This motion was moved and seconded in the December 4, 2023 meeting of Members and subsequently improperly sent to mail ballot.

The mover and seconder agreed to consider the following replacement motion:

**UWOFA condemns the ongoing violence in** Israel and Palestine and the targeting of civilians and civilian infrastructure, including medical facilities, schools, universities, farms, cemeteries, and places of worship. We **call for an immediate** and permanent **ceasefire** to prevent further suffering and loss of life. We condemn the killing of journalists, healthcare workers and UN employees. Immediate steps must be taken to prevent the further collapse of the Palestinian healthcare system.

UWOFA calls for the immediate provision of adequate food, water, and medical supplies to the Palestinian civilians of Gaza, who are suffering greatly and are at high risk of death by bombardment, injury, disease and starvation.

UWOFA demands that the Canadian government to support all international and domestic efforts to hold legally accountable those on all sides who have violated international law, either before, during or since October 7. We call on Canada as a signatory to the Genocide Convention to honour its legal obligation to employ all means reasonably available to it, so as to prevent genocide as far as possible.

UWOFA supports the principle of academic freedom and freedom of expression by all those who wish to speak out on the current war and on the question of Israel and Palestine, subject only to the legal restrictions on hate speech. UWOFA recognizes that strong speech on Israel and Palestine may make some people uncomfortable, but that the remedy to

uncomfortable speech is more speech, not censorship.

Consistent with international law, UWOFA demands an end to the occupation of Palestinian land, and an end to the Israeli settlements. Further, we recognize that the conflict cannot be solved by the use of force and that a just and durable solution must be found through political means, consistent with international law.

Following discussion, the Speaker noted her impression that the membership would like a mail ballot on the question and that she would be calling for a motion to that effect, after consideration of dividing the question. The Speaker asked if members would like to divide the question and take paragraphs 1 and 2, 3 and 5, and 4 as three separate votes. She noted that division of the question can be ruled by the Chair but that she would prefer it to be decided by the members.

**MOVED:** G. Raz/M.J. Kidnie

That UWOFA not issue a statement on the conflict in Palestine and Israel.

D. Heap noted that there is a motion on the table from the previous meeting, which must be decided. The Speaker stated that there is now a replacement motion on the table; if that motion is defeated, the meeting will return to the original motion. D. Heap challenged this ruling of the Speaker on the basis that there is no such thing as a replacement motion.

The Speaker reversed her ruling and confirmed that the motion on the table is the original motion from the December 4, 2023 meeting.

### 3. **Adjournment**

**MOVED:** M. Heisel/D.Sich

That the meeting be adjourned to Tuesday, February 20, 2024 at a time to be specified by UWOFA.

The motion carried (12:57 p.m.).

Minutes  
UWOFA Special Meeting of Members Agenda  
February 20, 2024

Speaker *pro tem*: Jane Toswell

President: Rachel Heydon

The meeting was held remotely by conference call and was called to order at 2:30 p.m. Attendance was recorded (and quorum established) based on Members participating in Zoom video conference. The Speaker reminded attendees that only members of the Faculty Association were permitted to vote on motions.

The Speaker reminded attendees that the meeting has been in recess since February 16, 2024.

J. Toswell read the Land Acknowledgement statement.

1. **MOVED:** P. Chidiac/R. Ramachandran  
That UWOFA condemns the ongoing violence in the Middle East and calls for an immediate ceasefire.

For information: This was moved and seconded in the December 4, 2023 meeting of Members and subsequently improperly sent to mail ballot.

For information: In the meeting of Members on February 16, 2024, the following revised motion was shared.

Revised Motion:

**UWOFA condemns the ongoing violence in** Israel and Palestine and the targeting of civilians and civilian infrastructure, including medical facilities, schools, universities, farms, cemeteries, and places of worship. We **call for an immediate** and permanent **ceasefire** to prevent further suffering and loss of life. We condemn the killing of journalists, healthcare workers and UN employees. Immediate steps must be taken to prevent the further collapse of the Palestinian healthcare system.

UWOFA calls for the immediate provision of adequate food, water, and medical supplies to the Palestinian civilians of Gaza, who are suffering greatly and are at high risk of death by bombardment, injury, disease and starvation.

UWOFA demands that the Canadian government to support all international and domestic efforts to hold legally accountable those on all sides who have violated international law, either before, during or since October 7. We call on Canada as a signatory to the Genocide Convention to honour its legal obligation to employ all means reasonably available to it, so as to prevent genocide as far as possible.

UWOFA supports the principle of academic freedom and freedom of expression by all those who wish to speak out on the current war and on the question of Israel and Palestine, subject only to the legal restrictions on hate speech. UWOFA recognizes that strong speech on Israel and Palestine may make some people uncomfortable, but that the remedy to uncomfortable speech is more speech, not censorship.

Consistent with international law, UWOFA demands an end to the occupation of Palestinian land, and an end to the Israeli settlements. Further, we recognize that the conflict cannot be



solved by the use of force and that a just and durable solution must be found through political means, consistent with international law.

**MOVED: P. Chidiac/R. Ramachandran**

That the pending motion (the one sentence version from the December 4 meeting) be substituted with the revised five-paragraph text (presented in the February 16 meeting).

**The motion was defeated, with 2 abstentions.**

**MOVED: D. Heap/P. Minda**

That the motion be sent to an electronic vote.

G. Raz raised a point of order that his motion from the February 16, 2024 meeting has not been considered. The Speaker ruled that this was not a procedural motion, but rather a new motion, and therefore cannot be considered before the motion on the table has been considered.

The Secretary ruled that if the meeting approves sending a motion to a mail ballot, it is the motion on the table that will be sent to a mail ballot; amendments to the motion will not be taken. Therefore, the motion that would be sent to an electronic vote is: That UWOFA condemns the ongoing violence in the Middle East and calls for an immediate ceasefire.

**The motion was defeated, with 4 abstentions.**

**MOVED: A. Miller/J. Seijts**

That the motion be amended to: That UWOFA condemns the ongoing violence in the Middle East and calls for an immediate ceasefire agreement and the release of all hostages.

**The motion to amend was carried, with 8 abstentions.**

**MOVED: P. Chidiac/K. Verwaayen**

That the motion be amended to: That UWOFA issue a statement to condemn the ongoing violence in the Middle East and call for an immediate ceasefire agreement and the release of all hostages.

**MOVED: N Narain/D. Heap**

That the meeting be extended by 10 minutes.

**The motion carried unanimously.**

**The motion to amend was defeated, with 11 abstentions.**

The meeting voted on the motion as amended:

That UWOFA condemns the ongoing violence in the Middle East and calls for an immediate ceasefire agreement and the release of all hostages.

**The motion was defeated, with 3 abstentions.**

**2. Adjournment**

**MOVED: D. Heap/M. Heisel**

That the meeting adjourn. In the absence of any objection, the motion carried (4:07 p.m.)

**The University of Western Ontario  
Faculty Association  
Financial Statements**  
*Year ended October 31, 2023*

Draft

# The University of Western Ontario Faculty Association

## Table of Contents

*For the year ended October 31, 2023*

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	<i>Page</i>
<b>Independent Auditor's Report</b>	
<b>Financial Statements</b>	
Statement of Financial Position.....	1
Statement of Operations.....	2
Statement of Changes in Net Assets.....	3
Statement of Cash Flows.....	4
<b>Notes to the Financial Statements</b> .....	5 - 10

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## Independent Auditor's Report

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To the Members of The University of Western Ontario Faculty Association:

### Report on the Audit of the Financial Statements Opinion

We have audited the financial statements of The University of Western Ontario Faculty Association (the "Association"), which comprise the statement of financial position as at October 31, 2023, and the statement of operations, changes in net assets, and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Association as at October 31, 2023, and the results of its operations and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

### Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are independent of the Corporation in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

### Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian accounting standards for not-for-profit organizations, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Corporation's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Corporation or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Corporation's financial reporting process.

### Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Corporation's internal control.

- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Corporation's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Corporation to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

#### **Report on Other Legal and Regulatory Requirements**

As required by the Corporations Act of Canada, we report that, in our opinion, the accounting principles in Canadian accounting standards for not-for-profit organizations have been applied on a basis consistent with that of the preceding period.

London, Ontario  
Date of Completion

Chartered Professional Accountants  
Licensed Public Accountants

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## The University of Western Ontario Faculty Association Statement of Financial Position

As at October 31, 2023

		<i>Operating Fund</i>	<i>Grievances &amp; Collective Bargaining Fund</i>	<i>Reserve Fund</i>	<i>Total 2023</i>	<i>Total 2022</i>
<b>Assets</b>						
<b>Current</b>						
Cash	\$	1,124,032	\$ 1,060,398	\$ 277,392	\$ 2,461,822	\$ 5,360,494
Internally restricted funds (Note 3)		103,818	-	-	103,818	101,317
GIC investments (Note 4)		-	1,701,184	-	1,701,184	1,533,141
Interest receivable		-	179,090	-	179,090	23,661
Prepaid expenses		30,244	-	-	30,244	84,545
		<b>1,258,094</b>	<b>2,940,672</b>	<b>277,392</b>	<b>4,476,158</b>	<b>7,103,158</b>
<b>Long term assets</b>						
GIC investments (Note 4)		-	3,000,000	-	3,000,000	-
Capital assets (Note 5)		22,134	-	-	22,134	37,318
	\$	<b>1,280,228</b>	\$ <b>5,940,672</b>	\$ <b>277,392</b>	\$ <b>7,498,292</b>	\$ <b>7,140,476</b>
<b>Liabilities</b>						
<b>Current</b>						
Accounts payable and accrued liabilities (Note 10)	\$	310,740	\$ -	\$ -	\$ 310,740	\$ 155,612
<b>Long-term liabilities</b>						
Post retirement benefit obligation (Note 6)		-	-	199,700	199,700	245,600
		<b>310,740</b>	<b>-</b>	<b>199,700</b>	<b>510,440</b>	<b>401,212</b>
Contingent liability (Note 10)						
<b>Fund balances</b>						
Operating Fund		969,488	-	-	969,488	1,006,093
Grievances & Collective Bargaining Fund		-	5,940,672	-	5,940,672	5,677,313
Reserve Fund		-	-	77,692	77,692	55,858
		<b>969,488</b>	<b>5,940,672</b>	<b>77,692</b>	<b>6,987,852</b>	<b>6,739,264</b>
	\$	<b>1,280,228</b>	\$ <b>5,940,672</b>	\$ <b>277,392</b>	\$ <b>7,498,292</b>	\$ <b>7,140,476</b>

Approved on behalf of the Board

\_\_\_\_\_  
Director

\_\_\_\_\_  
Director

*The accompanying notes are an integral part of these financial statements*

## The University of Western Ontario Faculty Association Statement of Operations

*For the year ended October 31, 2023*

	<i>Operating Fund</i>	<i>Grievances &amp; Collective Bargaining Fund</i>	<i>Reserve Fund</i>	<i>Total 2023</i>	<i>Total 2022</i>
<b>Revenue</b>					
Membership dues	\$ 2,243,376	\$ -	\$ -	\$ 2,243,376	\$ 2,067,109
Dues for Canadian and Ontario Associations	(677,294)	-	-	(677,294)	(627,285)
Net membership dues	1,566,082	-	-	1,566,082	1,439,824
Interest income	14,784	263,359	7,431	285,574	72,011
Post retirement benefit gain (Note 6)	-	-	45,900	45,900	44,800
<b>Total Revenue</b>	<b>1,580,866</b>	<b>263,359</b>	<b>53,331</b>	<b>1,897,556</b>	<b>1,556,635</b>
<b>Expenses</b>					
Employee wages	719,615	-	-	719,615	749,308
Professional fees	321,121	-	-	321,121	190,473
Release time	227,095	-	-	227,095	154,830
Scholarships paid (Note 9)	110,500	-	-	110,500	45,000
Administration and general	74,207	-	-	74,207	42,982
Donations	19,013	-	-	19,013	27,900
Negotiations and strike preparations	59,608	-	-	59,608	27,311
Amortization	20,899	-	-	20,899	21,169
Grad club membership dues	21,456	-	-	21,456	20,760
Travel	10,827	-	-	10,827	19,506
Occupancy costs	15,211	-	-	15,211	14,525
SAR Program Donation	10,000	-	-	10,000	10,000
Research and professional fund	6,468	-	-	6,468	800
Post retirement benefit expense (Note 6)	-	-	31,497	31,497	-
Loss on disposal of capital assets	1,451	-	-	1,451	-
<b>Total Expenses</b>	<b>1,617,471</b>	<b>-</b>	<b>31,497</b>	<b>1,648,968</b>	<b>1,324,564</b>
<b>Excess of revenue over expenses for the year</b>	<b>\$ (36,605)</b>	<b>\$ 263,359</b>	<b>\$ 21,834</b>	<b>\$ 248,588</b>	<b>\$ 232,071</b>

*The accompanying notes are an integral part of these financial statements*

**The University of Western Ontario Faculty Association**  
**Statement of Changes in Net Assets**

*Year ended October 31, 2023*

		<i>Operating Fund</i>		<i>Grievances &amp; Collective Bargaining Fund</i>		<i>Reserve Fund</i>		<b>2023</b>	<b>2022</b>
<b>Fund Balances, beginning of year</b>	<b>\$</b>	<b>1,006,093</b>	<b>\$</b>	<b>5,677,313</b>	<b>\$</b>	<b>55,858</b>	<b>\$</b>	<b>6,739,264</b>	6,507,193
Excess of revenues over expenses		(36,605)		263,359		21,834		248,588	232,071
Interfund transfers (Note 7)		-		-		-		-	-
<b>Fund Balances, end of year</b>	<b>\$</b>	<b>969,488</b>	<b>\$</b>	<b>5,940,672</b>	<b>\$</b>	<b>77,692</b>	<b>\$</b>	<b>6,987,852</b>	6,739,264

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*The accompanying notes are an integral part of these financial statements*



# The University of Western Ontario Faculty Association

## Statement of Cash Flows

For the year ended October 31, 2023

	2023	2022
<b>Cash provided by the following activities</b>		
<b>Operating</b>		
Excess of revenues over expenses for the year	\$ 248,588	\$ 232,071
Adjustments for		
Amortization	20,899	21,169
Loss on disposal of capital assets	1,451	-
	<b>270,938</b>	<b>253,240</b>
Changes in working capital accounts		
Prepaid expenses	54,301	(63,488)
Interest receivable	(155,429)	52,339
Accounts payable and accrued liabilities	155,127	(63,183)
Post retirement benefit obligation	(45,900)	(44,800)
	<b>279,037</b>	<b>134,108</b>
<b>Investing</b>		
Purchase of capital assets	(7,165)	(5,753)
Change in GIC investments	(3,168,043)	3,369,138
	<b>(3,175,208)</b>	<b>3,363,385</b>
<b>(Decrease) increase in cash resources</b>	<b>(2,896,171)</b>	<b>3,497,493</b>
<b>Cash resources, beginning of year</b>	<b>5,461,811</b>	<b>1,964,318</b>
<b>Cash resources, end of year</b>	<b>\$ 2,565,640</b>	<b>\$ 5,461,811</b>
<b>Cash resources are comprised of:</b>		
Cash - operating fund	\$ 1,124,032	\$ 938,525
Cash - internally restricted funds	103,818	101,317
Cash - grievances and collective bargaining fund	1,060,398	4,120,511
Cash - reserve fund	277,392	301,458
	<b>\$ 2,565,640</b>	<b>\$ 5,461,811</b>

The accompanying notes are an integral part of these financial statements

# The University of Western Ontario Faculty Association

## Notes to the Financial Statements

For the year ended October 31, 2023

### 1. Purpose of the organization

The University of Western Ontario Faculty Association ("the Association") is the certified bargaining agent for faculty teaching at least a half University degree credit course in each of two of the last three fiscal years and for librarians and archivists at The University of Western Ontario ("the University"). As a non-profit organization, the Association is not subject to income taxes on any earned income.

