

LAKEHEAD UNIVERSITY FACULTY ASSOCIATION

BY-LAWS

(Amended: November 2022)

LAKEHEAD UNIVERSITY FACULTY ASSOCIATION: BY-LAWS

1. NAME

1.1 The Association shall be called the LAKEHEAD UNIVERSITY FACULTY ASSOCIATION, hereinafter referred to as 'the Association'.

1.2 The abbreviated form of the name shall be LUFA.

2. PURPOSES

2.1 The purposes of the Association are to promote the professional interests of its members, to protect academic freedom and tenure, to negotiate and monitor employment relations between the academic staff and librarians and the Board of Governors of Lakehead University, and to endeavour to obtain and preserve adequate conditions of salary, financial security and employment.

2.2 The Association is the certified bargaining agent under the Ontario Labour Relations Board for faculty and professional librarians at Lakehead University.

2.3 The Association is committed to cooperation with OCUFA, CAUT and other associations of university teachers and researchers, and to dealing with other matters in the interests of the Association and/or its members.

3. COLLECTIVE AGREEMENT

3.1 In the event of conflict between the Collective Agreement, as ratified by the membership, and these By-laws, the Collective Agreement shall take precedence while the latter is in force. On the lapsing of the Collective Agreement, precedence shall revert to these By-laws.

4. MEMBERSHIP

4.1 Membership of the Association is open to all faculty members and professional librarians employed at Lakehead University who fall within the membership definition in 4.3, and Emeritus Professors who are approved by the Executive Committee.

- 4.2 The terms 'member' and 'membership' as used in these By-Laws refer to members of and membership in the Association, unless otherwise specified.
- 4.3 Membership of the Bargaining Unit consists of all employees who are members of the full-time academic staff at Lakehead University in the Cities of Thunder Bay and Orillia with the rank of Lecturer, Assistant Professor, Associate Professor, Professor (including all Chairs and Directors of academic units), Continuing Contract Lecturer Member, or a Contract Lecturer Member teaching four or more half course equivalents or having eighteen or more contact hours per week of performance instruction during the academic year in which he/she is teaching, all full-time professional librarians and part-time professional librarians meeting the criteria set out in the Collective Agreement and to the extent provided therein, employed by Lakehead University in the Cities of Thunder Bay and Orillia, save and except the President, Vice-Presidents, Deans, the University Librarian, individuals holding administrative positions provided that more than fifty percent of their salary at the University is received for their administrative functions, Research Associates, Research Assistants, Post-Doctoral Fellows, academic staff employed at Lakehead University while on leave from other employers.
- 4.4 All members of the Bargaining Unit who have indicated in writing that they wish to be members of the Association are members of the Association.
- 4.5 Members of the Bargaining Unit are jointly members of OCUFA and CAUT, if otherwise eligible.
- 4.6 Faculty members who are excluded from the Bargaining Unit may apply, in writing, to be members of the Association; if accepted they will pay their dues directly to the Association.
- 4.7 A member or former member who has retired from Lakehead University has the right to enrol as an emeritus member by completing the required enrolment form and by paying annual dues, as established under these By-laws, at the commencement of emeritus membership and each year thereafter.
- 4.8 Emeritus members may attend and speak at meetings. They may move, second and vote on motions that concern emeritus matters. Emeritus members may be elected or appointed to any office not reserved for members of the Bargaining Unit.

5. **OFFICERS**

- 5.1 The elected officers of the Association are the President, the Vice-President, the Secretary and the Treasurer. The immediate Past-President is an officer ex-officio.
- 5.2 All officers must be members of the Association and of the Bargaining Unit.
- 5.3 The President is responsible for the overall supervision and administration of the affairs of the Association and ensures that all policies and actions approved by the general membership or by the Executive Committee are properly implemented. The President presides at general meetings of the Association (unless another member has been invited by the President to take the chair) and also chairs meetings of the Executive Committee.
- 5.4 The Vice-President fulfils the duties of the President when that person is temporarily absent or otherwise unable to perform the duties of that office. The Vice-President also performs specific duties assigned by the President or the Executive Committee.
- 5.5 The Past President is available to undertake any special duties assigned by the President or the Executive Committee.
- 5.6 The Secretary provides oversight for general correspondence and for internal communication within the Association. This includes notices and agendas, and the preparation, maintenance and distribution of minutes for meetings of the general membership and of the Executive Committee.
- 5.7 The Treasurer is responsible for the care and custody of the funds and other financial assets of the Association and for overseeing all payments for all approved expenses incurred by the Association. The Treasurer oversees the maintenance of books of the accounts which shall be made available for inspection by members at any reasonable time upon request. At the first General Meeting of each academic year, the Treasurer shall present an audited account of the finances of the Association and a budget for the following year, which shall include any consequent recommendations for changes in the annual dues paid by members. The Treasurer shall ensure that all funds are held in safe, liquid instruments such as saving accounts or GIC's provided by reputable Canadian banks.
- 5.8 The President and the Treasurer shall report on their activities at each regular meeting of the Executive Committee and at each General Meeting of the Association. They shall report on the year's activities at the Annual General Meeting, which report shall be circulated in writing to all members.

