Mount Royal Faculty Association

2019 Annual General Meeting

May 10, 2019

AGM Package
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MRFA 2019 AGM Agenda

May 10, 2019, 9:30am - 1:00pm
Lincoln Park Room

Agenda

Approval of Minutes
May 11, 2018 Annual General Meeting Minutes
April 5, 2019 Regular Meeting Minutes

Orders of the Day
9:30am: Executive Motion – Proposed Bylaw Amendments, Melanie Peacock (9:30 – 9:50)

10:30am: MRFA Elections, Allison MacKenzie, Chief Returning Officer

Executive Board Elections
1. All Candidates Forum – Executive Board and DEC Chair Nominees (9:50 – 10:15)
2. Appointment of Vote Auditor (10:15 – 10:20)
3. Appointment of Scrutineers
4. Motion THAT ballots be destroyed following tabulation of the results
5. Voting (10:20 – 10:35)

Committee Elections
1. Nominations to MRFA Committee Positions (10:35 – 11:00)
2. Motion to establish dates and times of Committee voting

Reports of Officers and Standing Committees

1. President’s Report, Melanie Peacock (11:00 – 11:30)
2. Treasurer’s Report, Rafik Kurji (11:30 – 12:00)
   a. Financial Results, March 31, 2019 and 2019-2020 Budget
   b. Account Balances – Contingency and Building Fund Updates
   c. Executive Motion – Approval of 2019-2020 Operating Budget
   d. Executive Motion – Appointment of Auditor for 2019-2020
3. Vice-President Policy and Senior Grievance Officer’ Report, Brady Killough (12:00 – 12:20)
4. Vice-President Negotiations Report, Lee Easton (12:20 – 12:50)
5. MRFA Executive Officer and Standing Committee Reports – Discussion / Acceptance by Consensus (12:50 – 1:00)

Other Reports

Announcements

Adjournment
Awards, Retirees Celebration and Lunch to follow in the Faculty Centre
Minutes of the Mount Royal Faculty Association
Meeting date: May 11, 2018

Call to order: An Annual General Meeting of the MRFA was held in Mount Royal University, Calgary, Alberta on May 18, 2018. The meeting convened at 9:32am, President, Marc Schroeder, presiding.

Members Present - 154 members present (see attached attendance sheets)

Agenda - Approved

Approval of Minutes
Motion was made by Marc Schroeder to approve the minutes of the April 6, 2018 Regular Meeting. Motion Carried.

Orders of the Day

9:30am: Executive Motion – Proposed Bylaw Amendments, Marc Schroeder
Executive Board Motion That the MRFA Bylaws be amended as presented
Proposed changes were reviewed by the Bylaws and Governance Committee and Executive Board. Many changes were related to making the bylaws compliant with related legislation.

Discussion
Vote - Carried Unanimously

10:30am: MRFA Elections, Allison Mackenzie, Chief Returning Officer

Executive Board Elections

6. All Candidates Forum – Executive Board Nominees
Melanie Peacock, President
Brady Killough, VP Policy and SGO
Brenda Lang, Communications Rafik Kurji, Treasurer
Michele Holmgren, Member at Large
Jennifer Solinas, Member at Large
D.A. Dirks, Diversity and Equity Chair
Bob Uttl, Faculty Evaluation Chair
7. Appointment of Vote Auditor - Miriam Carey appointed to serve as vote auditor

8. Appointment of Scrutineers - Candidates declined the appointment of scrutineers.

9. Motion THAT ballots be destroyed following tabulation of the results
   Moved: Miriam Carey
   Seconded: Frank Cotae
   Vote - Carried Unanimously

10. Voting

11. Results
   President: Melanie Peacock, General Management and Human Resources
   Vice-President Policy & Senior Grievance Officer: Brady Killough, Math & Computing
   Contract Member Representative: Guy Obrecht, General Education
   Communications Officer: Brenda Lang, General Management and Human Resources
   Treasurer: Rafik Kurji, Accounting and Finance
   Member at Large: Jennifer Solinas, General Education
   Diversity and Equity Committee Chair: D.A. Dirks, Humanities
   Faculty Evaluation Committee Chair: Bob Utti, Psychology

Committee Elections
3. Nominations to MRFA Committee Positions
   Members in attendance were nominated to fill vacant positions and were subsequently acclaimed and/or added to the online committee ballot.