### 2. Significant accounting policies

These financial statements are prepared in accordance with Canadian accounting standards for not-for-profit organizations and include the following significant accounting policies:

#### **Fund accounting**

The Association has the following funds:

(i) Operating Fund - Unrestricted

The operating fund accounts for the day to day operating activities of the Association.

(ii) Grievance & Collective Bargaining Fund - Internally Restricted

This amount is internally restricted by the Membership of the Association for contingencies, for the payment of expenses associated with legal advice and arbitration arising from grievances and rights cases and/or expenses associated with collective bargaining in excess of budget and as a means of providing funds in the event of a strike.

(iii) Reserve Fund – Internally Restricted

The reserve fund accounts for funding for specific purposes such as the post-retirement benefits for employees of the Association, as approved by the Board of Directors.

#### **Capital assets**

Capital assets are recorded at cost. The company provides for amortization using the following methods at rates designed to amortize the cost of the capital assets over their useful lives. The annual amortization rates and methods are as follows:

Furniture and fixtures	Declining balance	20%
Computer equipment	Straight-line	3 years
Computer software	Straight-line	3 years
Website development costs	Straight-line	3 years

Capital assets are amortized using the half-year rule in the year of addition.

#### **Revenue recognition**

The Association follows the deferral method of accounting for contributions and operating revenues. All membership fee revenue is recorded as revenue in the period to which it relates. Where a portion of revenue is related to a future period, it is deferred and recognized in the subsequent period.

Interest income is recognized as revenue when earned.

#### **Use of estimates**

The preparation of financial statements in conformity with Canadian accounting standards for not-for-profit organizations requires directors and management to make estimates and assumptions that affect the amounts reported in the financial statements and accompanying notes. By their nature, these estimates are subject to measurement uncertainty. These estimates are reviewed periodically, and adjustments are made to income in the year which they become known. The accounts specifically affected by estimates in these financial statements are the useful life of capital assets and employee future benefits. Actual results may vary from these estimates.

# The University of Western Ontario Faculty Association

## Notes to the Financial Statements

For the year ended October 31, 2023

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### 2. Significant accounting policies (continued from previous page)

#### ***Employee future benefits***

The Association provides medical, dental and life insurance benefits to eligible employees. This plan is managed by The University of Western Ontario. The Association accrues post retirement benefits for the eligible administrative staff, with the cost of these benefits being actuarially determined using the projected benefit method. Differences arising from plan amendments, changes in assumptions and actuarial gains and losses are recognized in income as they are incurred.

The Association sponsors pension plans for its administrative staff. The benefits provided under the plans are defined contribution.

#### ***Cash and cash equivalents***

Included in cash is savings account investments, as well as the Associations credit union shares.

#### ***Financial instruments***

The Association recognizes its financial instruments when the Association becomes party to the contractual provisions of the financial instrument.

#### ***Arm's length financial instruments***

Financial instruments originated/acquired or issued/assumed in an arm's length transaction ("arm's length financial instruments") are initially recorded at their fair value.

At initial recognition, the Association may irrevocably elect to subsequently measure any arm's length financial instrument at fair value. The Association has not made such an election during the year.

The Association subsequently measures investments in equity instruments quoted in an active market and all derivative instruments, except those designated in a qualifying hedging relationship or that are linked to, and must be settled by delivery of, unquoted equity instruments of another entity, at fair value. Fair value is determined by published price quotations. Investments in equity instruments not quoted in an active market and derivatives that are linked to, and must be settled by delivery of, unquoted equity instruments of another entity, are subsequently measured at cost less impairment. With the exception of financial liabilities indexed to a measure of the Association's performance or value of its equity and those instruments designated at fair value, all other financial assets and liabilities are subsequently measured at amortized cost.

Transaction costs and financing fees directly attributable to the origination, acquisition, issuance or assumption of financial instruments subsequently measured at fair value are immediately recognized in net income. Conversely, transaction costs and financing fees are added to the carrying amount for those financial instruments subsequently measured at cost or amortized cost.

#### ***Related party financial instruments***

The Company initially measures the following financial instruments originated/acquired or issued/assumed in a related party transaction ("related party financial instruments") at fair value:

- Investments in equity instruments quoted in an active market
- Debt instruments quoted in an active market
- Debt instruments when the inputs significant to the determination of its fair value are observable (directly or indirectly)
- Derivative contracts.

# The University of Western Ontario Faculty Association

## Notes to the Financial Statements

*For the year ended October 31, 2023*

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### 2. Significant accounting policies (continued from previous page)

All other related party financial instruments are measured at cost on initial recognition. When the financial instrument has repayment terms, cost is determined using the undiscounted cash flows, excluding interest, dividend, variable and contingent payments, less any impairment losses previously recognized by the transferor. When the financial instrument does not have repayment terms, but the consideration transferred has repayment terms, cost is determined based on the repayment terms of the consideration transferred. When the financial instrument and the consideration transferred both do not have repayment terms, the cost is equal to the carrying or exchange amount of the consideration transferred or received.

At initial recognition, the Association may elect to subsequently measure related party debt instruments that are quoted in active market, or that have observable inputs significant to the determination of fair value, at fair value.

The Association subsequently measures investments in equity instruments quoted in an active market and all derivative instruments, except those designated in a qualifying hedging relationship or that are linked to, and must be settled by delivery of, unquoted equity instruments of another entity, at fair value. Fair value is determined by published price quotations. Financial instruments that were initially measured at cost and derivatives that are linked to, and must be settled by, delivery of unquoted equity instruments of another entity, are subsequently measured using the cost method less any reduction for impairment.

Transaction costs and financing fees directly attributable to the origination, acquisition, issuance or assumption of related party financial instruments are immediately recognized in excess of revenue over expenses.

#### Financial asset impairment

The Association assesses impairment of all its financial assets measured at cost or amortized cost. The Association groups assets for impairment testing when available information is not sufficient to permit identification of each individually impaired financial asset in the group; there are numerous assets affected by the same factors; no asset is individually significant. Management considers whether the issuer is having significant financial difficulty; whether there has been a breach in contract, such as a default or delinquency in interest or principal payments in determining whether objective evidence of impairment exists. When there is an indication of impairment, the Association determines whether it has resulted in a significant adverse change in the expected timing or amount of future cash flows during the year.

With the exception of related party debt instruments and related party equity instruments initially measured at cost, the Association reduces the carrying amount of any impaired financial assets to the highest of: the present value of cash flows expected to be generated by holding the assets; the amount that could be realized by selling the assets at the statement of financial position date; and the amount expected to be realized by exercising any rights to collateral held against those assets.

For related party debt instruments initially measured at cost, the Association reduces the carrying amount of the asset (or group of assets), to the highest of: the undiscounted cash flows expected to be generated by holding the asset, or group of similar assets, excluding the interest and dividend payments of the instrument; the present value of cash flows expected to be generated by holding the assets; the amount that could be realized by selling the assets at the balance sheet date; and the amount expected to be realized by exercising any rights to collateral held against those assets.

For related party equity instruments initially measured at cost, the Association reduces the carrying amount of the asset (or group of assets), to the amount that could be realized by selling the assets at the statement of financial position date.

Any impairment, which is not considered temporary, is included in current year excess of revenue over expenses.

The Association reverses impairment losses on financial assets when there is a decrease in impairment and the decrease can be objectively related to an event occurring after the impairment loss was recognized. The amount of the reversal is recognized in excess of revenue over expenses in the year the reversal occurs.

**The University of Western Ontario Faculty Association**  
**Notes to the Financial Statements**  
*For the year ended October 31, 2023*

**3. Internally restricted funds**

The Association has set aside \$103,818 (2022 - \$101,317) as an internally restricted fund. These funds are in a cash savings account and were set aside to assist Members. No criteria have been set and no decision has been made as to how the funds will be disbursed.

**4. GIC investments**

The grievance and collective bargaining fund held the following investment portfolios at year end:

	2023	2022
BMO Nesbitt Burns - GICs of multiple institutions	1,500,000	1,336,000
Libro GICs	201,184	197,141
<b>Total short term investments</b>	<b>1,701,184</b>	<b>1,533,141</b>
BMO Nesbitt Burns - GICs of multiple institutions	3,000,000	-
<b>Total short and long term investments</b>	<b>4,701,184</b>	<b>1,533,141</b>

Short-term GIC investments represent amounts with maturity dates due within a year of the year-end date. Interest rates on the short-term GICs range from 3.00% to 5.15% (2022 – 1.15% to 2.35%) with maturity dates between November 1, 2023 and January 9, 2024. Long-term GIC investments represent amounts with maturity dates beyond one year of the year-end date. Interest rates on the long-term GICs range from 4.60% to 4.85% with maturity dates between January 9, 2025 and January 9, 2026.

**5. Capital assets**

	<b>Cost</b>	<b>Accumulated amortization</b>	2023	2022
Furniture and fixtures	50,387	41,960	8,427	8,370
Computer equipment	56,487	50,466	6,021	5,315
Computer software	28,148	28,148	-	223
Website development costs	70,127	62,441	7,686	23,410
	<b>205,149</b>	<b>183,015</b>	<b>22,134</b>	<b>37,318</b>

The amortization for 2023 was \$20,899 (2022 - \$21,169).

**6. Employee future benefits**

The Association has a defined contribution pension plan for the administrative staff. During the year the Association's contributions to the pension plan were \$37,409 (2022 - \$41,961). The fair value of plan assets for the year was \$Nil (2022 - \$Nil).

The accrued benefit liability relating to the post-retirement benefits is \$199,700 (2022 - \$245,600). This liability has been recorded in the financial statements.

The most recent actuarial valuation was completed as of April 30, 2023.

## The University of Western Ontario Faculty Association Notes to the Financial Statements

*For the year ended October 31, 2023*

### 6. Employee future benefits (continued from previous page)

	2023	2022
Current service costs	5,700	8,000
Interest costs	11,600	10,100
Actuarial gain	(63,200)	(62,900)
Net benefit plan expense/loss	(45,900)	(44,800)

The significant actuarial assumptions adopted in measuring the Association's accrued benefit obligation expense are as follows:

	2023	2022
Discount rate - post-retirement	4.60%	4.60%
Medical trend rate	5.54%	5.12%
Dental trend rate	5.00%	2.75%

### 7. Interfund transfers

During the period, no amount (2022 - \$52,874) was transferred from the Operating Fund to the Grievances & Collective Bargaining Fund. No amount was transferred from the Grievances & Collective Bargaining Fund to the Operating fund (2022 - \$Nil). No amount (2022 - \$10,600) was transferred from the operating fund to the reserve fund.

### 8. Financial instruments

Unless otherwise noted it is management's opinion that the Association is not exposed to significant risks from financial instruments. There have been no changes in the Association's risk exposures from the prior year.

#### Credit risk

The financial instruments that potentially subject the Association to a significant concentration of credit risk consist primarily of cash. The Association mitigates its exposure to credit loss by placing its cash with major financial institutions.

#### Market risk

The Association is exposed to market rate risk through possible future changes in market rates for current marketable securities. The Association does not use financial instruments to reduce its risk exposure.

#### Liquidity risk

Liquidity risk is the risk that the Association will not be able to meet its obligations as they become due. The Association manages this risk by establishing budgets and funding plans and by levying sufficient membership dues to fund its expenses. Cash is held in an interest bearing account which provides a rate of return as well as liquidity.

### 9. Commitments

The Association made an expendable pledged to the University of Western Ontario (Western) in the amount of \$162,000 to be paid in three instalments in fiscal 2022 through 2024 of \$54,000. The Association may terminate funding for the scholarships, provided they inform Western prior to June 1 for the upcoming academic year. The donation will be administered as a scholarship provided by Western based on the award criteria stipulated within the agreement. As of the year-ended October 31, 2023, \$54,000 of the commitment remains to be paid.

## The University of Western Ontario Faculty Association Notes to the Financial Statements

*For the year ended October 31, 2023*

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### 10. Contingent liability

The Association is party to legal action arising in the ordinary course of operations. While it is not feasible to predict the outcome of all actions at the end of the fiscal period, it is the opinion of management that the resolution of these matters will not have a material adverse effect on the operations of the Association. Subsequent to year-end, the Association reached two settlements relating to these matters. Others remain ongoing. An accrual related to known settlement amounts has been recorded in the October 31, 2023 financial statements; the remaining settlements are not determinable at this time.