5.9 Elected members assume office on June 1 and serve until May 31.

5.10 All officers, elected members of the Executive Committee and all members of standing committees shall remain in office until their elected successors assume office, unless they resign or are removed from office by a two-thirds vote of the body that elected them. Proper notice must be given of a motion to remove a person from office and the individual concerned shall be given an opportunity to speak before such a motion is put to the vote.

6. **EXECUTIVE COMMITTEE**

6.1 Members of the Executive Committee are the President, Vice-President, Past-President, Secretary, Treasurer, Chairs of all standing committees, Chief Grievance Officer, Chief Negotiator, Defence Fund Trustee and the Status of Women representative, all ex-officio, and two Members-at-Large, elected for staggered two-year terms by and from the members of the Association who are members of the Bargaining Unit except members of the Board of Governors. Committee chairs who are not members of the Bargaining Unit may move, second, and vote only on motions that concern their respective committees. Elected members assume office on June 1 and serve until May 31. Elected Members-at-Large may not serve for more than a maximum of two consecutive two-year terms.

6.2 The Executive Committee is empowered to invite other members of the Association to attend its meetings, but not to move, second or vote on motions.

6.3 The President acts as Chair of the Executive Committee.

6.4 The Executive Committee shall take the initiative in preparing policies and actions for consideration and possible action by the general membership. It is responsible for the implementation of all resolutions passed at General Meetings of the membership and for management of the affairs of the Association between general meetings. It is responsible for the appointment of LUFA representatives to internal and external bodies; and, in consultation with the Chief Negotiator, for the appointment of the negotiating team for the Bargaining Unit; and in consultation with the Chief Grievance Officer for the appointment of Grievance Officers to serve on the Grievance Committee.

6.5 The actions of the Executive Committee shall be subject to the provisions of the Collective Agreement, these By-laws, resolutions of the general membership and the established Rules of Procedure. All actions of the Executive Committee are subject to amendment or rescission at a general meeting of the membership.

6.6 The Executive Committee shall meet at least once a month from September to May inclusive and at such other times as is required. Meetings of the Executive Committee are called by the President, who is also responsible for the preparation of the agenda. The Executive Committee shall also meet at the written request of any four of its members and within five working days of the receipt of such a request. Members of the Executive Committee shall be given at least two working days notice of Executive Committee meetings.

6.7 A quorum of the Executive Committee shall be seven members.

6.8 GOVERNANCE COMMITTEE

6.8.1 Terms of Reference of the Governance Committee – See Appendix ‘A’.

7. GENERAL MEETINGS

7.1 The general membership shall retain all powers of the Association except those designated in these By-laws to the Executive Committee.

7.2 General meetings shall be called by the Secretary on the advice of the Executive Committee.

7.3 There shall be one general meeting in the Fall term, one general meeting in January or February and the Annual General meeting in April or May. Other general meetings may be called as required.

7.4 Notice of general meetings, with an agenda, shall be sent to all members at least six working days before the day of the meeting.

7.5 The April/May general meeting shall be called the Annual General Meeting, and is the occasion for the election of officers, members of the Executive Committee and of other committees.

7.6 Motions from members may be forwarded to the Secretary prior to a General Meeting or added to the agenda at a General Meeting.

7.7 Special general meetings of the Association are called either by the Secretary on the advice of the Executive Committee or by any ten or more members of the Association.

- 7.8 A special general meeting must be called within ten working days of the receipt by the Secretary of a written request, stating the purpose of the meeting and signed by the members requesting it.
- 7.9 Notice of special general meetings, with an agenda, shall be sent to all members at least six working days before the day of the meeting.
- 7.10 A special general meeting can consider only the matters specified in the agenda for that meeting.
- 7.11 Quorum for all general meetings is twenty-five members, at least twenty of whom must be members of the Bargaining Unit.
- 7.12 In the event that a general meeting, called according to the requirements of the By-Laws, fails to achieve quorum within 30 minutes of the stated starting time, the Executive Committee shall be empowered to make such decisions as are necessary for the management of the Association until the next general meeting; subject to the provisions of Article 6.5 and excluding any motions under Article 14.