4. Motion to establish dates and times of Committee voting
   Motion THAT online voting be open continuously from 9:00am on May 14 to 5:00pm on May 15.
   Vote – Carried Unanimously

5. Motion THAT ballots be destroyed following tabulation of the results
   Deferred to September Regular Meeting

11:30am: Vice-President Negotiations Report, Lee Easton
   Motion to move to in camera
   Moved: Scott Murray
   Seconded: Christian Cook
   Vote – Carried Unanimously

   Motion of support for the MRFA’s Negotiating Committee to demonstrate the memberships’ full support of the positions they have brought to the table.
   Moved: Brenda Lang
   Seconded: Kim Williams
   Discussion
   Vote – Carried Unanimously

Reports of Officers and Standing Committees
6. **President’s Report, Marc Schroeder**

Marc expressed his appreciation for the commitment and contributions of Association members and staff who have worked diligently over his four years as President to continue to represent members’ interests, protect members’ rights and move the Association forward. Some of the significant accomplishments of the Association since 2014 were summarized including, among many other things, multiple impactful submissions to the government on revisions to the PSLA, improving structures and supports for the Negotiating Committee, Joining CAUT and the CAUT Defense Fund, the implementation of a document management system, and successful and ongoing transitional work relating to the restored right to strike/lockout. In addition to ongoing work to prepare for the strike lockout context, the Association will need to strive to maintain its current role of providing a collective voice for faculty. The MRFA is the only body with faculty and staff dedicated to monitoring and responding to issues that arise: the Association puts this work in every day to ensure that the faculty voice is helping to guide the university. Support of the membership is needed for the Association to continue to have this effective voice.

7. **Treasurer’s Report, Shiraz Kurji**

   a. **Financial Results, March 31, 2018 and 2018-2019 Budget**

   The financial results for the fiscal year ending March 31, 2018 were reviewed and budget plans for 2018-2019 were presented. There was no discussion and the membership expressed appreciation for the conscientious work of Shiraz Kurji in the role of Treasurer for the past five and a half years.

   b. **Contingency and Building Fund Updates**

   c. **Executive Motion – Approval of 2018-2019 Operating Budget**

   Vote – Carried Unanimously

   d. **Executive Motion – Appointment of MNP as the MRFA’s Auditor for 2018-2019**

   Vote – Carried Unanimously

8. **Vice-President Policy and Senior Grievance Officer’ Report, Sabrina Reed**

   Though it can be difficult, it is important that members continue to bring concerns forward so that the Association can ensure that the Collective Agreement is enforced.

**Other Reports**

All reports are available online, and all were taken as read.

**Adjournment:** the meeting was adjourned at 1:30pm and members were invited back to the Faculty Centre for Awards, Retirees Celebration and Lunch.

________________________________    ______________________
Communications Officer, MRFA    Date of approval
Minutes of the Mount Royal Faculty Association
Meeting Date: April 5, 2019

Call to order: A Regular Meeting of the MRFA was held in Mount Royal University, Calgary, Alberta on April 5, 2019. The meeting convened at 9:00 am, President, Melanie Peacock, presiding.

Members Present - 58 members present. Attendance sheets filed in MRFA records.

Approval of Agenda
Moved: Audra Foggin and Seconded: Guy Obrecht
Vote: Carried Unanimously

Approval of Minutes
Motion THAT the minutes be approved for the minutes of November 28, 2018 Regular Meeting, December 11, 2018 Special Meeting, January 29, Regular Meeting, January 29, 2019 Special Meeting, February 13, 2019 Extraordinary Meeting, and the March 8 Extraordinary Meeting.
Moved: Miriam Carey and Seconded: Lee Easton
Vote: Carried Unanimously

Unfinished Business:
Motion THAT ballots, from the January 29, 2019 meeting regarding the election for Member-at-Large be destroyed.
Moved: Lee Easton and Seconded: Ruth Murdoch
Vote: Carried Unanimously

Officers' Reports
President's Report, Melanie Peacock

1. Student Accommodations: Taping of Lectures
   Work has been conducted to review Alberta Human Rights requirements, duty to accommodate, etc. Members must work with student(s) and Accessibility Advisor to determine if and how taping of lectures will be accommodated. If you don’t want lectures to be taped, please find another way to accommodate the students’ requirements. Note: This is only when a student presents appropriate documentation from Accessibility Services.