Draft

**The University of Western Ontario Faculty Association**

**BY-LAW NO. 1**

<b>Version</b>	<b>Effective Date</b>	<b>Supersedes</b>
2.0	Approved by Board April 18, 2024 Approved by Membership <b>XX</b>	By-law 1 November 24, 2020
<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>
April 2024	April 2026	Policy & Governance Committee

**SECTION I – INTERPRETATION**

1.01 Definitions

The terms used in this by-law and all other by-laws and resolutions of the Association, unless the context otherwise requires, have the same meaning as those used in the Act, except that

“**Act**” means the *Canada Not-For-Profit Associations Act*, S.C. 2009, c. 23 including the Regulations made pursuant to the Act, and any statute or regulations that may be substituted, as amended from time to time;

“**Articles**” mean the original or restated articles of the Association or articles of amendment, amalgamation, continuance, reorganization, arrangement or revival of the Association;

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

“**by-law**” means this by-law and all other by-laws of the Association from time to time in force and effect;

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

“**mail ballot**” 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;

“**meeting of Members**” includes an annual meeting of Members or a special meeting of Members;

“**non-business day**” means Saturday, Sunday and any other day that is defined by federal or provincial law in the jurisdiction where Members reside as a holiday, as from time to time amended;



“**ordinary resolution**” means a resolution passed by a majority of not less than 50% plus one of the votes cast on that resolution;

“**proposal**” means a proposal submitted by a Member of the Association that meets the requirements of section 163 (Member Proposals) of the Act;

“**Public Accountant**” means, in respect of the Association, the Public Accountant appointed for the Association under paragraphs 127(1)(e), subsection 181(1) or 186(1) or who fills a vacancy under subsection 184(2) or 185(1) of the Act.

“**record address**” means, in the case of a Member, the address as recorded in the register of Members; in the case of an officer, Public Accountant or member of a committee of the Board, the address as recorded in the records of the Association; and in the case of a Director, the address as recorded in the records of the Association or in the most recent statutory information notice filed with respect to Directors, whichever is more current; and

“**regulations**” means the regulations made under the Act, as amended, restated or in effect from time to time;

“**signing officer**” means, in relation to any instrument, any person authorized by this by-law or by a resolution of Directors to sign the same on behalf of the Association;

“**special meeting of Members**” includes a meeting of any class or classes of Members and a special meeting of all Members entitled to vote at an annual meeting of Members; and

“**special resolution**” means a resolution passed by a majority of not less than two-thirds of the votes cast on that resolution.

Words importing the singular number include the plural and vice versa, words importing ~~the masculine gender include the feminine and neuter genders~~ one gender include all genders and words importing persons include individuals, bodies corporate, partnerships, trusts and unincorporated organizations.

#### 1.02 Headings

The headings of sections and paragraphs in this by-law and all other by-laws and resolutions of the Association shall be used for convenience of reference only and shall not be referred to for the purpose of interpretation.

## **SECTION II – OPERATIONS OF THE ASSOCIATION**

### 2.01 Registered Office

The registered office of the Association shall be within the municipality or geographical township within Canada specified in its Articles and thereafter as the Members may from time to time determine by special resolution and at such address in such municipality or geographical township as the Board may from time to time determine.

### 2.02 Corporate Seal

The Association may have a corporate seal in the form approved from time to time by the Board. If a corporate seal is approved by the Board, the Secretary of the Association shall be the custodian of the corporate seal.

### 2.03 Financial Year

The financial year of the Association shall be November 1 to October 31.

### 2.04 Execution of Instruments

Deeds, transfers, assignments, contracts, obligations and other instruments in writing requiring execution by the Association may be signed by any two of its officers or Directors. In addition, the Board may from time to time direct the manner in which and the person or persons by whom a particular document or type of document shall be executed. Any person authorized to sign any document may affix the corporate seal (if any) to the document. Any signing officer may certify a copy of any instrument, resolution, by-law or other document of the Association to be a true copy thereof.

### 2.05 Banking Arrangements

The banking business of the Association shall be transacted at such bank, trust company or other firm carrying on a banking business in Canada or elsewhere as the Board of Directors may designate, appoint or authorize from time to time by resolution. The banking business or any part of it shall be transacted by an officer or officers of the Association and/or other persons as the Board of Directors may by resolution from time to time designate, direct or authorize.

### 2.06 Power to Borrow

The Directors of the Association may, without authorization of the Members,

- (a) borrow money on the credit of the Association;
- (b) issue, reissue, sell, pledge or hypothecate debt obligations of the Association;
- (c) give a guarantee on behalf of the Association to secure performance of an obligation of any person; and
- (d) mortgage, hypothecate, pledge or otherwise create a security interest in all or any property of the Association, owned or subsequently acquired, to secure any debt obligation of the Association.

## 2.07 Voting Rights in Other Bodies Corporate

The signing officers of the Association may execute and deliver forms of proxy and arrange for the issuance of voting certificates or other evidence of the right to exercise the voting rights attaching to any securities held by the Association. Such forms, certificates or other evidence shall be in favour of such person or persons as may be determined by the officers signing or arranging for them. In addition, the Board may direct the manner in which and the person or persons by whom any particular voting rights or class of voting rights may or shall be exercised.

## 2.08 Annual Financial Statements

The Association may, instead of sending copies of the annual financial statements and other documents referred to in subsection 172(1) (Annual Financial Statements) of the Act to the Members, publish a notice to its Members stating that the annual financial statements and documents referred to in subsection 172(1) are available at the registered office of the Association and any Member may, on request, obtain a copy free of charge at the registered office, ~~or~~ by prepaid mail or as a pdf by email.

## 2.09 Public Accountant and Financial Review

The Association shall be subject to the requirements relating to the appointment of a Public Accountant and the level of financial review required by the Act. The Public Accountant must meet the qualifications of the Act, including being independent of the Association and its affiliates, as well as the Directors and officers of the Association and its affiliates. Notwithstanding the requirements of the Act, the Association shall have its financial statements audited by the Public Accountant on an annual basis. The Public Accountant shall be appointed annually by the Members. The Directors may fill any casual vacancy in the office of the Public Accountant to hold office until the next following annual meeting. The remuneration of the Public Accountant shall be fixed by the Board.

### SECTION III – DIRECTORS

#### 3.01 Number of Directors

(1) Subject to the Articles, the Board shall be comprised of the fixed number of Directors as determined from time to time by the Members by special resolution or, if the special resolution of the Members empowers the Directors to determine the number, by resolution of the Board. As of the effective date of this by-law, the number of Directors is twenty-four.

(2) The Board of Directors may appoint additional Directors for a term expiring not later than the close of the next annual meeting of Members but the total number of Directors appointed may not exceed one-third of the number of Directors elected at the previous annual meeting. The precise number of Directors to be appointed in this manner may be fixed by ordinary resolution of the Members.

#### 3.02 Term of Office of Directors

The term of office of twenty-one of the twenty-four 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 a given year, either ten or eleven members begin their term. The term of office of ~~members fulfilling the Presidential cycle three of the elected members of the Board of Directors~~ shall be three years ~~(Vice-President, President and Past-President). One of these~~ The Vice-President positions shall be elected each year. Years of tenure of Directors and officers of the Association shall be from July 1 to June 30. No Member shall serve more than three consecutive terms, of any length of years, as a Director. A Director shall cease to hold office on the Director's removal, resignation, death or ceasing to be a Member.

#### 3.03 Calling of Meetings of Board of Directors

Meetings of the Board may be called by the President, the Vice President or any two Directors at any time.

#### 3.04 Election

Directors shall be elected at the annual meeting in accordance with 7.11 for the positions due to be vacant at the conclusion of the academic year and for mid-term vacancies, as applicable. The Board of Directors shall consist of five Members elected at large who concurrently are elected by the Membership as Directors and to the positions of President, Vice President, Past President, Treasurer and Secretary, respectively and nineteen Members elected as follows:

- (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 specified in sub-paragraph (g), regardless of the number of votes they receive. In the event that there is a vacancy in a Directorship where the vacated Director was elected pursuant to any one of subparagraphs (a), (b), (d) or (f), a replacement Director shall be elected by the Members from the constituency that elected the vacated Director.

### 3.05 Notice of Directors Meetings

(1) Notice of the time and place for the holding of a meeting of the Board shall be given to every Director of the Association not less than five days before the time when the meeting is to be held by one of the following methods:

- ~~(a) delivered personally to the latest address as shown in the last notice that was sent by the Association in accordance with section 128 (Notice of Directors) or 134 (Notice of change of Directors);~~
- ~~(b) mailed by prepaid ordinary mail to the Director's address as set out in (a);~~
- ~~(ae)~~ by telephonic, electronic or other communication facility at the Director's recorded address for that purpose; or
- ~~(bd)~~ by an electronic document in accordance with Part 17 of the Act.

(2) Notice of a meeting shall not be necessary if all of the Directors are present, and no one objects to the holding of the meeting, or if those absent have waived notice of or have otherwise signified their consent to the holding of such meeting. Notice of an adjourned meeting is not required if the time and place of the adjourned meeting is announced at the original meeting. No notice of meeting need specify the purpose or the business to be transacted at the meeting except that a notice of meeting of Directors shall specify any matter referred to in subsection 138(2) (Limits on Authority) of the Act that is to be dealt with at the meeting.

### 3.06 Votes to Govern

At all meetings of the Board, every question shall be decided by a majority of the votes cast on the question. In case of an equality of votes, the chair of the meeting in addition to an original vote shall have a second or casting vote.

### 3.07 Action by the Board

The Board shall manage or supervise the affairs of the Association and carry out its policies. -The powers of the Board may be exercised at a meeting at which a quorum is present or by resolution in writing signed by all the Directors entitled to vote on that resolution at a meeting of the Board. Signing may include electronic signatures or electronic expressions of assent.

### 3.08 Place of Meetings

Subject to the Act, meetings of the Board may be held at any place and it is not necessary that in any financial year of the Association that a majority of the meetings of the Board be held at a place within Canada.

### 3.09 Meetings by Telephone or Videoconference

The Association may choose to make available a telephonic, electronic or other communication facility that permits all participants to communicate adequately with each other during a meeting of Directors. Any person entitled to attend such meeting may participate in the meeting by means of such telephonic, electronic or other communication facility in the manner provided by the Act. A person participating in a meeting by such means is deemed to be present at the meeting. Notwithstanding any other provision of this by-law, any person participating in a meeting of Directors pursuant to this section who is entitled to vote at that meeting may vote, in accordance with the Act, by means of any telephonic, electronic or other communication facility that the Association has made available for that purpose.

### 3.10 Chair

The President, and otherwise the Vice President, shall chair any meeting of the Board. If no such officer is present, the Directors present shall choose one of their number to be chair.

### 3.11 Other Meeting Attendees

The Board has the power to request or compel the attendance at Board meetings of Members of the Association, including the Chief Negotiator and the chair of any committee, and the Association's employees.

### 3.12 Conflict of Interest

Directors and officers are subject to the disclosure requirements respecting conflicts of interest as specified in section 141 of the Act and the Association's policy on Conflict of Interest, as may be amended from time to time. Subject to the Act, no Director or officer, by reason only of ~~his or her~~their office or by reason that the Director is present at or is counted to determine the presence of a quorum at the meeting which authorized such contract or transaction, shall be accountable to the Association or to its Members for any profit or gain realized from a contract or transaction in which ~~he or she has~~they have an interest, and such contract or transaction shall not be void or voidable by reason only of such interest; provided that, if and as required by the Act and the Conflict of Interest Policy, a declaration and disclosure of the nature and extent of such interest shall have been made, the Director shall have refrained from voting as a Director on the contract or transaction and met any additional requirements subject to the Conflict of Interest Policy, the contract or transaction shall have been approved by the Directors or by special resolution of the Members of the Association and shall have been reasonable and fair to the Association at the time it was approved.

### 3.13 Remuneration of Directors

The Directors shall determine the reasonable remuneration from the Association, if any, for their services. The Directors shall be entitled to be reimbursed for travelling and other expenses properly incurred by them in attending meetings of the Board or any committee thereof. Nothing herein contained shall preclude any Director from serving the Association in any other capacity and receiving remuneration therefor.

### 3.14 Quorum

Eleven Directors shall constitute a quorum for meetings of the Board of Directors. Presence includes attendance via telephone or other electronic means as permitted in accordance with this by-law.

### 3.15 Director Removal

(1) The Members of the Association may by ordinary resolution at a special meeting remove any Director or Directors from office. The vote shall be conducted by mail ballot and the motion shall be carried if a majority of the Members voting support the removal.

(2) A Director elected by a class or group of Members that has an exclusive right to elect the Director may only be removed by an ordinary resolution of those Members.

(3) A vacancy created by the removal of a Director may be filled at the meeting of the Members at which the Director is removed or, if not so filled, may be filled by resolution of the Board of Directors.

(4) The Board of Directors shall seek confirmation for the removal of a Director from the Membership or class or group of Members, as applicable, if a Director is absent from four consecutive regular meetings of the Board of Directors unless a leave is approved by the Board of Directors.

### 3.16 Interim Appointments

Subject to the requirements of the Act, 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 fill it using the procedure herein.

3.17 Agents, Representatives and Attorneys

(1) The Board shall have power to appoint agents or attorneys for the Association in or outside Canada with such powers of management or otherwise (including the power to sub-delegate) as may be thought fit.

(2) The Board has the power to appoint Members to represent the interests of the Association on committees or groups established under a collective agreement and to other groups, organizations, agencies or events.



## **SECTION IV – COMMITTEES**

### 4.01 Board Committees

The Board may from time to time appoint any committee or other advisory body, as it deems necessary or appropriate for such purposes and, subject to the Act, with such powers as the Board shall see fit. Any such committee may formulate its own rules of procedure, subject to such regulations or directions as the Board may from time to time make. Any committee member may be removed by resolution of the Board of Directors.

### 4.02 Proceedings of Committees

In the exercise of its duties and powers each committee appointed by the Board shall conform to any regulations which may be imposed upon it by the Board, and in the absence of such regulations the proceedings of any such committee shall be governed by the provisions contained in this by-law for regulating the meetings and proceedings of the Board so far as the same may be applicable. Any action taken with the written approval of all members of such committee shall be as valid and effectual as if it had been approved at a meeting of that committee duly called and constituted. Each such committee shall keep a record of its proceedings and report the same to the Board.