8. **COMMITTEES**

- 8.1 The following standing committees shall be established to facilitate the achievement of the purposes of the Association:
- (a) Benefits Committee
 - (b) Communication Committee
 - (c) Contract Lecturers/Continuing Contract Lecturers Committee
 - (d) Emeritus Members Committee
 - (e) Equity, Diversity and Status of Women Committee
 - (f) Librarians Committee
 - (g) Nominating Committee
 - (h) Orillia Members Committee
 - (i) Pension Committee
 - (j) Physical Environment Committee
 - (k) Research Committee
- 8.2 Terms of reference for standing committees shall be prepared by the Executive Committee and put before the membership for approval at a general meeting. These terms of reference may be amended by approval of an appropriate motion at any subsequent general meeting, provided that notice of such motion is included in the agenda circulated for the meeting.

8.3 Ad hoc committees may be established by approval of a motion at a general meeting or at a meeting of the Executive Committee. Motions to establish ad hoc committees shall contain appropriate terms of reference.

8.4 Terms of reference for all committees shall include, without being limited to, the following:

- (a) the status of the committee (standing or ad hoc)
- (b) the overall purpose
- (c) any specific directives, defining goals or tasks
- (d) the relationship to any other overlapping activities of the Association
- (e) times and methods for reporting
- (f) the composition, including statements on any designated observers
- (g) terms of office for members of standing committees and limits on successive terms if different from those stated in the By-laws
- (h) the method for the election of new members and for filling casual vacancies
- (i) the method for election or appointment of the chair

8.5 Committee members elected at the Annual General Meeting assume office on June 1 and serve until May 31. .

8.6 A quorum for any committee shall be a majority of the voting members of the committee.

8.7 Copies of the minutes of all committees shall be sent to the LUFA Office as soon as approved.

9. **REPRESENTATIVES**

9.1 The President and/or Vice—President shall serve as the LUFA representatives to CAUT and OCUFA. The Trustee of the CAUT Defence Fund and the LUFA Status of Women Representative shall be members of the Bargaining Unit and shall report at each meeting of the Executive Committee.

9.2 The LUFA Status of Women Representative shall provide assistance to individual members with questions related to status of women issues.

9.3 All other LUFA representatives to internal or external bodies shall report on the year's activities at the Annual General Meeting, which report shall be circulated in writing to all members. They shall report at other meetings when requested to do so.

9.4 No action of any LUFA representative shall take effect until ratified by the Executive Committee, except for such issues where the power to act has been delegated to the representative by the Executive Committee or by the general membership.

9.5 The Executive Committee may at any time, with notice of at least six working days, request a report from any representative.

9.6 The representatives to CAUT and OCUFA and the trustee of the CAUT Defence Fund, are required to represent the policies of LUFA at meetings of these organizations.

9.7 LUFA representatives are appointed annually and serve from June 1 to May 31.

10. **LIAISON MEMBERS**

10.1 There shall be one Liaison Member for each Department and School (or Faculty where there are no Departments or Schools) to advise the Executive Committee and, upon request, any other LUFA officer, representative or committee on matters of importance to the Liaison Member's Department, School or Faculty.

10.2 Liaison Members shall also act as communications links between the Association and Departments, Schools and Faculties in the event of a labour dispute.

10.3 Liaison Members are expected to attend General Meetings on behalf of their Departments, Schools or Faculties; or to make every effort to see that a substitute Liaison Member attends.

10.4 Liaison Members are appointed annually and serve from June 1 to May 31.

11. **CHIEF GRIEVANCE OFFICER AND CHIEF NEGOTIATOR**

11.1 The Chief Grievance Officer and the Chief Negotiator shall report at each meeting of the Executive Committee. The Chief Grievance Officer shall report in such a way as to maintain as much confidentiality as is practicable.

11.2 The Chief Grievance Officer is delegated the power to act in the pursuit and settlement of grievances, save that any expenditure of LUFA money beyond that needed for basic legal consultation must be approved by the Executive

Committee. The Chief Grievance Officer is responsible for selecting the members of the Grievance Committee. The composition of the Grievance Committee must be brought to the Executive Committee for approval.

11.3 The Chief Negotiator advises the Executive Committee, or any other committee or representative on request, on matters of interpretation of the Collective Agreement.

11.4 The Chief Negotiator is responsible for selecting the Negotiating Team in preparation for contract negotiations. The composition of the Negotiating Team must be brought to the Executive Committee for approval.

11.5 The Chief Grievance Officer and the Chief Negotiator are appointed annually prior to the Annual General Meeting and serve from June 1 to May 31.