2. MRFA Member Census
   Thank you to everyone who completed this important tool. Results are currently being analyzed and further information will be shared at the AGM on May 10, 2019.

3. Upcoming MRFA Elections
   Nominations will commence on April 10, 2019. Nominations for MRFA Exec positions and Chair of DEC are due to Irene Leclerc by May 1st. Note: Campaign statements are also required. Nominations for these positions are not accepted at the AGM.
   Nominations (and campaign statements) for all other MRFA Committee positions are due to Irene Leclerc by May 8th. Note: Nominations will also be taken from the floor at the AGM on May 10th.
   Members are encouraged to put their names forward for these various roles.

4. Provincial Election
SAMRU is actively promoting and encouraging students to vote. Faculty encouraged (using their own decisions and discretion) to support this.

5. External Affiliations

Upcoming events that MRFA president will be participating in:
- CAUT Spring Council (May 2 – 5, 2019)
- Annual CAFA Retreat (May 15 – 17, 2019)

6. Hiring Committee Work

- Dean, Continuing Education and Extension: Work ongoing. (M. Peacock is the MRFA Representative on this committee.)
- Vice Provost and AVP, Academic: Work ongoing. (A. MacKenzie is the MRFA Representative on this committee.)

7. Working with Management

MRFA has reached out to President’s Office and asked for meetings with Tim Rahilly. Ongoing objective is to work collaboratively with members of senior management.

Vice-President, Policy and Senior Grievance Officer Report, Brady Killough

1. Recent Policy Consultations

No reviews currently underway. Policy review pertaining to SPoTs may not occur, as this has already gone through a 30 day consultation period. If no further review takes place members who are GFC counselors must ensure that they carefully review any proposed policies and use our academic voices/representation at GFC. Also, members are encouraged to attend the pre-GFC meetings that are held in the Faculty Centre prior to each GFC meeting.

2. Grievance Report

Since the last grievance report (Feb. regular meeting) there have been 4 grievances filed.

Two grievances were filed regarding the process for making list-A reassigned time decisions. One was initiated by an individual member, and a second initiated by the Association. These were related to the decision-making process for list-A (i.e. ensuring that it is in fact the Dean who is making the decisions) as well as the list of eligible activities specified in the CA. It appeared that certain eligible activities had been deemed universally ineligible. These were both settled at Step 2.

Discussion: How can the MRFA ensure that members are informed of deadlines for applying for List A?
Response: In the next academic year the goal is to populate the MRFA online calendar with critical dates and encourage members to use this resource.

The third grievance was related to the composition of a hiring committee. In this instance the Board identified that the normal composition as specified in the CA would not be appropriate and engaged the
Association in a discussion regarding the modified committee composition. When the process to populate the committee was initiated, however, the composition matched neither the CA, nor what had been discussed as the altered composition. This was settled at Step 2 by altering the committee composition to align with the originally discussed alteration to the normal composition as specified in the CA.

The fourth grievance is still currently active, at Step 2. This grievance concerns a faculty member who, in the words of the Board, has been “separated” from their employment. The individual had been working under an accommodated work plan due to necessary medical accommodation. The board decided that continuing to provide the accommodation constituted undue hardship on their part and provided notice that the employee would be separated from their employment. The grievance has been filed, but the Step 2 meeting has not yet taken place.

Order of the Day, 9:45 a.m.

In Camera Session:

Motion THAT the meeting move to in camera.

Motion: Frances Widdowson and Seconded: David Clemis

Vote: Carried Unanimously

Negotiations Committee Report, Lee Easton, Chair of the Negotiating Committee

On behalf of the negotiations committee Lee updated members about the following:

- Outstanding work to close out current round of bargaining
- Planning for next round of bargaining

Motion THAT the meeting move back to out of camera.

Motion: Brenda Lang and Seconded: Anapum Das

Vote: Carried Unanimously

Facilitated Discussion:

Key points of learning from recent round of collective bargaining.

Brenda Lang encouraged members to use comment cards and other MRFA communication tools to inform and advise the MRFA communication committee and the MRFA Executive Board about their ongoing needs and ideas regarding collective bargaining.