### 4.03 Nominating Committee

(1) The Nominating Committee shall consist of the Past President, who shall chair the committee; the Vice-President; and both one other Director and at least three other Members of the Association who are not Directors, all as selected by the Past President and Vice-President and subject to ratification by the Board of Directors. At least one member of the committee shall be a librarian or archivist.

(2) The Past President and the Vice-President will select the Nominating Committee by October and will present its Membership to the Board of Directors for ratification not later than the middle of November.

(3) The Nominating Committee will solicit nominations from the Board of Directors in November and from the Membership in December or January for vacant Board of Directors and Speaker positions and Senate Observers and Alternates coming vacant on July 1.

(4) The Nominating Committee shall inform the Board of Directors of the slate of candidates it has developed no later than March 15 and present the slate to the Membership at the annual meeting to be held no later than April 30 each year.

### 4.04 Executive Committee

(1) The Executive Committee's role is to advise the President and recommend courses of action to the Board of Directors. It advises the President in establishing the agenda for meetings of the Board and of the Members and serves as the personnel committee with respect to the Association's employees. It has the authority conferred on it by the by-laws and by the Board of Directors. In

urgent circumstances, it may exercise the powers of the Board of Directors provided that any such exercise of power must be subsequently confirmed by the Board for it to be effective.

(2) The Executive Committee shall consist of the President, who will chair the Executive Committee, the Vice-President, the Past President, the Treasurer, the Secretary, the Part-Time Director elected by the Part-Time Members of the Association, and three additional Directors elected by the Board of Directors for a one-year term. If possible, the Executive Committee shall include at least one Member from the Librarians and Archivists bargaining unit.

(3) The Executive Committee has the authority to approve the attending of conferences and other events by Members and Association employees.

(4) Decisions made by the Executive Committee shall be reported by the President to the Board of Directors.

## **SECTION V – OFFICERS**

### 5.01 Election and Succession

(1) The Board may designate the offices of the Association subject to the express requirement in this by-law to have certain offices and to have the officers elected at a Members meeting for those offices. For additional offices established by the Board, if any, the Board may appoint officers on an annual or more frequent basis, specify their duties and, subject to the Act and the express requirements of this by-law, delegate to such officers the power to manage the affairs of the Association. A Director may be appointed to any office of the Association. An officer may but need not be a Director unless these by-laws otherwise provide. Two or more offices may be held by the same person.

(2) The officers of the Association shall be: President, Vice-President, Past President, Treasurer, and Secretary.

(3) The President, Vice-President and Past President shall each shall hold office for one academic year (July 1 to June 30).

(4) The Treasurer and Secretary shall each hold office for two academic years.

### 5.02 Election of Vice-President

(1). The Nominating Committee shall present to the annual meeting names of not more than three Members to be nominated as a Director at large and for the office of Vice-President. Nominations of Members shall be accepted from the floor of the meeting, with the consent of the person nominated. If there is more than one person nominated as a Director and for the position of Vice-President, voting shall be by mail ballot, each Member voting for one candidate only. Scrutineers shall tally votes and report the results to the Board of Directors. The candidate receiving the largest number of votes shall be declared elected.

(2) If two or more candidates for the position of Director and Vice-President receive the same number of votes, that number being greater than the number received by any other candidate, an Electoral Committee consisting of the incoming, outgoing and continuing Directors shall choose the Vice-President by secret mail ballot from the candidates who received the largest number of votes in the original election. If a further tie results, the incoming Board of Directors shall decide the outcome in such manner as it may determine.

### 5.03 Appointment of President

The Vice-President who was elected to assume the office of Vice-President in the prior academic year shall be appointed the President in the next following academic year.

5.04 Appointment of Past President

The President who was appointed to assume the office of President in the prior academic year shall be appointed the Past President in the next following academic year.

5.05 Election of the Treasurer and Secretary

(1) The election for the office of Treasurer and of Secretary shall be held at the annual meeting in the year in which the term of the respective office will expire.

(2) The Nominating Committee shall present to the applicable annual meeting names of not more than three Members to be nominated as a Director at large and for the office of Treasurer or Secretary, as the case may be. Nominations of Members shall be accepted from the floor of the meeting, with the consent of the person nominated. If there is more than one person nominated as a Director and for the position of Treasurer or Secretary, as applicable, voting shall be by mail ballot, each Member voting for one candidate only. Scrutineers shall tally votes and report the results to the Board of Directors. The candidate receiving the largest number of votes shall be declared elected.

(3) If there is a tie in the number of votes cast for two or more candidates for either office, the Board of Directors shall choose the successful candidate on the same basis and using the same procedure as described in 5.02(2), adjusted as applicable.

5.06 Vacancies in the Office of the President or Vice-President

(1) If a mid-term 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.

(2) If a mid-term vacancy occurs in the office of the Vice-President as a result of ~~his or her~~their assumption of the office of President in any academic year, and there is no Vice-President elect, a special meeting of Members shall be called by the Board of Directors for the purpose of holding a special election 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.

(3) If a vacancy occurs in the office of Vice-President as the result of any other reason than in 5.06(2), and there is no Vice-President elect, a special meeting of Members shall be called by the Board of Directors for the purpose of holding 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 5.06(2) 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.

(4) A quorum of the Board of Directors may fill a vacancy in the office of the Vice-President on an interim appointment basis pending the holding of a special election. If the Members fail to elect the Vice-President through the special election specified in 5.06(2) and 5.06(3), the Board of Directors shall call an additional special meeting of Members wherein nominations will be received and an election held for the office of Vice-President.

(5) A Vice-President who takes office under these provisions becomes President and Past President under the process specified in 5.03 and 5.04.

(6) These provisions take priority over the general provisions in 3.16.

#### 5.07 Simultaneous Vacancies in the Offices of President and Vice-President

(1) Notwithstanding 5.06, 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 directorships and offices shall hold office for the balance of the academic year in which the vacancies occurred and then otherwise as provided for in this by-law.

(2) 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 5.06 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.

#### 5.08 Vacancy from Office

(1) Unless an officer has been removed, an officer shall hold office until the earlier of the end of the term of the office or the officer's resignation, death or ceasing to be a Member.

(2) On a vacancy in the office of Treasurer or Secretary, the Board shall forthwith call a special meeting of Members to hold an election to fill the vacancy. The nomination procedure described in 5.05 shall apply with necessary adjustment. If the Board fails to call the special meeting, any Member may call the meeting. The Member who fills the vacant office shall hold office for the unexpired term of ~~his or her~~their predecessor unless otherwise specified in this by-law.

#### 5.09 Description of Offices

Unless otherwise specified by the Board (which may, subject to the Act, modify, restrict or supplement such duties and powers), the duties associated with the offices of the Association are specified in By-Law No. 2.

#### 5.10 Duties of Other Officers

The powers and duties of any other officers of the Association shall be such as the terms of their engagement call for or as the Board may prescribe.

#### 5.11 Variation of Duties

The Board may vary, add to or limit the powers and duties of any officer.

#### 5.12 Officer Removal and Resignation

(1) The grounds for removal of an officer of the Association who is not also a director shall be any one of the grounds in the current edition of the *Standard Code of Parliamentary Procedure* under “Removal of Officers”. For example, grounds might include gross neglect of duties, inability to perform duties due to illness, breach of confidentiality, failure to conform to the terms of a collective agreement, failure to follow the instructions of the Board or of an annual or special meeting, or a pattern of abusive or threatening behaviour. Simply holding a minority view on a particular issue shall not be grounds for removal.

(2) Removal procedures shall be initiated when either (a) five Directors or (b) fifty Members of the Association have presented the President with a petition calling for the removal of an officer. Such a petition shall include the grounds for removal and present substantiating evidence.

(3) If the President receives such a petition, ~~he or she~~they will call a Board meeting within thirty days. If a quorum is not met at that meeting, additional meetings will be called until quorum is met.

(4) The officer who is the subject of the petition may elect to attend the Board meeting at which ~~his or her~~their removal is being discussed and may be accompanied by an academic colleague of her or his choosing.

(5) The Board may authorize an independent investigation using a professional investigator.

(6) The Board can remove an officer by a two-thirds majority of those voting. Such removal is effective immediately.

## **SECTION VI – PROTECTION OF DIRECTORS, OFFICERS AND OTHERS**

### 6.01 Duties of Directors and Officers

Every Director and officer in exercising such person's powers and discharging such person's duties shall act honestly and in good faith with a view to the best interests of the Association and shall exercise the care, diligence and skill that a reasonably prudent person would exercise in comparable circumstances. Every Director and officer of the Association shall comply with the Act, the Regulations, Articles and by-laws and policies of the Association.

### 6.02 Limitation of Liability

No Director or officer, including former Directors and officers, shall be liable for the acts, receipts, neglects or defaults of any other Director, officer or employee, or for joining in any receipt or other act, or for any loss, damage or expense happening to the Association through the insufficiency or deficiency of title to any property acquired for or on behalf of the Association, or for the insufficiency or deficiency of any security in or upon which any of the moneys of the Association shall be invested, or for any loss or damage arising from the bankruptcy, insolvency or tortious acts of any person with whom any of the moneys, securities or effects of the Association shall be deposited, or for any loss occasioned by any error or judgment or oversight on ~~his or her~~their part, or for any other loss, damage or misfortune which shall happen in the execution of the duties of ~~his or her~~their office or in relation thereto; unless the same are occasioned by the Director or officer's own wilful neglect or default or otherwise result from the Director or officer's failure to act in accordance with the Act and the Regulations thereunder or from liability for any breach thereof.

### 6.03 Indemnity

Subject to the Act, the Association shall indemnify a Director or officer, a former Director or officer, or a person who acts or acted at the Association's request as a Director or officer of a body corporate of which the Association is or was a shareholder or creditor, or a member or former member of the Association's committees, and ~~his or her~~their heirs and legal representatives, against all costs, charges and expenses, including an amount paid to settle an action or satisfy a judgment, reasonably incurred by ~~him or her~~them in respect of any civil, criminal or administrative action or proceeding to which ~~he or she is~~they are made a part by reason of being or having been a Director or officer of the Association or body corporate or a committee member or former committee member, if (a) ~~he or she~~they acted honestly and in good faith with a view to the best interests of the Association or, as the case may be, to the best interests of the other entity for which the individual acted, and (b) in the case of a criminal or administrative action or proceeding enforced by a monetary penalty, ~~he or she~~they had reasonable grounds for believing that his conduct was lawful. The Association shall also indemnify that person in such other circumstances as the Act or law permits or requires. Nothing in this by-law shall limit the right of any person entitled to indemnity to claim indemnity apart from the provisions of this by-law.

6.04 Insurance

Subject to the Act, the Association may purchase and maintain such insurance for the benefit of any person referred to in 6.03 as well as for the benefit of employees of the Association as the Board may from time to time determine.



## SECTION VII – MEMBERS

### 7.01 Membership Conditions

(1) All members in good standing 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 (including any amendment to the scope of those units contained in a Collective Agreement) and members in good standing of any bargaining units certified in the future and represented by the Association shall be deemed to be Members of the Association for the duration of their membership in the applicable bargaining units. An individual who is a member of a bargaining unit represented by the Association who does not wish to be a member of the Association may opt out of Membership by completing and submitting to the Board of Directors the opt out form prescribed by the Board.

(2) As set out in the Articles, each Member is entitled to receive notice of, attend and vote at all meetings of members and each such Member shall be entitled to one vote at such meetings. Voting for the Directors and officers of the Association shall be the exclusive right of the Members subject to the voting rules set out in Section III and Section V.

### 7.02 Membership Transferability

Membership may not be transferred.

### 7.03 Notice of Members Meeting

Notice of the time and place of a meeting of Members shall be given to each Member entitled to attend at the meeting ~~by the following means:~~

- ~~(a) by mail, courier or personal delivery to each Member entitled to vote at the meeting, during a period of 21 to 60 days before the day on which the meeting is to be held; or~~
- ~~(b) by telephonic, electronic or other communication facility to each Member entitled to vote at the meeting, during a period of 21 to 35 days before the day on which the meeting is to be held.~~

### 7.04 Annual Meetings

An annual meeting of Members shall be held at such time in each year as the Board may from time to time determine, provided that the annual meeting must be held not later than fifteen months after holding the preceding annual meeting but no later than six months after the end of the Association's preceding financial year. The annual meeting shall be held for the purpose of considering the financial statements and reports of the Association required by the Act to be presented at the meeting, electing Directors, appointing the Public Accountant and transacting such other business as may properly be brought before the meeting or is required under the Act.

### 7.05 Other Members Meetings

(1) The President, Secretary, or a majority of the Board may convene a special meeting of the Members at any time or place for business relating to the affairs of the Association.

(2) In accordance with section 167 of the Act, at the written request of at least fifteen Members, the Board must call a special meeting to deal with the business stated in the written request. If the Board does not call a meeting within twenty-one days after receiving the requisition, any Member who signed the written request may call the meeting.

#### 7.06 Frequency of Members Meetings

At least one Members meeting shall be held in each of the Fall and Winter terms of the academic year.

#### 7.07 Absentee Voting

(1) Pursuant to section 171(1) (Absentee Voting) of the Act, a Member entitled to vote at a meeting of Members may, if such a method of voting is made available for a vote, vote by

- (a) mailed-in ballot,
- (b) means of a telephonic, electronic or other communication facility; or
- (c) proxy by appointing in writing a proxyholder and one or more alternate proxyholders.

(2) The procedure adopted for the processing of a mailed-in ballot must ensure that the procedure enables the votes to be gathered in a manner that permits their subsequent verification and permits the tallied votes to be presented to the Association without it being possible for the Association to identify how each Member voted.

(3) Voting by use of a telephonic, electronic or other communication facility must enable the votes to be gathered in a manner that permits their subsequent verification and permits the tallied votes to be presented to the Association without it being possible for the Association to identify how each Member voted.

