

STANDING COMMITTEES

Intent, Term of reference and Participant Roles

INTENT

In accordance with section 8 of By-Law, Standing Committees are intended to provide forums for the exchange of information and to advance the objectives of the Association. They provide a means to increase the Association capacity and potential to plan, prepare for and take informed action on vital matters of concern to our membership. Standing Committees can also provide or be asked to provide specific advice or recommendations to the Board of Directors.

Standing committees report to the Board of Directors on all matters within their purview. As the needs of the Association develop and change, the Board may from time to time direct specific tasks to Standing Committees or form new Committees to deal with new issues.

TERMS OF REFERENCE

The Terms of Reference for each Standing Committee set out each committee's operating policies.

Notwithstanding the terms of reference, the Board of Directors may replace or add members to the various committees to ensure efficiency and good proceeding.

PARTICIPANT ROLES

Committee Chairs

Committee Chairs are responsible for planning and facilitating committee meetings. Chairs ensure that committees adhere the Association Constitution and By-Laws, that they are aware of the terms of reference, and that committees works are in their purview and mandate.

Board Members

Board members appointed to a committee act as a liaison between the board of directors and the standing committee to share information and decision-making. They may provide input to committee Chairs in the development of committee agendas.

Committee Members

Members are expected to be present at meetings and to participate actively in Committee works.

Staff Representatives

Under the direction of the President and/or the Administrative Director, staff support the needs and work of committees. They are non-voting members.

Conflict of interest

The Committee shall be conscious of and sensitive to the issues of conflict of interest and apprehension of bias. A Committee member who perceives an issue of possible conflict of interest or apprehension of bias on their own, or on the part of another member, whether it arises from a personal or other involvement, shall raise it. The matter shall be discussed and then resolved by the remaining members of the Committee who may direct the member to be absent from discussion, impose specific limitations on the member's involvement, or conclude that no action needs to be taken.

Date of Last Review: May 5, 2021



Association des professeur.e.s à temps partiel
de l'Université d'Ottawa
Association of Part-Time Professors
of the University of Ottawa

Centre universitaire | *University Centre*
106 - 85 rue Université Pvt.
Ottawa, Ontario K1N 6N5
www.aptpuo.ca | info@aptpuo.ca
Tel: 613 562-5800, 4374 | Fax: 613 562-5153

1 BARGAINING COMMITTEE

Reporting to: The Bargaining Committee shall report to the Board and to the members.

Mandate: The committee shall be responsible for collective bargaining for the Association, in accordance with general guidelines or specific directions of the members.

In addition to those responsibilities and activities that may be directed to it by the Board or the AGM, this Committee will:

- Responsibilities:**
1. Consult with members to establish bargaining priorities;
 2. Redaction of the Association proposals;
 3. Present to the Membership any tentative agreement in accordance with the Constitution and the Bylaws;
 4. Decide to take a strike vote;
 5. Propose and coordinate any strike action;
 6. Give direction and instructions to the members during a period of strike;
 7. Review the strike policy before any round of bargaining.

The Annual General Membership Meeting immediately prior to the expiry of the Collective Agreements shall elect to the Bargaining Committee six (6) members:

- Composition:**
- ◇ Four (4) members from the main APTPUO unit;
 - ◇ One (1) member from the Toronto-Windsor Unit;
 - ◇ One (1) member from the OLBI unit;
 - ◇ One (1) substitute from the Main APTPUO unit;

The substitute will become a full member if the person elected as President of APTPUO was also elected to the Bargaining Committee. If not elected as a member of the Bargaining Committee at the Annual General Membership Meeting, the person who becomes President of APTPUO shall be an ex officio member of the Bargaining Committee.

Term of Appointment: Bargaining Committee members shall be elected for the duration of negotiating the collective agreements until the ratification of all collective agreements.

Meetings: At least once a month.

Chairperson: The elected members of the Bargaining Committee shall elect among themselves a Chief Negotiator, who will be the Chairperson of the Bargaining Committee.

Observers: Members in good standing of the Association can attend the meeting upon request.

Quorum: A majority of members who sit on the committee shall form a quorum.

Voting: Each Committee member has one vote on any matter to be decided by vote. A majority of votes shall decide the said matter. In the event of a tie vote, the decision of the Chair shall govern.

- Honoraria:**
- ◇ The Chair of the Committee shall receive the equivalent of one and a half (1.5) appointments per year.
 - ◇ Other members of the Committee shall receive the equivalent of one (1) appointment per year.
 - ◇ The honoraria of the Bargaining Committee shall end at the end of the month subsequent to the month in which the last Collective Agreement is ratified.