12. **ELECTIONS**

12.1 Nominations for all elected officers and for all elected committee members whose terms are about to expire shall be made by the Nominating Committee at least ten working days before the Annual General Meeting in a report sent to all members. No additional nominations may be made from the floor at the meeting. If there are two or more candidates for the position of president, vice-president, secretary or treasurer, each candidate will be allowed five (5) minutes to give a speech before voting takes place.

12.2 Vacancies that occur between Annual General Meetings shall be filled by vote at a general meeting, provided notice of the vacancy and the need for a vote has been given in the agenda for the meeting.

12.3 Only members of the Association are eligible to serve as officers or members of any committee.

12.4 Only members of the Association present at the relevant meeting are eligible to vote.

12.5 Elections for contested positions will be by written vote. Unopposed nominations are declared elected by acclamation.

12.6 In an election for a contested position, a candidate must receive the largest number of legal votes cast to be elected. In the event that a tied vote affects the outcome, a further ballot will be held to break the tie. If this fails to break the tie a draw will be held to fill the position.

12.7 When all positions are filled, then the election is completed.

12.8 The names of all Association representatives and committee members appointed by the Executive Committee responsible for overseeing the election shall be presented in writing at the Annual General Meeting for ratification by the general membership.

13. **RATIFICATION OF COLLECTIVE AGREEMENTS**

13.1 Collective Agreements with the Board of Governors shall be ratified by a ballot vote by a procedure determined by the Executive Committee and in accordance with Ontario Labour Relations law, except that in July or August, or in the event that a meeting called to ratify a Collective Agreement fails to reach a quorum, the Executive Committee may order a ballot vote by mail.

13.2 For a ballot vote by mail, bargaining unit members must have at least ten working days to return the ballot. The procedure used must ensure voting secrecy. A bargaining unit member's mailing address is considered to be the University Department or School used in other Association mailings, unless the Association has been notified in writing of an alternate address.

13.3 The decision whether to ratify a Collective Agreement shall be determined by a majority of valid votes cast.

14. **FINANCES**

14.1 The financial year of the Association shall be from June 1 to May 31.

14.2 All members of the Bargaining Unit pay dues according to the Collective Agreement. The Association portion of dues is set annually by the Association; OCUFA, CAUT and Defence Fund fees are set by those organizations and are levied on all members in the Bargaining Units.

14.3 Dues payable by members on Disability Leave shall be sixty per cent of normal dues. Dues payable by members on Leave of Absence Without Pay shall be fifty per cent of normal dues. Members on Partial Paid Leave shall pay full fees.

14.4 Dues payable by emeritus members shall be established by the Executive Committee and reviewed annually. These dues shall be based on the minimum amount needed to cover the administrative costs of servicing the emeritus membership.

14.5 In the event that no automatic payroll deduction takes place, members are responsible for paying their dues directly to the Association.

14.6 Cheques to disburse funds of the Association shall bear the signature of any two of the President, Vice-President, the Treasurer or one other Officer of the Association designated by approval of an appropriate motion of the Executive Committee.

14.7 There shall be a Financial Management Committee comprised of the President, Vice President, Treasurer, Secretary, and LUFA representative on the Pension Board. The Treasurer chairs the Committee. This Committee shall oversee the investment of LUFA funds and shall meet as needed but not less than once per year.

14.8 The financial records of the Association shall be audited by a qualified Auditor, appointed for such a purpose by the Executive Committee, prior to the presentation of the Treasurer's report.

15. **RULES OF ORDER**

15.1 The most recent edition of Robert's Rules of Order shall govern the Association in all procedural matters not contained in these By-laws.

15.2 The Chair may only cast a vote at a general meeting in order to break a tied vote. The chair of a committee votes at the same time as other members and does not vote a second time in order to break a tied vote.

15.3 Approval of all motions shall require a majority of votes cast, unless otherwise stated in these By-laws or in the Rules of Order.

15.4 Voting by proxy is not permitted.

16. **AMENDMENTS**

16.1 These By-laws may be amended by approval of a motion by a majority of votes cast at a general meeting.

16.2 Notice of the intention to amend the By-laws must be sent to members at least ten working days before the date of the meeting at which the vote is to be held. Any proposed amendment should be in such a form that, if adopted, it may be incorporated directly into the By-laws.

Amended: January 1992; April 1993; May 1995; December 1996; May 1998; May 2002; May 2003; March 2004; December 2004; March 2005; April 2006; January 2011; May 2016; November 2019; February 2022; November 2022.

LAKEHEAD UNIVERSITY FACULTY ASSOCIATION: COMMITTEES

BENEFITS COMMITTEE

There shall be a standing committee of the Association called the Benefits Committee.

Purpose: To monitor the operation of benefit plans and to propose changes when warranted.