(4) Pursuant to section 171(1) of the Act, a Member entitled to vote at a meeting of Members may vote by proxy by appointing in writing a proxyholder and one or more alternate proxyholders, who are not required to be Members, to attend and act at the meeting in the manner and to the extent authorized by the proxy and with the authority conferred by it subject to the following requirements:

- (a) a proxy is valid only at the meeting in respect of which it is given or at a continuation of that meeting after an adjournment;
- (b) a Member may revoke a proxy by depositing an instrument or act in writing executed by the Member or by ~~his or her~~their agent
  - (i) at the registered office of the Association no later than the last business day preceding the day of the meeting, or the day of the continuation of that meeting after an adjournment of that meeting, at which the proxy is to be used, or
  - (ii) with the chair of the meeting on the day of the meeting or the day of the continuation of that meeting after an adjournment of that meeting;
- (c) a proxyholder or an alternate proxyholder has the same rights as the Member by whom ~~he or she was~~they were appointed, including the right to speak at a meeting of Members in respect of any matter, to vote by way of ballot at the meeting, to demand a ballot at the meeting and, except where a proxyholder or an alternate proxyholder has conflicting instructions from more than one Member, to vote at the meeting by way of a show of hands;

- (d) if a form of proxy is created by a person other than the Member, the form of proxy shall
- (i) indicate, in bold-face type, the meeting at which it is to be used, that the Member may appoint a proxyholder, other than a person designated in the form of proxy, to attend and act on ~~his or her~~their behalf at the meeting, and instructions on the manner in which the Member may appoint the proxyholder,
  - (ii) contain a designated blank space for signing and dating the form of proxy,
  - (iii) provide a means for the Member to designate some other person as proxyholder, if the form of proxy designates a person as proxyholder,
  - (iv) provide a means for the Member to specify that the Membership registered in ~~his or her~~their name is to be voted for or against each matter, or group of related matters, identified in the notice of meeting, other than the appointment of a Public Accountant and the election of Directors,
  - (v) provide a means for the Member to specify that the Membership registered in ~~his or her~~their name is to be voted or withheld from voting in respect of the appointment of a Public Accountant or the election of Directors, and
  - (vi) state that the Membership represented by the proxy is to be voted or withheld from voting, in accordance with the instructions of the Member, on any ballot that may be called for and that, if the Member specifies a choice under subparagraph (iv) or (v) with respect to any matter to be acted on, the Membership is to be voted accordingly;
- (e) a form of proxy may include a statement that, when the proxy is signed, the Member confers authority with respect to matters for which a choice is not provided in accordance with subparagraph (d)(iv) only if the form of proxy states, in bold-face type, how the proxyholder is to vote the Membership in respect of each matter or group of related matters;
- (f) if a form of proxy is sent in electronic form, the requirements that certain information be set out in bold-face type are satisfied if the information in question is set out in some other manner so as to draw the addressee's attention to the information; and
- (g) a form of proxy that, if signed, has the effect of conferring a discretionary authority in respect of amendments to matters identified in the notice of meeting or other matters that may properly come before the meeting must contain a specific statement to that effect.

#### 7.08 Membership Dues

There are no Membership dues levied on Members other than as negotiated in the collective bargaining process.

#### 7.09 Termination of Membership

A Membership in the Association is terminated when a Member fails to maintain any qualifications for membership described in 7.01 or opts out of membership or the Association is liquidated or dissolved under the Act.

#### 7.10 Effect of Termination of Membership

Subject to the Articles, upon any termination of Membership, the rights of the Member, including any rights in the property of the Association, automatically cease to exist.

#### 7.11 Nomination and Election of Directors

(1) The Nominating Committee shall present to the annual meeting a slate of names for the vacancies on the Board of Directors, Speaker roles and designated Senate Observer and Alternate seats for Members on Limited-Term appointment and librarians and archivists.

(2) Other nominations shall be accepted from the floor of the meeting, with the consent of the person nominated.

(3) Voting shall be by mail ballot. Members shall cast votes for each Director position they are eligible to vote for in accordance with 3.04 and each Director/officer position as specified in 5.02 and 5.05.

(4) Scrutineers shall tally votes and report to the Board of Directors the number of votes received by each nominee.

(5) If two or more candidates receive the same number of votes, and if the tie affects the composition of the Board of Directors or the duration of a term, an Electoral Committee consisting of the incoming, outgoing and continuing members of the Board of Directors shall break the tie by mail ballot. If a further tie results, the incoming Board of Directors shall decide the outcome in such manner as it may determine. In the event of a tie among unsuccessful candidates, the incoming Board of Directors shall establish the order in which runners-up will be invited to fill such vacancies as may occur.

(6) 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).

(7) All candidates shall be informed of the number of votes cast for each candidate.

#### 7.12 Member Proposals

A Member entitled to vote at an annual meeting of Members may:

- (a) submit to the Association notice of any matter that the Member proposes to raise for decision at the annual meeting, referred to in this section as a “proposal”; or
- (b) discuss, without decision, at the annual meeting any matter with respect to which the Member would have been entitled to submit a proposal.

The ~~Member who submitted the proposal shall pay the cost of including the proposal~~ and any statement (a description of the proposal) shall be included in the notice of meeting at which the proposal is to be presented ~~unless otherwise provided by ordinary resolution of the Members present at the meeting.~~

### 7.13 Place of Members Meeting

Subject to compliance with section 159 (Place of Members Meetings) of the Act, meetings of the Members may be held at any place within Canada determined by the Board.

### 7.14 Persons Entitled to be Present at Members Meetings

The only persons entitled to be present at a meeting of Members shall be those persons who are Members of the Association at the record date and the Public Accountant of the Association and such other persons who are entitled or required under any provision of the Act, Articles or by-laws of the Association to be present at the meeting. Any other person may be admitted only on the invitation of the chair of the meeting or by resolution of the Members.

### 7.15 Record Date

The Board may fix, as a record date for any of the following purposes, a date that is within the period that is prescribed under the Act in relation to that purpose, namely, record dates for

- (a) determining Members entitled to receive notice of a meeting of Members;
- (b) determining Members entitled to vote at a meeting of Members;
- (c) determining Members entitled to participate in a liquidation distribution; or
- (d) determining Members for any other purpose.

In the absence of fixing such a date, the record date for (a) shall be the date notice is given and for (b) shall be the date the meeting is held.

### 7.16 Chair of Members Meetings

(1) An elected Speaker shall chair all annual and special meetings of the Association. There shall be a separate Speaker for special meetings of the Librarian and Archivists Bargaining Unit. If the Speaker is unable to attend a meeting, the President shall appoint a Speaker *pro tem* for that meeting.

(2) The Speaker shall be a Member of the Association.

(3) The Speaker, other than a Speaker *pro tem*, may not hold any other position within the Association during his tenure as Speaker.

(4) The term of office is one year, beginning July 1. An incumbent may stand for re-election.

(5) Nominations for this position may come from the general Membership as well as from the Nominating Committee and are brought forward at the annual Meeting of the Association. Candidates for the position must produce a statement of qualification for circulation to the Members before an election.

(6) The Speaker shall be elected by mail ballot.

(7) Should the position of the Speaker become vacant, the procedure in 3.16 shall be followed.

#### 7.17 Quorum at Members Meetings

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

#### 7.18 Votes to Govern at Members Meetings

At any meeting of Members every question shall, unless otherwise provided by the Articles or by-laws or by the Act, be determined by a majority of the votes cast on the questions. In case of an equality of votes either on a show of hands or on a ballot or on the results of electronic voting, the chair of the meeting in addition to an original vote shall have a second or casting vote. Subject to the Act, any question at a meeting of Members shall be decided by a show of hands unless a ballot is required or demanded with respect to such question. Whenever a vote by show of hands shall have been taken upon a question, unless a ballot thereon is so required or demanded, a declaration by the chair of the meeting that the vote upon the question has been carried or carried by a particular majority or not carried and an entry to that effect in the minutes of the meeting shall be prima facie evidence of the fact without proof of the number or proportion of the votes recorded in favour of or against any resolution or other proceeding in respect of such question and the result of the vote so taken shall be the decision of the Members upon such question.

#### 7.19 Ballot

On any question proposed for consideration at a meeting of Members, and whether or not a show of hands has been taken thereon, the chair may require, or any person entitled to vote on the question may demand, a ballot thereon. A ballot so required or demanded shall be taken in such manner as the chair shall direct and may include electronic polling features in the case of online meetings. A requirement or demand for a ballot may be withdrawn at any time prior to the taking of the ballot. The result of the ballot so taken shall be the decision of the Members upon such question.

#### 7.20 Adjournment

Subject to the Act, the chair at a meeting of Members, with the consent of the meeting and subject to such conditions as the meeting may decide, may adjourn the meeting from time to time and from place to place. If a meeting of Members is adjourned for less than thirty days, it will not be necessary to give notice of the adjourned meeting, other than by announcement at the earliest meeting that it is adjourned. Subject to the Act, if a meeting of Members is adjourned by one or more adjournments for an aggregate of thirty days or more, notice of the adjourned meeting shall be given as for an original meeting.

#### 7.21 Voting Procedures

- (1) All mail votes and elections will be by secret ballot.
- (2) Ballots will be available electronically or by campus mail to Members of the Association.

(3) To provide for possible recounts, an unaltered file of the electronic votes will be kept on a secure server for six months after the counting of the ballots. This file will be deleted after six months unless otherwise ordered by the Board of Directors. Paper ~~mail~~ ballots will be collected and stored by the Association's ~~administrative~~ staff and will be destroyed six months after the counting of the ballots unless otherwise ordered by the Board of Directors.

(4) For Board of Directors elections, the ballot count will be undertaken by one or more scrutineers who shall be appointed by the President, or, in the absence of the President, the Vice-President. The scrutineers shall not be candidates for any position subject to election at the meeting. For all other electronic and paper ~~mail~~ ballots, the count shall be undertaken by the Secretary.

(5) When a paper ~~mail~~ ballot count is to take place, the ballots will be checked off against a master list of Members of the Association, after which the outer envelope shall be discarded.

(6) For paper ~~mail~~ ballots, the inner envelopes will then be collected and opened in a separate place, and the vote recorded twice.

(7) For electronic ballots, voting will be conducted on a secure site separate from the University, with anonymity and security preserved by means of appropriate passwords and encryption. Procedures for electronic balloting are subject to approval by the Board.

(8) In the event of a tie on a mail ballot on a motion, the motion shall have failed.

(9) Any Member may apply to the Board of Directors for a recount of a ballot within two weeks of the announcement of the results. The Board of Directors shall decide whether or not a recount is warranted, and may instruct that a recount be conducted. Any recount ordered by the Board of Directors shall be conducted by Members of the Association who have not hitherto been involved in the counting of the ballot and who are not candidates for office. The Board of Directors shall make necessary arrangements and shall appoint at least two Members to conduct the recount. The results of the recount shall be binding.

(10) Where lack of quorum prevents a vote at any meeting on a motion announced in the agenda, such a vote may, at the decision of the Board, be decided by electronic or paper mail ballot.

#### 7.22 Additional Procedures for Voting

(1) For elections, candidates may provide a statement containing up to 200 words outlining their experience and up to 200 words explaining their platform. The statement is due to the President two business days after the candidate's nomination. The statement will be made available to the voters.

(2) For mail ballot votes, proponents and opponents of the motion may provide a statement containing up to 500 words. The statement may include a link to material on the internet. The statement is due to the Secretary four business days after the announcement of the vote. The statement will be made available to the voters unless multiple statements are provided for the same position on the motion, in which case the Secretary shall determine which statement or statements

to make available.

(3) When surveys, elections, or votes conducted online are complete, the results shall be downloaded from a secure server by an employee of the Association. If 7.21(4) applies this shall be in the presence of those responsible for determining the results. If 7.21(4) does not apply this shall be in the presence of the Secretary.

#### 7.23 Mail Ballots

Any matter which arises for decision at a meeting of Members may be decided instead by a mail ballot if approved by an ordinary resolution of Members in attendance at the Members meeting. Such a resolution shall be considered a subsidiary motion under parliamentary procedure and take precedence over main motions. Such a motion requires a second, is debatable and is not amendable.

#### 7.24 Disagreements as to Procedure

Disagreements as to procedure at meetings and about the holding of meetings, to the extent not resolved by the Act and the by-laws, will be settled by reference to the current edition of the *Standard Code of Parliamentary Procedure*.



## **SECTION VIII – NOTICES**

### **8.01 Method of Giving Notices**

Any notice (which includes any communication or document), other than notice of a meeting of Members or a meeting of the Board of Directors, to be given (which includes sent, delivered or served) pursuant to the Act, the Articles, the by-laws or otherwise to a Member, Director, officer or member of a committee or to the Public Accountant shall be sufficiently given:

- (a) if delivered personally to the person to whom it is to be given or if delivered to such person's address as shown in the records of the Association or in the case of notice to a Director to the latest address as shown in the last notice that was sent by the Association in accordance with section 128 (Notice of Directors) or 134 (Notice of Change of Directors);
- (b) if mailed to such person at such person's recorded address by prepaid ordinary or air mail;
- (c) if sent to such person by telephonic, electronic or other communication facility at such person's recorded address for that purpose; or
- (d) if provided in the form of an electronic document in accordance with Part 17 of the Act.

A notice so delivered shall be deemed to have been given when it is delivered personally or to the recorded address as aforesaid; a notice so mailed shall be deemed to have been given when deposited in a post office or public letter box; and a notice so sent by any means of transmitted or recorded communication shall be deemed to have been given when dispatched or delivered to the appropriate communication company or agency or its representative for dispatch. The Secretary may change or cause to be changed the recorded address of any Member, Director, officer, Public Accountant or member of a committee in accordance with any information believed by the Secretary to be reliable. The declaration by the Secretary that notice has been given pursuant to this by-law shall be sufficient and conclusive evidence of the giving of such notice. The signature of any Director or officer of the Association to any notice or other document to be given by the Association may be written, stamped, type-written or printed or partly written, stamped, type-written or printed.

### **8.02 Computation of Time**

In computing the date when notice must be given under any provision requiring a specified number of days' notice of any meeting or other event, the date of sending the notice shall be excluded and the date of the meeting or other event shall be included. For periods of seven or fewer days, non-business days shall be excluded.