Date of Last Review: May 5, 2021



2 GRIEVANCE COMMITTEE

The grievance committee shall report to the Board of Directors.

Reporting to: Each academic year the committee shall submit to the Board of director an annual report on their activities. The report will be presented to the membership at a General Meeting.

Mandate: The Grievance Committee shall be responsible for all decisions on grievance handling, including decisions on arbitration.

In addition to those responsibilities and activities that may be directed to it by the Board of Directors, this Committee will:

- Responsibilities:**
1. Make recommendations to the Board of directors about whether to carry grievances forward to arbitration;
 2. Provide input and advice to the Grievance Officers on all grievances brought to the attention of the Grievance Committee;
 3. Monitor progress of complaints, grievances, and other issues that come before the Grievance Committee;
 4. Identify deficiencies in the collective agreement and to report, with recommendations, to the Board of Directors and the bargaining team.
 5. Process any request of reconsideration submitted by a member in conformity with the Grievance Policy;
 6. Treat all case brought before him in confidence;

In their roles and responsibilities, the Committee members must always keep in mind the Association's "duty of fair representation" (DFR). The *Ontario Labour Relations Act* states:

74 - A trade union or council of trade unions, so long as it continues to be entitled to represent employees in a bargaining unit, shall not act in a manner that is arbitrary, discriminatory or in bad faith in the representation of any of the employees in the unit, whether or not members of the trade union or of any constituent union of the council of trade unions, as the case may be.

Composition: Grievance Officer (French), Grievance Officer (English), one (1) other member from the Board of Directors, one (1) member from the Representatives Council and one (1) member-at-large;

Term of Appointment: Members will serve for one academic year, renewable.

Meetings: At least once during the Fall and Winter semesters. The committee shall meet at the call of its Chair(s) or the call of any two of its members.

Committee members may participate in person or via teleconference.

Chairperson: The members of the Grievance Committee shall elect among themselves a Chair.

Observers: No observer allowed.

Quorum: A majority of members who sit on the committee shall form a quorum.

Voting: Each Committee member has one vote on any matter to be decided by vote. A majority of votes shall decide the said matter. In the event of a tie vote, the decision of the Chair shall govern.

Honoraria: At the exception of Board members, Committee Members shall receive an honoraria of 60.00\$ per meeting and the Chair shall receive an honoraria of 120.00\$ per meeting.

Date of Last Review: May 5, 2021



Association des professeur.e.s à temps partiel
de l'Université d'Ottawa
Association of Part-Time Professors
of the University of Ottawa

Centre universitaire | *University Centre*
106 - 85 rue Université Pvt.
Ottawa, Ontario K1N 6N5
www.aptpuo.ca | info@aptpuo.ca
Tel: 613 562-5800, 4374 | Fax: 613 562-5153

3 FINANCE COMMITTEE

The Finance Committee shall report to the Board of Directors.

Reporting to: Each academic year the committee shall submit to the Board of director an annual report on their activities. The report will be presented to the membership at a General Meeting.

Mandate: The Finance Committee shall advise the Board of Directors on the Association's annual budget, the audit of the Association's finances, and the setting of membership fees. The Finance Committee shall become familiar with the University's fiscal policy and provide a summary of the University budget and financial statements to the Board and the Bargaining Committee.

In addition to those responsibilities and activities that may be directed to it by the Board of Directors, this Committee will:

Responsibilities:

1. Work on the annual budget of the Association;
2. Recommend changes in membership fees to the Board as required;
3. Make recommendation to the Board on the selection of investment manager and auditors;
4. Advise the Board on investment policies and protocol;
5. Analyze the University budget and financial statement and report to the Board and the Bargaining Committee.

Composition: The Association Treasurer, one (1) member of the Board of Directors, one (1) member from the Representatives Council, and one (1) member-at-large.

Term of Appointment: Members will serve for one academic year, renewable.

Meetings: At least once during the Fall and Winter semesters. The committee shall meet at the call of its Chair or the call of any two of its members.

Committee members may participate in person or via teleconference.

Chairperson: The Treasurer shall be Chair of the Finance Committee.

Observers: Members in good standing of the Association can attend the meeting upon request.

Quorum: A majority of members who sit on the committee shall form a quorum.

Voting: Each Committee member has one vote on any matter to be decided by vote. A majority of votes shall decide the said matter. In the event of a tie vote, the decision of the Chair shall govern.

Honoraria: At the exception of Board members, Committee Members shall receive an honoraria of 60.00\$ per meeting.

Date of Last Review: May 5, 2021



4 AWARDS COMMITTEE

The Awards committee shall report to the Board of Directors.