Directives: To recommend general policies regarding benefit issues to be used in negotiations. To solicit opinions from members as to the operation of the benefit plans. To advise members with respect to their participation in these plans.

Limitations: No action of the committee shall take effect until ratified by the Executive Committee except for such issues where the power to act has been delegated to the committee by the Executive Committee or by the general membership.

Reporting: To report on the status of the benefit plans at each general meeting and at other meetings as required; to present a written report to members at the Annual General Meeting and at other times as required.

Meetings: The time, place and frequency of meetings shall be determined by the committee.

Composition: Five members of the Association: two members of the bargaining unit from Thunder Bay; one member of the bargaining unit from Orillia; one emeritus member; and the Chief Negotiator (ex-officio).

Term of Office: Members are elected annually

Selection: Elected at the Annual General Meeting. Vacancies occurring on the committee before an Annual General Meeting shall be filled by an appointee of the Executive Committee, subject to ratification by the membership at the next general meeting.

Chair: The committee appoints its own chair, who shall be a member of the bargaining unit.

COMMUNICATION COMMITTEE

There shall be a Standing Committee of the Association called the Communication Committee, which will become part of the Action Committee in support of Negotiations.

Purpose: To establish an overall strategy for communicating news and events leading up to potential job action to various audiences, especially the LUFA membership. Key messages will be based on the list of issues identified by the Executive, with communication activities intended to inform, persuade and/or mobilize recipients. Further, this activity is intended to enhance the flow of information between the Association and other local unions and appropriate political organizations.

Directives: To recommend effective methods of communicating the aims and interests of the Association to the membership, other local unions and appropriate political organizations.

Limitations: No Committee action shall take effect until ratified by the Executive Committee, except for such issues where the power to act has been delegated to the Committee by the Executive Committee or by the general membership.

Note: During the Bargaining, the Communication Committee will coordinate with the Executive, Negotiation Team and Action Committee. The President and the Chief Negotiator will have the authority to approve some communications to expedite the process and avoid delay.

Reporting: To report on the activities of the Committee at each general meeting and other meetings as required; to present a written report to members at the Annual General Meeting and at other times as required.

Meetings: The time, place and frequency of meetings shall be determined by the Committee.

Composition: Four members of the Association: three members of the bargaining unit from Thunder Bay; one member of the bargaining unit from Orillia.

Term of Office: Members are elected annually.

Selection: Elected at the Annual General Meeting. Vacancies occurring on the Committee before an Annual General Meeting shall be filled by an appointee of the Executive Committee, subject to ratification by the membership at the next general meeting.

Chair: The Committee appoints its own chair, who shall be a member of the bargaining unit.

CONTRACT LECTURERS/CONTINUING CONTRACT LECTURERS COMMITTEE

There shall be a standing committee of the Association called the Contract Lecturers/Continuing Contract Lecturers Committee.

Purpose: To ensure that the interests of Contract Lecturers/Continuing Contract Lecturers are presented to the Association membership.

Directives: To advise the Executive Committee, other LUFA officers, representatives and committees, as requested, on matters of importance to the Contract Lecture/Continuing Contract Lecturer membership. To ensure communication each way between the Association and Contract Lecturer/Continuing Contract Lecturer membership.

Limitations: No action of the committee shall take effect until ratified by the Executive Committee, except for such issues where the power to act has been delegated to the committee by the Executive Committee or by the general membership.

Reporting: To report on the activities of the committee at each general meeting and at other meetings as required; to present a written report to members at the Annual General Meeting and at other times as required.

Meetings: The time, place and frequency of meetings shall be determined by the Committee.

Composition: Six Contract Lecturers/Continuing Contract Lecturers who are members of the bargaining unit, five from the Thunder Bay campus; one from the Orillia campus. In addition, there will be an honorary position that exists in the memory of Lisa Richardson and that remains open in perpetuity.

Term of Office: Members are elected annually.

Selection: Elected at the Annual General meeting. Only Contract Lecturers/Continuing Contract Lecturers who are members of the bargaining unit are eligible to vote in elections to this committee. Vacancies occurring on the committee before the Annual General Meeting shall be filled by a Contract Lecturer/Continuing Contract Lecturer member elected by the remaining members of the committee, subject to ratification by the Contract Lecturer/Continuing Contract Lecturer membership at the next general meeting.

Chair: The committee appoints its own chair, who shall be a member of the bargaining unit.

EMERITUS MEMBERS ADVISORY COMMITTEE

There shall be a standing committee of the Association called the Emeritus Members Advisory Committee.

Purpose: To enhance the flow of information each way between the Association and its emeritus members.