### **8.03 Omissions and Errors**

The accidental omission in any notice given to any Member, Director, officer, Public Accountant or member of a committee or the non-receipt of any notice by any such person or any error in any notice not affecting the substance thereof shall not invalidate any action taken at any meeting held pursuant to such notice or otherwise founded thereon.

#### 8.04 Waiver of Notice

Any Member or other person entitled to attend a meeting of Members, Director, officer, Public Accountant or member of a committee may at any time waive any notice, or waive or abridge the time for any notice, required to be given to ~~him or her~~them under the Act, the regulations, the Articles, the by-laws or otherwise, and that waiver or abridgement, whether given before or after the meeting or other event of which notice is required to be given, shall cure any default in the giving or in the time of the notice, as the case may be. Any such waiver or abridgement shall be in writing, except a waiver of notice of a meeting of Members or of the Board or a committee, which may be given in any manner.

## **SECTION IX – GENERAL PROVISIONS**

### 9.01 Invalidity of any Provisions of this By-law

The invalidity or unenforceability of any provision of this or any other by-law of the Association shall not affect the validity or enforceability of the remaining provisions of the by-law.

### 9.02 Board Policies

The Board may adopt, amend, or repeal such policies that are not inconsistent with the by-laws of the Association relating to the management and operation of the Association as the Board may deem appropriate from time to time. Any policy adopted by the Board shall continue to have force and effect until amended, repealed, or replaced by a subsequent resolution of the Board.

### 9.03 Mediation and Arbitration

Disputes or controversies among Members, Directors, officers, committee members or volunteers of the Association are as much as possible to be resolved in accordance with mediation and/or arbitration as provided in 9.04.

### 9.04 Dispute Resolution Mechanism

(1) In the event that a dispute or controversy among Members, Directors, officers, committee members or volunteers of the Association arising out of or related to the Articles or by-laws or out of any aspect of the operations of the Association is not resolved in private meetings between the parties then without prejudice to or in any other way derogating from the rights of the Members, Directors, officers, committee members or volunteers of the Association as set out in the Articles, by-laws or the Act, and as an alternative to such person instituting legal action, such dispute or controversy shall be settled by a process of dispute resolution as follows:

- (a) The dispute or controversy shall first be submitted to a panel of mediators whereby the one party appoints one mediator, the other party (or if applicable the Board) appoints one mediator, and the two mediators so appointed jointly appoint a third mediator. The three mediators will then meet with the parties in an attempt to mediate a resolution.
- (b) The number of mediators may be reduced from three to one or two upon agreement of the parties.
- (c) If the parties are not successful in resolving the dispute through mediation, then the parties agree that the dispute shall be settled by arbitration before a single arbitrator, who shall not be any one of the mediators referred to above, in accordance with the provincial legislation governing domestic arbitrations in force in the province where the registered office of the Association is situated or as otherwise agreed upon by the parties to the dispute. The parties agree that all proceedings relating to arbitration shall be kept confidential. The decision of the arbitrator shall be final and binding and shall not be subject to appeal on a question of fact, law or mixed fact and law.

(2) All costs of the mediators appointed in accordance with this section shall be borne equally by the parties to the dispute or the controversy. All costs of the arbitrators appointed in accordance with this section shall be borne by such parties as may be determined by the arbitrators.

#### 9.05 Affiliations

(1) The Association may affiliate with international, national, provincial and regional organizations for the advancement of the interests of the Membership. 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.

(2) Pursuant to the by-laws of the Canadian Association of University Teachers (CAUT), members of the Association are Individual Affiliated Members (Class D) of CAUT.

## **SECTION X – ARTICLES AND BY-LAWS**

### 10.01 Amendment of Articles

The Articles of the Association may only be amended if the amendment is sanctioned by a special resolution of the Members. Any amendment to the Articles is effective on the date shown in the certificate of amendment.

### 10.02 By-laws

(1) Subject to the Act, the Board may from time to time enact by-laws relating in any way to the Association or to the conduct of its affairs, and may from time to time by by-law amend, repeal or re-enact the by-laws. The effective date of the by-law, amendment or repeal is the date when the Directors approved it.

(2) Subject to the Act, any new by-law, amendment, repeal or re-enactment passed by the Directors must be submitted to the Members at the next Members meeting. The threshold for confirmation by the Members is a two-thirds majority of the Members voting on the resolution. If the Members reject the resolution, the new by-law, amendment, repeal or re-enactment will cease to have effect on the date of the Members meeting. If the by-law, amendment, repeal or re-enactment ceases to have effect, a subsequent resolution of the Directors that has substantially the same purpose or effect must be confirmed or confirmed as amended by the Members before it is effective.

(3) A Board resolution is not required to make, amend or repeal any by-law which is made pursuant to subsection 197(1) of the Act.

### 10.03 Repeal of Former By-laws and Constitution

(1) The Constitution and by-laws enacted prior to the by-law herein are hereby repealed and replaced by this by-law.

(2) The repeal of the Constitution and the by-laws enacted prior to this by-law shall not affect the previous operations of the Constitution and prior by-laws so repealed or affect the validity of any act done or right, privilege, obligation or liability acquired or incurred under the validity of any contract or agreement made pursuant to any such Constitution or by-law prior to its repeal. All officers and persons acting under such Constitution or by-laws so repealed shall continue to act as if appointed under the provisions of this by-law. All Board or Members resolutions, with continuing effect, passed under the repealed Constitution or by-laws shall continue to be valid, except to the extent inconsistent with this by-law, and until amended or repealed.

10.04 Amendments Requiring Special Resolution under Section 197(1)

Pursuant to subsection 197(1) (Fundamental Change) of the Act, a special resolution of the Members is required to make amendments to 7.01, 7.02, 7.03, and 7.06 of the by-laws if those amendments constitute a fundamental change under the Act.

**ADOPTED BY RESOLUTION** by the Board on the **18** day of **April, 2024**.

**Rachel Heydon**  
President

**Kristin Hoffmann**  
Secretary

**CONFIRMED** by the Members in accordance with the Act on the **24XX** day of **November**  
**24XXX, 2020X**

The University of Western Ontario Faculty Association

BY-LAW NO. 3

<u>Version</u>	<u>Effective Date</u>	<u>Supersedes</u>
2.0	Approved by Board April 18, 2024 Approved by Membership <del>XX</del>	By-law 3 November 24, 2020
<u>Policy Approver</u>	<u>Policy Owner</u>	<u>Policy Contact</u>
Board of Directors UWOFA Membership	Policy & Governance Committee	UWOFA Vice-President
<u>Last Reviewed</u>	<u>Next Review Date</u>	<u>Required Reviewers</u>
April 2024	April 2026	Policy & Governance Committee

By law No. 3  
The University of Western Ontario Faculty Association  
Committees

I. PURPOSE

~~(1) This by-law establishes UWOFA shall have~~ the following UWOFA committees, ~~with the terms of reference as set out in the Appendix indicated:~~

- ~~Policy and Governance Committee (Appendix A),~~
- ~~Grievance Committee (Appendix B),~~
- University Finance and Salary Committee (Appendix C),
- ~~Pension and Benefits Committee (Appendix D),~~
- ~~Committee for Contract Faculty (Appendix E),~~
- Equity, Diversity, Inclusion and Accessibility -Committee (Appendix F),
- ~~Communications, Mobilization and Organizing- Committee (Appendix G),~~
- ~~Dependents' Tuition Scholarship Plan Committee (Appendix H)~~

II. DEFINITIONS

“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

3.1 Committee Chairs

- (1) The chairs of committees must be Members.
  - (2) Each year, the President shall, ~~subject to clauses 2 and 3,~~ propose chairs for ~~each of these UWOFA~~ committees to the Board.
  - (3) By ~~March~~~~September~~ 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, ~~subject to clauses 2 and 3,~~ to make its own decisions, pursuant to the following terms:
    - a) The Vice-President shall chair the Policy and Governance Committee. ~~The Grievance Committee Chair shall chair the Grievance Committee. The Committee for Contract Faculty shall be co-chaired by a Limited Term Member and a Limited Duties Member.~~
    - 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~~ 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 Committee Chair shall also be referred to as the Grievance Officer and the Associate Grievance Officer but are ~~he or she is~~ not ~~an~~ officers ~~-of~~ UWOFA.
    - c) The Board shall appoint a Member as Communications, Mobilization and Organizing (CMO) Committee Chair for a term of up to three years. The CMO Committee Chair can be reappointed but cannot serve more than six consecutive years.
    - 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.
- 3.2 Standing Membership



(1) The Past President, President, ~~and Vice-President and UWOFAs co-chair of the Joint Committee~~ shall be non-voting members of the Grievance Committee. No other Directors of UWOFAs are eligible to serve on the Grievance Committee.

(2) The ~~President and~~ Vice-President shall be ~~a~~ non-voting members of the Committee for Contract Faculty.

### 3.3 Appointing Committee Members

(1) Committee members must be Members or Employees of UWOFAs.

(2) ~~Following the appointment of the chairs, the~~ President shall circulate to all Members a call for volunteers to serve on ~~these committees for one-year terms which can be renewed~~. The call shall: (i) ~~provide a brief description of the mandate of each committee;~~ ii) indicate that to volunteer a Member must contact the committee chair; and (ii) provide the contact information for all committee chairs.

(3) ~~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.

(4) The Board must approve the composition of these committees by ~~October~~June 15. The Board shall consider the committee chairs' recommendations, but it is at liberty, subject to clause 3.2 (1) and (2) 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 Limited-Term and Limited-Duties Members are represented (i.e., Members on Limited-Term, Limited-Duties and Standing Appointments and Members with Preferred Status).

~~For the purposes of handling grievances, each voting member of the Grievance Committee is a case officer.~~

### IV. COMMITTEE TERMS OF REFERENCE

(1) Each committee shall have its Terms of Reference that shall be reviewed every 2 years by the Policy and Governance Committee. In any review of the Terms of Reference, the Policy and Governance Committee shall consult with the relevant committee chair.

Appendix A  
~~Policy and Governance Committee  
Terms of Reference~~

~~This committee is responsible for development, review and revision of UWOFA policies and by-laws. It shall respond to requests made by the Board about such matters. In addition, it may act on its own initiative or on any request received about such matters.~~

~~Policies and by laws require the approval of the Board. Accordingly, this committee shall be mindful of any directions or suggestions provided to it by the Board in connection with any particular policy or by law. This committee shall also make reasonable efforts to meet any deadlines related to the approval process specified by the Board.~~

**Commented [JW1]:** All being moved to a new policy called the Committee Terms of Reference Policy

~~Appendix B  
Grievance Committee  
Terms of Reference~~

~~In accordance with UWOPA's duty of fair representation, this committee shall be responsible for upholding the negotiated rights of UWOPA and its Members.~~

~~It shall assist Members with issues arising under the collective agreement covering Members.~~

~~This committee shall work closely with UWOPA's employees responsible for assisting Members in understanding their rights and obligations.~~

~~Appendix C  
Salary Committee  
Terms of Reference~~

~~This committee shall monitor all policies and procedures relating to salary for UWOFA Members.~~

~~It shall address queries from Members about their salaries. Communications shall be directed through the Chair of the committee or the Chair's designate.~~

~~It shall monitor Members' salary concerns in order to identify issues that should be raised by UWOFA in the collective bargaining process~~

~~It shall conduct research with regard to salaries and salary policies and procedures at comparator universities.~~

~~It shall liaise with and assist the Executive Committee and UWOFA's employees in preparing communications to Members regarding salary matters.~~

~~It shall prepare, by the end of February in the academic year in which negotiations begin, proposed salary related goals for consideration by the Collective Bargaining Committee.~~

~~It shall prepare, by the end of May in the academic year in which negotiations begin, salary proposals for consideration by the Board.~~

~~Appendix D  
Pensions and Benefits Committee  
Terms of Reference~~

~~This committee shall monitor all policies and procedures relating to pensions and benefits for UWOFA Members with a view to identifying areas that are problematic.~~

~~It shall address queries from Members as to their rights and responsibilities in connection with pension and benefits.~~

~~It shall monitor Members' experience with pension and benefits issues in order to identify issues that should be raised by UWOFA in the collective bargaining process~~

~~Appendix E  
Committee for Contract Faculty  
Terms of Reference~~

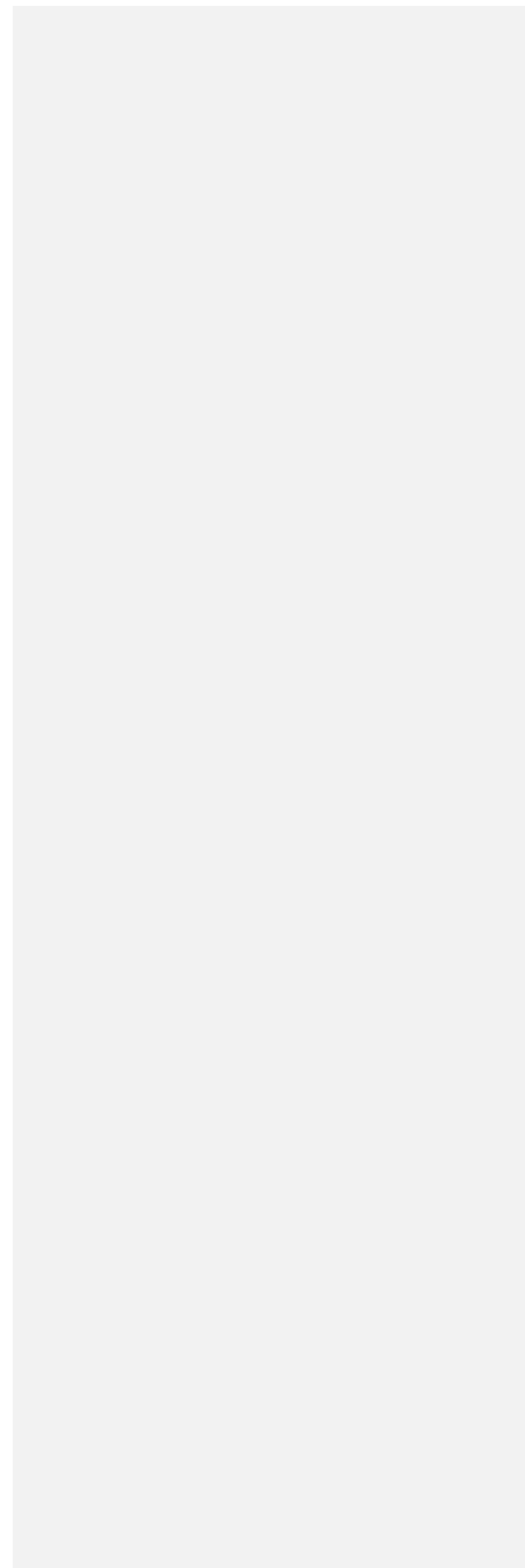
~~This committee represents the interests of contract faculty Members, including Limited Term Members (which includes Members in a Limited Term Appointment created under Clause 1.1 of the Article Transition Provisions of the 1998-2002 Collective Agreement and Members on a Limited Term Appointment without a specified end date) and Part Time Members (those holding a Limited Duties Appointment or a Standing Appointment).~~