Reporting to: Each academic year the committee shall submit to the Board of director an annual report on their activities. The report will be presented to the membership at a General Meeting.

Mandate: The Awards committee is responsible for the annual Part-Time Professor of the Year award (PTPYA), the Designated Service Award, as well as awarding the APTPUO student grants. The Committee provides policy advice on the Academic and Professional Development Funds (APDF).

In addition to those responsibilities and activities that may be directed to it by the Board of Directors, this Committee will:

- Responsibilities:**
1. Evaluate individually each nomination file for the PTPYA, according to the criteria;
 2. Participate in the selection of the PTPYA by expressing their opinion to their colleagues;
 3. Monitor the management of the APDF and propose policy guideline to improve the operation;
 4. For the Fall general assembly, proposes nominations to the Board for Designated Service Award;
 5. Evaluate the student candidacy for the APTPUO student grant;
 6. Proposes to the Board criteria and policies for the various awards and bursaries of the Association.

Composition: The Association Treasurer, one (1) member of the Board of Directors, one (1) member from the Representatives Council, and one (1) member-at-large.

Term of Appointment: Members will serve for one academic year, renewable.

Meetings: At least once during the Fall and Winter semesters. The committee shall meet at the call of its Chair or the call of any two of its members.

Committee members may participate in person or via teleconference.

Chairperson: The Treasurer shall be Chair of the Finance Committee.

Observers: Members in good standing of the Association can attend the meeting upon request.

Quorum: A majority of members who sit on the committee shall form a quorum.

Voting: Each Committee member has one vote on any matter to be decided by vote. A majority of votes shall decide the said matter. In the event of a tie vote, the decision of the Chair shall govern.

Honoraria: At the exception of Board members, Committee Members shall receive an honoraria of 60.00\$ per meeting.

Date of Last Review: May 5, 2021



5 POLITICAL ACTION AND MOBILIZATION COMMITTEE

The Political Action and Mobilization Committee shall report to the Board of Directors.

Reporting to Each academic year the committee shall submit to the Board of director an annual report on their activities. The report will be presented to the membership at a General Meeting.

Mandate: The Committee advises the Board of Directors on campaigns and actions that defend the rights and interests of members and that promote the quality and accessibility of post-secondary education.

In addition to those responsibilities and activities that may be directed to it by the Board of Directors, this Committee will:

- Responsibilities:**
1. Propose campaigns or actions in which the Association could engage in or contribute to;
 2. Work in conjunction with the Communications and Membership Officer to draft statements or other relevant material of a political nature;
 3. Inform the Board of Directors of current and proposed government legislation (municipal, provincial and/or federal) that directly affects the working conditions of members;
 4. Propose to the Board campaigns and other strategies to raise awareness on working condition of part-time faculty;
 5. During bargaining, advise the Board of Directors on plans to ensure the engagement and mobilization of the membership to support the efforts of the negotiating team;
 6. Support the Board of directors and the bargaining committee during a period of strike;
 7. Provide feedback the Board of directors and the bargaining committee on the strike policy

Composition: The Vice-President Membership Engagement, the Vice-President Administration and Academic Affairs, at least one (1) member from the Representatives Council, and at least one (1) member-at-large.

Term of Appointment: Members will serve for one academic year, renewable.

Meetings: At least once during the Fall and Winter semesters. The committee shall meet at the call of its Chair or the call of any two of its members.

Committee members may participate in person or via teleconference.

Chairperson: The Vice-President Membership Engagement shall be Chair of the Political Action and Mobilization Committee.

Observers: Members in good standing of the Association can attend the meeting upon request.

Quorum: A majority of members who sit on the committee shall form a quorum.

Voting: Each Committee member has one vote on any matter to be decided by vote. A majority of votes shall decide the said matter. In the event of a tie vote, the decision of the Chair shall govern.

Honoraria: At the exception of Board members, Committee Members shall receive an honoraria of 60.00\$ per meeting.

Date of Last Review: May 5, 2021



6 EQUITY, DIVERSITY, AND INCLUSION COMMITTEE (EDI)

The EDI Committee shall report to the Board of Directors.

Reporting to Each academic year the committee shall submit to the Board of director an annual report on their activities. The report will be presented to the membership at a General Meeting.

Mandate: The Committee advises the Board of Directors concerning policies, guidelines, best practices, and actions in regards to equity, diversity, and inclusion within the Association and the University.