Directives: To advise the Executive Committee and, upon request, any other LUFA officer, representative or committee, on matters of importance to the emeritus membership.

Limitations: No action of the committee shall take effect until ratified by the Executive Committee, except for such issues where the power to act has been delegated to the committee by the Executive Committee or by the general membership.

Reporting: To report on the activities of the committee at each general meeting and at other meetings as required; to present a written report to members at the Annual General Meeting and at other times as required.

Meetings: The time, place and frequency of meetings shall be determined by the committee.

Composition: Six emeritus members of the Association.

Terms of office: Members are elected annually.

Selection: Elected at the Annual General Meeting. Only emeritus members are eligible to vote in elections to this committee. Vacancies occurring on the committee before an Annual General Meeting shall be filled by an emeritus member elected by the remaining members of the committee, subject to ratification by the emeritus membership generally at the next general meeting.

Chair: The committee appoints its own chair.

EQUITY, DIVERSITY AND STATUS OF WOMEN COMMITTEE

There shall be a standing committee of the Association called the Equity, Diversity and Status of Women Committee.

Purpose: To consider equity issues involving sex, sexual orientation, gender expression, ethnicity, race, disability, religion, age, or other grounds identified in the Ontario Human Rights Code and in the Canadian Charter of Rights and Freedoms in the university as well as the broader academic community and to recommend actions and policy to improve equity, diversity and the status of women on campus.

Directives: To advise the Executive Committee, other LUFA officers, representatives and committees, as requested, on matters of importance regarding equity, diversity and the status of women. To provide opportunities for discussion, advocacy and education on these issues.

Relationship to other Association activities: To participate in the University-Association Employment Equity Advisory Committee as per the Lakehead University Employment Equity Policy.

Limitations: No action of the committee shall take effect until ratified by the Executive Committee, except for issues where the power to act has been delegated to the committee by the Executive Committee or by the general membership.

Reporting: To report the activities of the committee at each general meeting and at other meetings as required; to present a written report to members at the Annual General Meeting and at other times as required.

Meetings: The time, place and frequency of meetings shall be determined by the Committee.

Composition: Five members of the Association including the LUFA Status of Women representative (ex officio) and one member of the bargaining unit from Orillia. Efforts shall be made to ensure representation from various equity-seeking groups.

Terms of Office: Members are elected annually.

Selection: Elected at the Annual General Meeting. Vacancies occurring on the committee before an Annual General Meeting shall be filled by an appointee of the Executive Committee, subject to ratification by the membership at the next general meeting.

Chair: The Chair shall be elected by the Committee from among its members.

LIBRARIANS COMMITTEE

There shall be a standing committee of the Association called the Librarians Advisory Committee.

Purpose: To enhance the flow of information each way between the Association and its professional librarian members.

Directives: To advise the Executive Committee and, upon request, any other LUFA officer, representative or committee, on matters of importance to the professional librarian membership.

Limitations: No action of the committee shall take effect until ratified by the Executive Committee, except for such issues where the power to act has been delegated to the committee by the Executive Committee or by the general membership.

Reporting: To report on the activities of the committee at each general meeting and at other meetings as required; to present a written report to members at the Annual General Meeting and at other times as required.

Meetings: The time, place and frequency of meetings shall be determined by the committee.

Composition: Four professional librarian members of the Association.

Term of Office: Members are elected annually.

Selection: Elected at the Annual General meeting. Only professional librarian members are eligible to vote in elections to this committee. Vacancies occurring on the committee before an Annual General Meeting shall be filled by a professional librarian member elected by the remaining members of the committee, subject to ratification by the professional librarian membership generally at the next general meeting.

Chair: The committee appoints its own chair, who shall be a member of the bargaining unit.

NOMINATING COMMITTEE

There shall be a standing committee of the Association called the Nominating Committee.

Purpose: To prepare a list of nominees for all elected officers and non-continuing committee members.

Directives: To solicit the names of volunteers and nominees for all vacant offices, except those to be filled ex-officio; to submit a list containing at least as many names as there are vacancies to all members at least fifteen working days before the Annual General Meeting; to assist the Executive Committee on request in finding names for vacancies occurring in any of the above before the end of the normal term of office; to assist the Executive Committee and any other relevant committees on request in finding names for all appointed officers, representatives and committee members.

Limitations: No nomination of the committee shall take effect until ratified by the general membership or the Executive Committee, as appropriate, unless the power to fill a vacant position has been delegated to the committee by the body responsible for electing or appointing that position.

Reporting: To report on the activities of the committee at each general meeting and at other meetings as required; to present a written report to members at the Annual General Meeting and at other times as required.

Meetings: The time, place and frequency of meetings shall be determined by the Committee.