~~It shall promote solidarity and understanding among contract faculty Members and between them and the larger UWOFA community.~~

~~It shall raise, with contract faculty Members and the Board, issues of concern to contract faculty Members.~~

~~Appendix F~~  
~~Equity Committee~~  
~~Terms of Reference~~

~~This committee shall consider how to address equity issues facing UWOFA and its Members.~~



~~Appendix G  
Communications Committee  
Terms of Reference~~

~~This committee shall develop strategies for UWOFPA for its communication with Members, the university community and the broader community. It shall develop such strategies both in general terms and for specific issues as they arise. It shall consider the best ways to generate favourable media coverage of UWOFPA's activities and views.~~

~~It shall make recommendations regarding UWOFPA's website and social media presence and UWOFPA's efforts to survey its Members.~~

~~This committee shall work closely with UWOFPA's employees responsible for media and communications.~~



~~Appendix H  
Dependents' Tuition Scholarship Plan Committee  
Terms of Reference~~

~~The Dependent Tuition Scholarship Plan is a program that provides support for higher education for the dependents of full time employees. This committee manages the plan and sets policies for its administration, addressing such issues as the eligibility criteria and benefit payment amounts.~~

~~As required, it shall review the circumstances of individual situations to determine program eligibility.~~

~~It shall monitor the financial health of the plan based on financial reports from the university.~~

By-law No. 5

The University of Western Ontario Faculty Association -  
 Faculty (UWOFA-F) ~~Representatives~~ Stewards' Council

<u>Version</u>	<u>Effective Date</u>	<u>Supersedes</u>
2.0	Approved by Board April 18, 2024 Approved by Membership <b>XX</b>	By-law No. 5 Representatives Council
<u>Policy Approver</u>	<u>Policy Owner</u>	<u>Policy Contact</u>
Board of Directors UWOFA Membership	Policy & Governance Committee	UWOFA Vice-President
<u>Last Reviewed</u>	<u>Next Review Date</u>	<u>Required Reviewers</u>
April 2024	April 2026	Policy & Governance Committee FSC Chief Steward LASC Chief Steward

**I. PURPOSE**

The purpose of this by-law is to establish a union steward structure for the Faculty Bargaining Unit of UWOFA through a Faculty Stewards' Council (FSC).

This by-law establishes the composition of the FSC.

**II. DEFINITIONS**

"Agent" shall mean any employee, director, officer, committee member or other person performing services for or on behalf of UWOFA.

"Board" shall mean the Board of Directors of the University of Western Faculty Association Governors as established under the Canada Not-For-Profit Associations Act, S.C. 2009, c. 23 and through By-law 1.

"Department" shall mean an academic Department as constituted by the Senate and the Board of Governors of the University of Western Ontario as established in the University of Western Ontario Act, 1982, as amended from time to time.

"Member" shall mean a Member of the Faculty Bargaining Unit of UWOFA.

"Unit" shall mean a Department or School; in a Faculty without Departments or Schools, it shall refer to the Faculty as defined in the UWOFA-F Collective Agreement.

"UWOFA" shall mean the University of Western Ontario Faculty Association.

"UWOFA-F" shall mean the Faculty Bargaining Unit of the University of Western Ontario Faculty Association.

**III. APPLICATION**

The by-law applies to all Members and Agents of UWOFA while they are performing services for or on behalf of UWOFA.

#### **IV. CONSTITUTION**

1. UWOFA shall have a Faculty ~~(UWOFA-F) Representatives~~ Stewards Council (FSC) with the terms of reference as set out in the Faculty Stewards Council Policy ~~Appendix~~.

~~2. The Past President shall be a member of the council and its chair.~~

3. ~~The various~~ UWOFA-F Units, ~~as defined in the Collective Agreement,~~ shall have a Member who is the ~~Representative~~ Steward for the Unit.

3.1. Units larger than 50 Members and Units without departmental structure may have more than one Steward as determined by the Unit in consultation with the Chief Steward and the UWOFA President.

4. All ~~Representatives~~ Stewards shall be members of the ~~e~~ Council.

5. The Communications, Mobilization and Organizing Chair, if not otherwise a Steward, shall be an ex officio member of the Council.

~~67.~~ UWOFA staff, as designated by the UWOFA President, shall be ex officio members of the FSC and provide administrative and operational support.

~~5. UWOFA's Professional Officer and Communications Officer shall be members of the council.~~

75. Stewards shall be elected by the Members of their Unit and serve a two-year renewable term. Terms follow the academic year and begin on July 1. All Members are eligible to serve as a Faculty Steward with the exception of Chairs or Heads of Departments or Schools, and Directors of the Board. The election process shall be managed according to the Faculty Stewards Council Policy.

~~6. The representation process, including the term of service, is to be decided by the Unit (which may include selection by mutual consent or acceptance of a volunteer). It is preferable, though not required, that the Representative not be a director of UWOFA. If a Unit does not identify a Representative in a timely manner, the chair of the council shall endeavour to identify a Representative for the Unit.~~

86. The FSC shall elect a Faculty Chief Steward and a Deputy Chief Steward each for a two-year term. The Faculty Chief Steward or, when designated, Deputy Chief Steward shall chair the FSC. The Faculty Chief Steward and Deputy Chief Steward may serve multiple terms.

97. The Faculty Chief Steward shall be an ex officio and non-voting member of the Board and shall not hold both a Director and Chief Steward role simultaneously.

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

a. By-law 1

b. Faculty Stewards Council Policy

c. UWOFA-F Collective Agreement

~~Appendix~~

**Commented [JW1]:** Moving to the Faculty Stewards Council Policy

~~Representatives play an important role within their Units to ensure the communication of the priorities of the Association, the mobilization of the membership, and oversight for adherence to the Collective Agreement. As such, the role of a member of the council involves:~~

- ~~(a) bringing concerns of UWOFA Members and members of the UWOFA F Bargaining Unit to the attention of the Professional Officer, the Grievance Officer, the President, or the Board of Directors (as appropriate);~~
- ~~(b) representing UWOFA to members of the department or unit, explaining issues and explicating the Collective Agreement (at a preliminary level, that of an intelligent and interested colleague, not the level of a lawyer or professional in the field);~~
- ~~(c) being available to act as an Academic Colleague to any Member who requests such support;~~
- ~~(d) serving as a conduit for relevant matters to be raised with the department or unit (e.g. surveys by UWOFA on salary or other issues) and conversely for the department or unit to raise matters with UWOFA;~~
- ~~(e) establishing a higher profile for UWOFA in departments and units (e.g. encourage attendance at meetings, provide information about negotiations).~~

## 2024-25 UWOFA ELECTIONS

### **Slate of Nominees**

#### **Officers**

Vice-President	Shawn Hendrikx
Treasurer	Christina Maco

#### **Designated Faculty Seats** (two-year terms: July 1, 2024 to June 30, 2026, except as noted)

Education	Jennifer Ingrey
Engineering	Michael Naish
FIMS (one-year term to June 30, 2025)	Melissa Adler
Health Sciences (one-year term to June 30, 2025)	TBA
Ivey	Jana Seijts
Law	Gillian Demeyere
Music	Jonathan De Souza
Medicine and Dentistry	Gildo Santos
Sciences (one-year term to June 30, 2025)	TBA
Social Sciences (one-year term to June 30, 2025)	Tania Granadillo

#### **Designated Membership Seats** (two year terms: July 1, 2024 to June 30, 2026, except as noted)

Librarian or Archivist Member (one year-term to June 30, 2025)	Elizabeth Marshall
Limited-Term Membership	Bobbi Thompson
Part-Time Membership	Lucia Serantes

#### **At-Large Seats** (two year terms: July 1, 2024 to June 30, 2026, except as noted)

Full-Time Member	John Paul Minda
Full-Time Member (one-year term to June 30, 2025)	Alexander Timoshenko
Librarian or Archivist Member	Courtney Waugh
Part-Time Member (one-year term to June 30, 2025)	TBA

#### **Speaker for UWOFA** (one year term)

Phil King

#### **Speaker for UWOFA-LA** (one year term)

Erin Bourgard

#### **Secretary for UWOFA-LA** (one year term)

Alie Visser

#### **Senate Observers**

Limited-Term Membership	Jack Scott
Limited-Term Membership – alternate	Ruth Ann Strickland
Librarian or Archivist Member	Roxanne Isard
Librarian or Archivist Member – alternate	Courtney Waugh

**For Information: Continuing Officers and Directors in 2024-25**

**Officers**

President	Johanna Weststar
Past President	Rachel Heydon
Secretary	Kristin Hoffmann

**Designated Faculty Seats**

Arts & Humanities	Laura Cayen
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**At-large Seats**

Full-Time Member	Zheng Zhang
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### **The Allan Heinicke Memorial Service Award**

The Allan Heinicke Memorial Service Award was established in honour of the late Allan Heinicke, former Chair and President of the University of Western Ontario Faculty Association and latterly financial, technical and policy analyst. This award was instituted to honour and to recognize outstanding service and achievement in financial, technical, or policy development and/or analysis supporting the aims of the Association.

The award this year is being presented to Kristin Hoffmann of Western Libraries.

2024 Recipient – Kristin Hoffmann

Kristin has been a Member of UWOFA since 2006 when she was hired as a Research & Instructional Services Librarian. She became involved with UWOFA soon after joining Western and has been a Board Member representing librarians and archivists (L&A), a member of the Scholars at Risk Committee, the Speaker for the L&A bargaining unit, a member of the UWOFA-LA Annual Report Working Group and a member of the Ad Hoc Working Group on Student Questionnaires on Courses and Teaching. Beyond these important roles, Kristin has demonstrated leadership in the most complex roles within UWOFA. She was the first, and to date only, librarian member to serve as Vice-President, President and Past-President of UWOFA from 2014-2017. She has served on four negotiating teams from 2017-2023; as Deputy Chief Negotiator and the financial analyst for her own bargaining unit in the last two rounds and as financial analyst for the past two faculty bargaining rounds. In recognition of her deep knowledge of bargaining and both collective agreements, Kristin served as the L&A Representative to Joint Committee in 2019-2020. Flowing from her expertise in costing and salary calculations, she has served on the last two Career Trajectory Committees for the L&A unit. Kristin is currently serving her second term as UWOFA Secretary (2021-2025). She is also a core member of the task force on the Western-Brescia integration and participated in both mediation sessions and in the joint working group meetings with BFA representatives and the Office of Faculty Relations.

### **The Tom Murphy Memorial Service Award**

Tom Murphy was a long-standing contract faculty member in the Department of Sociology. He was involved in UWOFA since 1998, serving as a Director on the Board for four terms, as a member of the Executive, and as a regular member of the Policy and Governance Committee. This award was instituted to recognize the exemplary hard work and commitment of a contract faculty member to the work of the Association.

The award this year is being presented to Dr. Warren Steele of the Faculty of Information and Media Studies.

2024 Recipient – Dr. Warren Steele

Warren Steele is a contract faculty member who has long played an integral role in the important work of numerous key UWOFA committees, most notably Collective Bargaining and Grievance. Warren has served as the Part-Time Faculty Representative on our Negotiating Teams for both the 2018 and 2022 rounds of collective bargaining. His particular focus at the table on addressing the myriad needs and rights of contract faculty has since led to Warren's further extending and continuing UWOFA's bargaining work as Co-Chair of the Joint Working Group on Benefits for Part-time Faculty. Securing benefits for part-time colleagues has long been an unrealized goal for our Negotiating Teams.

In addition to his dedication to UWOFA's collective bargaining efforts, Warren has devoted seven years of time and labour to the considerable, often difficult work of our Grievance Committee, both in the role of Case Officer and even for a time as Grievance Committee Chair. The quality and extent of Warren's work on Grievance cannot be overstated. He has been described by the Grievance Officer with whom he worked most closely as exemplary, indeed, as "a consummate UWOFA Case Officer," both wholly supportive of our members and highly knowledgeable of the relevant Collective Agreement articles informing their circumstances.



### **2023-2024 Recipients of the CAUT Dedicated Service Award**

The Executive Committee voted unanimously to nominate the following UWOFA members as recipients of the CAUT Dedicated Service Award.

#### **Laura Cayen**

Laura has demonstrated exceptional dedication to UWOFA through her active involvement in various committees and leadership roles. Serving diligently on the Committee for Contract Faculty from 2017 to 2024, she has been instrumental in advocating for the rights and interests of contract faculty members. Her commitment extends to fostering equity and inclusion within the institution through her participation in the Western Equity, Diversity and Inclusion Central Working Group from 2022 to 2024. Laura's contributions expand to Executive, Board, and the Strike Action Committee underscoring her tireless efforts to support faculty, librarians and archivists and advance the goals of UWOFA.

#### **Denise Horoky**

Denise has shown unwavering dedication to UWOFA, through her extensive involvement in various committees. From her steadfast contributions to the Joint Employment Equity Committee spanning from 2019 to 2024, to her significant role as co-chair of the Equity Committee from 2021 to 2024, Denise has continually advocated for equity and inclusion within the institution. She has also played an integral role in bargaining as a member of the Librarian and Archivist Collective Bargaining Committee in the last three rounds of negotiations. She continues to exemplify her commitment to UWOFA through her active participation as the Teaching and Learning Steward for Librarians and Archivists.