Responsibilities: In addition to those responsibilities and activities that may be directed to it by the Board of Directors, this Committee will:

1. Propose EDI related resources and tools to our members;
2. Advise the Board on EDI concerns;
3. Propose to the Board campaigns and other strategies to raise awareness about discrimination, oppression, and their effects;
4. Advise on Equity language to the Governance Committee for the Association's constitution and bylaws;
5. Advise on Equity language to the Bargaining Committee for inclusion of such language in the collective agreement.

Composition: The Vice-President Membership Engagement, at least one (1) other member from the Board of Directors, at least one (1) member from the Representatives Council, and at least one (1) member-at-large.

Term of Appointment: Members will serve for one academic year, renewable.

Meetings: At least once during the Fall and Winter semesters. The committee shall meet at the call of its Chair or the call of any two of its members.

Committee members may participate in person or via teleconference.

Chairperson: The members of the EDI Committee shall elect among themselves a Chair.

Observers: Members in good standing of the Association can attend the meeting upon request.

Quorum: A majority of members who sit on the committee shall form a quorum.

Voting: Each Committee member has one vote on any matter to be decided by vote. A majority of votes shall decide the said matter. In the event of a tie vote, the decision of the Chair shall govern.

Honoraria: At the exception of Board members, Committee Members shall receive an honoraria of 60.00\$ per meeting and the Chair shall receive an honoraria of 120.00\$ per meeting.

Date of Last Review: May 5, 2021



7 GOVERNANCE COMMITTEE

The Governance Committee shall report to the Board of Directors.

Reporting to Each academic year the committee shall submit to the Board of director an annual report on their activities. The report will be presented to the membership at a General Meeting.

Mandate: The Governance shall review the Constitution, bylaws, and policies of the APTPUO every three years. The Committee shall make recommendations on any proposals to modify the Association's governing documents.

Responsibilities: In addition to those responsibilities and activities that may be directed to it by the Board of Directors, this Committee will:

1. Advise the Board on the best governance practice with an emphasis on Faculty associations and unions governance.

Composition: The Recording-Secretary, at least one (1) other member from the Board of Directors, at least one (1) member from the Representatives Council, and at least one (1) member-at-large.

Term of Appointment: Members will serve for one academic year, renewable.

Meetings: At least once during the Fall and Winter semesters. The committee shall meet at the call of its Chair or the call of any two of its members.

Committee members may participate in person or via teleconference.

Chairperson: The Recording-Secretary shall Chair the Governance Committee.

Observers: Members in good standing of the Association can attend the meeting upon request.

Quorum: A majority of members who sit on the committee shall form a quorum.

Voting: Each Committee member has one vote on any matter to be decided by vote. A majority of votes shall decide the said matter. In the event of a tie vote, the decision of the Chair shall govern.

Honoraria: At the exception of Board members, Committee Members shall receive an honoraria of 60.00\$ per meeting.

Date of Last Review: May 5, 2021



8 ACADEMIC AFFAIRS COMMITTEE

The Academic Affairs Committee shall report to the Board of Directors.

Reporting to Each academic year the committee shall submit to the Board of director an annual report on their activities. The report will be presented to the membership at a General Meeting.

Mandate: The Academic Affairs Committee shall monitor the University's academic governance activities (Senate, Faculties, Academic Units), liaise and coordinate with APTPUO representatives on those bodies, and make recommendations to the Board to strengthen the voice of part-time professors in the academic governance of the University

Responsibilities: In addition to those responsibilities and activities that may be directed to it by the Board of Directors, this Committee will:

1. Monitor departmental assembly reports provide by Representatives council members and report to the Board;
2. Monitor Faculty council report provide by Faculty representative and report to the board;
3. To oversee the meetings and work of the Senate and its various committees, including all related documentation, and report to the Board.

Composition: The Vice-President Administration and Academic Affairs, The Vice-President Membership Engagement, at least one (1) member from the Representatives Council, and at least one (1) member-at-large.

Term of Appointment: Members will serve for one academic year, renewable.

Meetings: At least once during the Fall and Winter semesters. The committee shall meet at the call of its Chair or the call of any two of its members.

Committee members may participate in person or via teleconference.

Chairperson: The Vice-President Administration and Academic Affairs shall Chair of the Academic Affairs Committee.

Observers: Les membres en règle de l'Association peuvent assister à la réunion sur demande.

Quorum: A majority of members who sit on the committee shall form a quorum.

Voting: Each Committee member has one vote on any matter to be decided by vote. A majority of votes shall decide the said matter. In the event of a tie vote, the decision of the Chair shall govern.

Honoraria: At the exception of Board members, Committee Members shall receive an honoraria of 60.00\$ per meeting.

Date of Last Review: May 5, 2021