Composition: Five members of the Association: three members of the bargaining unit from Thunder Bay; one member of the bargaining unit from Orillia; the Past-President (ex-officio).

Terms of Office: Members are elected annually.

Selection: Elected at the Annual General Meeting. Vacancies occurring on the Committee before an Annual General Meeting shall be filled by an appointee of the Executive Committee, subject to ratification by the membership at the next general meeting.

Chair: The committee appoints its own chair, who shall be a member of the bargaining unit.

ORILLIA MEMBERS COMMITTEE

There shall be a standing committee of the Association called the Orillia Members Committee.

Purpose: To ensure that the interests specific to Orillia members that are not met by other LUFA committees are presented to the Association membership.

Directives: To advise the Executive Committee, other LUFA officers, representatives and committees, as requested, on matters of importance to the Orillia membership. To maintain liaison with relevant groups elsewhere. To ensure communication each way between the Association and Orillia membership.

Limitations: No action of the committee shall take effect until ratified by the Executive Committee, except for such issues where the power to act has been delegated to the committee by the Executive Committee or by the general membership.

Reporting: To report on the activities of the committee at each general meeting and at other meetings as required; to present a written report to members at the Annual General Meeting and at other times as required.

Meetings: The time, place and frequency of meetings shall be determined by the Committee.

Composition: Six Orillia members who are members of the Association under Article 4.3.

Term of Office: Members are elected annually.

Selection: Elected at the Annual General meeting. Only Orillia members who are members under Article 4.3 are eligible to vote in elections to this committee. Vacancies occurring on the committee before the Annual General Meeting shall be filled by an Orillia member elected by the remaining members of the committee, subject to ratification by the Orillia membership at the next general meeting.

Chair: The committee appoints its own chair, who shall be a member of the bargaining unit.

PENSION COMMITTEE

There shall be a standing committee of the Association called the Pension Committee.

Purpose: To monitor the operation of the pension plan and to propose changes when warranted.

Directives: To recommend general policies regarding pension issues to be used in negotiations. To advise members with respect to their participation in the pension plan. To recommend, in consultation with the chair of the Benefits Committee, persons to represent the Association on the University's Joint Benefits Committee.

Limitations: No action of the committee shall take effect until ratified by the Executive Committee, except for such issues where the power to act has been delegated to the committee by the Executive Committee or by the general membership.

Reporting: To report on the status of the pension plan at each general meeting and at other meetings as required; to present a written report to members at the Annual General Meeting and at other times as required. To provide copies of the approved minutes of each meeting of the committee to the Executive Committee within fifteen days of each meeting of the Committee.

Meetings: The time, place and frequency of meetings shall be determined by the committee.

Composition: Seven members of the Association: three members of the bargaining unit from Thunder Bay; one member of the bargaining unit from Orillia; one emeritus member; the two LUFA members on the Pension Board (ex-officio).

Terms of Office: Members are elected annually.

Selection: Elected at the Annual General Meeting. Vacancies occurring on the Committee before an Annual General Meeting shall be filled by an appointee of the Executive Committee, subject to ratification by the membership at the next general meeting.

Chair: The committee appoints its own chair, who shall be a member of the bargaining unit.

PHYSICAL ENVIRONMENT COMMITTEE

There shall be a standing committee of the Association called the Physical Environment Committee.

Purpose: To consider matters affecting the environment in and around the university while keeping global concerns in mind.

Directives: To recommend actions to reduce the impact on the environment by the members of the Association. To propose suggestions relevant to the environment that can be recommended to the university at large.

Limitations: No action of the committee shall take effect until ratified by the Executive Committee, except for issues where the power to act has been delegated to the committee by the Executive Committee or by the general membership.

Reporting: To report the activities of the committee at each general meeting and at other meetings as required; to present a written report to members at the Annual General Meeting and at other times as required.

Meetings: The time, place and frequency of meetings shall be determined by the Committee.

Composition: Four members of the Association: three members of the bargaining unit from Thunder Bay; one member of the bargaining unit from Orillia.

Terms of Office: Members are elected annually.

Selection: Elected at the Annual General Meeting. Vacancies occurring on the committee before an Annual General Meeting shall be filled by an appointee of the Executive Committee, subject to ratification by the membership at the next general meeting.

Chair: The committee appoints its own chair, who shall be a member of the bargaining unit.

RESEARCH COMMITTEE

Purpose The committee will represent the interests of LUFA members in the conduct, administration, and general support of academic research at Lakehead University.

Directives The committee will focus on policies and ethical treatment of researchers, the development and implementation of research policies, and the ways and means that the Lakehead University Board and Administration supports academic research.