#### **Steve Lupker**

Steve has exhibited a steadfast commitment to promoting fairness and procedural justice through his active participation in various UWOFA committees. Serving on the Grievance Committee from 2010 to 2016, he played a crucial role in addressing faculty concerns and advocating for their rights. Additionally, his recent involvement on the Faculty Negotiating Team for three rounds and his current participation in the Workload Study Group further underscores his dedication to finding workable solutions to improve working conditions and foster a supportive academic environment.

#### **Vaughan Radcliffe**

Vaughan's commitment to UWOFA is evident through his leadership role within the Dependents' Tuition Scholarship Plan Committee. Serving as chair for numerous consecutive terms spanning from 2008 to 2024, Vaughan has played a pivotal role in ensuring sound fiscal management of the scholarship fund and expanding the accessibility of educational opportunities for dependents of faculty members. His unwavering dedication and long-term service have been a welcome support to UWOFA.

## Annual Committee Reports

### **Dependents' Tuition Scholarship Plan Committee**

Chair: Vaughan Radcliffe

Members: Miranda Green-Barteet, Barry Hawn, John Wilson

The Dependents' Tuition Scholarship (DTSP) Committee oversees the DTSP program and, where needed, reviews cases for program eligibility, liaising with university staff who administer the plan. The Committee appreciates the continued diligence of members of the Registrar's Office in this regard. The UWOFA Board has provided guidance on specific program policies in relation to financial management. In general, the Board has encouraged the continuance of a conservative approach. We intend that any increases in scholarship levels be sustainable such that scholarship recipients can count on the value of the award throughout the period in which they meet the eligibility conditions. The Board has delegated its authority in program appeals to the DTSP Committee, and the committee's decisions are final.

The accounts presented feature calendar year numbers for 2023. The DTSP committee continues to report calendar year numbers to this meeting to allow the presentation of statements on a full twelve months' results in time for the UWOFA General Meeting and, hence, presentation of a full operating cycle, thus providing better information for plan members. The prior reporting date of March had historically been driven by the date of the UWOFA General Meeting, which meant that only nine months' data was reported. We will use additional financial information in the form of financial year May-April accounts for plan financial management and, specifically, decision-making by the UWOFA Board concerning scholarship levels.

The calendar year accounts show an operating surplus of \$143,625. We will examine this further. In 2023, assuming a steady rate of \$6,000, we would have awarded 312 scholarships. (The actual number of awards is higher since the scholarship level was \$5,100 for most of the year.) Given the financial strength of the plan, the committee recommended increasing the scholarship value to \$6,000 per year, and the UWOFA Board of Directors approved this welcome increase.

The committee will thoroughly review the plan's finances in the summer once more complete financial information is available. We will then make a recommendation to the UWOFA Board regarding scholarship levels for the coming year. We prefer that the scholarship level not be reduced once it is declared. Therefore, we must be fully confident that any increases are sustainable before declaring them. To this end, we maintain an appropriate fund balance to protect against deficits during leaner times, demonstrating our commitment to the long-term stability of the plan.

The extension of the deadline for receipt of awards to June 30 has markedly lowered appeals and other inquiries. One source of appeal concerns a student's failure to maintain the required GPA. In such cases, confidentiality rules prevent staff from disclosing academic results. After reviewing other elements of plan eligibility, colleagues wondering about a failure to receive an award may wish to inquire with their dependent student about recent academic progress.

Colleagues are reminded that DTSP Scholarships can be applied for as soon as the forms are available at the start of the fall term, using last year's academic grades (university or high school) as support. Many wait until the end of the academic year when they could have made good use of funds when first available.



**Faculty and Librarian Dependents' Tuition Scholarship Plan  
 Income Statement  
 For the 2023 calendar year, with comparative information for 2022**

	<u>2023</u> \$	<u>2022</u> \$
<b>Balance Forward</b>	2,303,510.45	2,004,919.96
<b>Revenue</b>		
Scholarship Fees	1,916,303.33	1,750,218.00
Interest Income	<u>98,677.29</u>	<u>12,327.49</u>
	2,014,980.62	1,762,545.49
<b>Expenses</b>		
Scholarships	(1,871,355.00)	(1,463,955.00)
Operating 12 month surplus/(deficit)	<u>143,625.62</u>	<u>298,590.49</u>
<b>Closing Balance</b>	<u><u>2,447,136.07</u></u>	<u><u>2,303,510.45</u></u>

**Librarians and Archivists Stewards Committee**

Chair and Chief Steward: Shawn Hendrixx

Stewards and their related constituencies: Denise Horoky (Teaching and Learning), Shawn Hendrixx (Content Management, Discovery and Access), Matthew Barry (User Experience and Student Engagement), Leslie Thomas (Archives and Special Collections), Courtney Waugh (Research and Scholarly Communications / Non-Western Libraries)

Other members: Lina Rodriguez (UWOFA Member Services Officer), Tolga Karabulut (UWOFA Member Services Officer), Brian McMillan (UWOFA-LA Joint Committee Representative), Bethany Taylor (UWOFA Communications Officer)

In accordance with UWOFA By-law 4, the committee meets monthly to provide a discussion forum for issues arising from and centering on the UWOFA-LA Collective Agreement and questions raised by UWOFA-LA Members. During this reporting period the committee met once monthly.

Highlights of this year's activities:

1. Mobilization during UWOFA-LA Negotiations

LASC functioned as the mobilization committee during negotiations, led by David Heap and Christy Sich.

2. UWOFA-LA Forum Discussion

This session was co-led by two Stewards and the UWOFA-LA co-chair and note-taker for the Forum. Members discussed strategies and opportunities for advocacy and accountability at the Librarians &

Archivists Forum.

3. Alternate UWOFALA Senate Observer

Stewards advocated for UWOFALA to create an Alternate UWOFALA Senate Observer position.

**Pension and Benefits Committee**

Chair: Jorge Cruz Lopez

Members: George Gadanidis, Gregory Ross, Barry Hawn, Mohammad Hossain, Johanna Weststar, Jeff Tennant, Natalia Melo

The committee has prioritized the work of *the Joint Working Group on Options to Pay in Lieu of Benefits for Part-Time Members* and now research is being done regarding pension options and we will continue to work with OCUFA in that regard.

**Policy and Governance Committee**

Chair: Johanna Weststar, UWOFALA VP

Members: Jason Dyck, David Heap, Mi Song Kim, David McCord, John Paul Minda, Melody Viczkco

The Policy and Governance (P&G) Committee had a very busy year. Some of our policies and bylaws had not been reviewed in some time, some items were in middle states of completion from previous committees, the Board directed the Committee to consider the need for some new policies, and there was some need for revision which stemmed from learning and experience that the Association acquired from specific events over the past few years.

By-laws require approval by both the Board and the Membership (through a vote), while policies require only Board approval.

**Policy revisions**

Policy	Nature of Revisions	Approval Status (at time of writing)
Negotiations Policy	Clarifying the roles of President and Chief Negotiator regarding bargaining	Board approved
Appointment, Term and Duties of UWOFALA Representatives and/or Observers Policy	Adding roles not previously articulated; clarifying appointment processes and expectations	Board approved
Donations and Gifts Policy	Upward adjustments for inflation	Board approved
Land Acknowledgement Statement Policy	Updating to contemporary best practice	Board approved
Grievance Policy	Comprehensive changes related to roles, responsibilities and processes	Board approved
Conflict of Interest Policy	Comprehensive changes related to the resolution and documentation of Conflicts of Interest	Board approved
By-law 1 – General	General revisions, clarification regarding motions and the role of Nominating Committee	Board approved April 18 Vote of Members pending
By-law 3 - Committees	Removal of terms of reference to policy document, focus on structure and constitution, new communications, mobilization and organizing committee	Board approved April 18 Vote of Members pending

By-law 4 – Faculty Representatives Council	Structure realignment, clarity of composition, and renaming	Board approved April 18 Vote of Members pending
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**Outstanding items in progress or under discussion for the remainder of this year and into next year:**

- Bylaw 2 - Officers
- Release Time and Payment in Lieu Policy
- (NEW) UWOFA Committees Terms of Reference Policy
- (NEW) Awards, Scholarships and Research Grants Policy
- (NEW) Inclusive Participation Policy
- (NEW) Mental Health Emergency Policy
- (NEW) Member to Member Disputes Policy
- Documents Management Policy
- Database Policy
- PIPEDA Policy
- (NEW) Discussion regarding public statements
- Accessibility for Ontarians with Disabilities Compliance Policy

Up-to-date versions of all of our by-laws and policies are on the UWOFA website. If anyone is interested in serving on the P&G Committee for the 2024-25 year, please contact [uwofa@uwo.ca](mailto:uwofa@uwo.ca).

**Salary Committee**

Chair: Matthew Lebo

Members: Kristin Hoffmann, Gildo Santos, Aaron Schneider

The committee has been gathering salary data and thinking about to make a case for the next round of bargaining

**UWOFA-LA Collective Bargaining Committee (CBC) and Negotiating Committee (NC)**

Chairs: Johanna Weststar (NC) and Kristin Hoffmann (CBC)

Members (NC & CBC): Brian McMillan, Samuel Cassady, Stephen Spong, Katya Pereyaslavskaya

Members (CBC): Denise Horoky, Liz Mantz, Courtney Waugh, Leslie Thomas, Erin Johnson

The UWOFA-LA collective agreement expired June 30, 2023. The CBC was hard at work throughout 2022-23 consulting with Members and preparing bargaining goals and proposals. The CBC met monthly in fall 2022 and then met more frequently from January through May 2023. We distributed two bargaining surveys and held a feedback session to gather input on four key topics. Based on that input from Members, we prepared a focused list of goals related to 19 articles of the collective agreement.

The NC started bargaining in May 2023 and continued to October with some 16 bargaining sessions plus additional meetings of bargaining unit members. Negotiations came to an impasse, the parties engaged in conciliation, and a no board was filed. The parties came to a tentative agreement after bargaining one day beyond the legal strike deadline. The tentative agreement was narrowly ratified by the Membership and ratified by the Western Board of Governors at the end of October. The CBC assisted with preparing the final collective agreement which is now posted on the UWOFA website. A small number of printed copies will be available from the Office of Faculty Relations soon.

In this bargaining round the team opted for maximal transparency and shared bargaining proposals (Employer and UWOFA) with the bargaining unit members after each bargaining session. We also invited a representative from the Communications Committee to attend each bargaining session and composed updates to the Membership immediately following each session. In this, we express our gratitude for the work of Liz Hill and Anne Quirk and, most significantly, Tiara Sukhan.

We made significant gains in bargaining across a range of goals and have a stronger collective agreement as a result. Among these include a large increase to the Career Trajectory Fund and

earlier payout of these funds, introduction of new paid caregiving leaves and mental health benefits, better vision care benefits, a promotion bonus, removal of language restrictive to academic freedom, greater support for academic activity, a streamlined performance evaluation process, the development of job descriptions and improved workload language.

Bargaining was complicated in the final stages through the announcement of the Brescia-Western integration plan, but the team persevered and was able to leverage the situation to make late-game gains in the form of complement guarantees and the resolution of an outstanding rank and promotion issue for a large portion of the bargaining unit. Additional gains to complement were also negotiated in the Brescia-Western mediation following the conclusion of bargaining. We were unable to achieve the desired across-the-board salary increase to make up for losses under Bill 124 and were not able to achieve structural protection for complement.

We appreciate the hard work of every member of this committee, the dedication of the membership and the support of faculty, UWOFA staff, and other campus and off-campus allies who demonstrated solidarity.

## **Reports from UWOFA Appointees to Western Committees, Committees mandated under the Collective Agreements and external Committees:**

### **Employee Assistance Program (EAP) Committee Work**

Submitted by M. Viczko April 17, 2024

Western's Employee Assistance Program provider is now named Telus Health. There is information about the EAP provider and services as part of UWOFA Members' benefits at Western's FAQ page: <https://www.uwo.ca/hr/benefits/eap/faq.html#Q12>

Online, telephone and in-person services are available through the EAP. The EAP Committee meets twice a year, with representation from different employee groups, the service provider and Western human resources. The meetings include updates on service usage by Telus Health. This academic year, the EAP Committee met on December 13, 2023. The next scheduled meeting of the EAP Committee is May 28, 2024.

UWOFA rep engagement on the committee:

- The UWOFA rep and other bargaining unit reps on the committee have been consistent in raising concerns from their association membership about the importance of continuing to offer in-person services. Also, several committee members have raised concerns about there being reports from their membership that access to services is not easy to obtain (eg. long wait times, continuity of professional services or too few counselling sessions). So far, in-person services remain part of the suite, but the majority of services are offered online.
- Members who have difficulty accessing EAP services should contact UWOFA Member Services Officers with concerns so that they can be communicated to the EAP Committee through the UWOFA rep.

### **Joint Employment Equity Committee**

UWOFA Representatives: Denise Horoky (UWOFA-LA) and WG Pearson (UWOFA-F)

The committee did not meet this year.

### **Western Equity, Diversity and Inclusion Central Working Group**

UWOFA Representative: Laura Cayen

The Western Equity, Diversity and Inclusion Central Working Group has been formed to provide advice to the Associate Vice-President of Equity Diversity and Inclusion and Vice-Provost & Associate Vice-President (Indigenous Initiatives) to share knowledge and wise practices across Western's faculties, administrative units, and student organizations to promote equity, anti-racism, Indigenization, and decolonization. The group meets 4x/year.

Activities of note reported by the EDI CWG include:

- Participation in the planning committee for the ID2EALS Conference: Inclusion, Diversity, Decolonization, Equity and Accessibility Leadership Symposium, running May 22-24
  - Three-day symposium for members of EDID offices in postsecondary institutions across Canada
  - <https://www.edi.uwo.ca/initiatives/ideals/>
- Progress on Western's EDI Strategic Plan
  - <https://www.edi.uwo.ca/strategic-plan/>
  - Draft circulated via Senate agenda on Jan 19, 2024; see item 11: <https://uwo.ca/univsec/pdf/senate/minutes/2024/a24jan19sen.pdf>