Limitations No action of the committee shall take effect until ratified by the Executive Committee except for such issues where the power to act has been delegated to the committee by the Executive Committee or by the general membership.

Reporting To report on issues related to academic research conducted by LUFA members at each general meeting and at other meetings as required; to present a written report to members at the Annual General Meeting and at other meetings as required.

Meetings The time, place and frequency of meetings shall be determined by the committee.

Composition A maximum of eight members of the Association: at least four members of the bargaining unit from Thunder Bay; at least one member of the bargaining unit from Orillia; one emeritus member. Where possible, there shall be three active researcher who are SSHRC eligible, three who are NSERC eligible, one who is CIHR eligible (regardless of the actual source of funding in each case) and one who is involved with international fieldwork. An “active researcher” is defined as a Principal Investigator or a Co-Investigator in an active research project, or someone who has held such a position in a research project within the two years prior to their election to the committee.

Term of Office Members are elected annually.

Selection Elected at the Annual General Meeting. Vacancies occurring on the committee before the Annual General Meeting shall be filled by an appointee of the Executive Committee, subject to ratification by the membership at the next general meeting.

Chair The committee appoints its own chair, who shall be a member of the bargaining unit.

Appendix A

LUFA Governance Committee Terms of Reference

Approved by LUFA Membership on November 22, 2022

Preamble:

“The objects and purposes of the University are, a) the advancement of learning and dissemination of knowledge; and b) the intellectual, social, moral and physical development of its members and the betterment of society.”¹

Lakehead University is governed by way of a *bicameral system* made up of the Board of Governors and the Senate. The authority of the Board of Governors and the Senate are delegated through *The Lakehead University Act, 1965* (the ‘**University Act**’) and are governed by their by-laws. The Senate is the authority on matters related to academic policy and is made up of primarily academic staff. The Board of Governors is the authority on non-academic matters like administration and finance. In Article 8.03 of LUFA’s Collective Agreement, the Board of Governors acknowledges that openness and transparency are essential to encourage collegiality and academic freedom.

1. Mandate

The Governance Committee (the ‘**Committee**’) is responsible for the oversight and ongoing improvement of the Lakehead University Faculty Association (‘**LUFA**’), Lakehead University (the ‘**University**’) Senate, Executive Team, and the Board of Governors (the ‘**Board**’) governance policies, practices, and performance. The Committee will report to the Executive at Executive Meetings.

The objective of the Committee is to ensure that the principles of transparency, accountability, collegiality, inclusivity, and effectiveness are integrated into all levels of governance at the University. More specifically the Committee will monitor and offer advice on governance

¹ *The Lakehead University Act*, Statutes of Ontario, 1965 CHAPTER 54

policies/practices and organize a faculty voice in university governance. The Committee will determine its goals and work distribution at the beginning of each calendar year.

2. The Committee's responsibilities include but are not limited to

- Monitor the relationship between the Board and the other constituent parts of the University's governance structure as bound by the *University Act*;
- Review the governance practices of the University;
- Review the Senate By-Laws and bring recommendations to the attention of the Senators for possible amendments;
- Review the Senate Agenda and prepare a summary of the main topics for the Senators before each Senate meeting (Pre-Senate Meeting);
- Review University policies related to governance (the Board, Senate, and Executive Team) and bring the recommendation to the appropriate Committee;
- Ensure that LUFA's committees undertake a periodic review of their terms of reference. Receive feedback arising from these reviews, assess the need for revision, and provide recommendations to the Executive;
- Advise on the structure and effectiveness of LUFA meetings and meeting materials. Ensure that LUFA processes are aligned with best practices in higher education governance;
- Coordinate with the LUFA Executive to review university finances with the assistance of the OCUFA Finance Committee and draw conclusions about the health of university finances;
- Advise the Negotiating Committee on matters related to governance in the Collective Agreement; and,
- Establish and perform oversight of LUFA policy, policy framework, and related review requirements. These policies include but are not limited to:
 - LUFA By-Laws
 - Grievance Policy and Practices
 - Negotiating Policy and Practices.

3. Composition of the Committee

- President
- Past-President
- Chief Grievance Officer
- 2 Senators/members of the Senate Committees (Preferably – a member of the Senate Organization Committee and the Senate Academic Committee)
- 2 representatives from the LUFA committees that are not on the Executive
- One Contract Lecturer Member, where it is possible
- Chair of the Emeritus Committee or designate

A Chair shall be named among members of the Committee.

All members of the Committee shall serve three-year terms, which may be renewed by the Executive.

4. Rules of Order

- Meeting – The Committee shall schedule the time, place, and frequency of its meetings.
- Quorum – majority
- Terms of reference review – 5 years (November 2027)