Announcements

- April 16, 2019 - David Docherty Farwell (Roderick Mah Centre)
- April 18, 2019 - Contract Service Honorarium Deadline – Application Form
- April 26, 2019 (12 noon to 2 pm) – MRFA Committee Affair (Faculty Centre)
- April 29 & 30, 2019: MRFA Annual Spring Retreat (Kananaskis)
- May 10, 2019 (9:30 am to 1:00 pm) - MRFA Annual General Meeting (LPR and then Faculty Centre)
- May 23, 2019 (11 am to 1 pm) – MRFA Faculty BBQ (Faculty Centre)

Motion THAT the meeting be Adjourn by David Clemis and Seconded by Cathy Carter-Snell

Vote: Carried unanimously

Adjournment: The meeting was adjourned at 10:30 a.m.

Communications Officer, MRFA

Date of approval
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The Bylaws of the
Mount Royal Faculty Association

1. NAME

Pursuant to the Post-secondary Learning Act the name of the academic staff association is the "Mount Royal Faculty Association" (hereinafter referred to as "the Association").

2. OFFICE

The office of the Association shall be maintained at the City of Calgary in the Province of Alberta at such specific locations as may be determined by the Executive Board of the Association.

3. OBJECTIVES

3.1. The objectives of the Association are:

- To serve as the bargaining agent for the academic staff of the University, to bargain terms and conditions of employment collectively on behalf of the academic staff of the University, and regulation of relations between the Board of Governors as employer and the academic staff members of the University;
- To advocate to and liaise with the Board of Governors and the administration of the University, on behalf of its members, with respect to matters of University governance, planning, policy and administration affecting its members and their working conditions, and with respect to other matters of member welfare;
- To uphold the values and principles of equity, diversity, inclusion and fairness in Association and University processes;
- To promote, maintain and improve the professional standing of its members and the quality of education at Mount Royal University;
- To protect the Academic Freedom rights of the academic staff of the University, which includes maintaining their right to exercise independent judgment in the planning and execution of their academic responsibilities, and includes protection and promotion of the independent voice of the academic staff in the collegial governance of the University;
- To advocate for access to and the enhancement of post-secondary education as a public good, and for the improvement of related public policy; and
- To provide a collective voice and group representation for the views of its members in all matters affecting the Mount Royal University community.

4. DEFINITIONS AND INTERPRETATION

4.1. DEFINITIONS

4.1.1. Article Empty
4.1.2. "CAUT" shall mean the Canadian Association of University Teachers.
4.1.3. "Association" shall mean the Mount Royal Faculty Association.
4.1.4. "Collective Agreement" shall mean the current Collective Agreement between the Association and the Board of Governors of Mount Royal University.
4.1.5. "University" shall mean Mount Royal University.
4.1.6. "Full-time member" shall mean a full-time or limited-term employee as defined in the Collective Agreement.
4.1.7. "Contract member" shall mean a contract employee as defined in the Collective Agreement.
4.1.8. "Member in good standing" shall mean a member of the university community who has fulfilled the requirements in the Membership articles of these Bylaws; whose dues, according to the Dues articles of these Bylaws, are paid in full; and who is not currently subject to a disciplinary measure with an associated finding that the member is not in good standing applied under the Ethics articles of these Bylaws.
4.1.9. “SICH” shall mean scheduled instructional course hour as defined in the Collective Agreement.
4.1.10. "Working days" shall mean days exclusive of Saturdays, Sundays, days designated as holidays in the Collective Agreement, all days otherwise designated as University holidays by the Board of Governors of Mount Royal University, and 15 June to 14 August inclusive.
4.1.11. "Resolution of the Membership" shall mean a resolution passed through a vote conducted at a properly constituted Meeting of the Association at which the resolution was considered and with the vote subsequently taken by all Regular Members of the Association who are eligible to vote such as through paper balloting, electronic balloting, or another method of voting.
4.1.12. “Regular Resolution of the Membership” shall mean a Resolution of the Membership whose passage requires a simple majority.
4.1.13. “Special Resolution of the Membership” shall mean a Resolution of the Membership whose passage requires a simple majority and where the Meeting of the Association referred to in Article 4.1.11 is limited to either an Annual General Meeting, a Special Meeting or an Extraordinary Meeting held in accordance with Article 7.3 or 7.4 or 7.5.
4.1.14. “Two-Thirds Special Resolution of the Membership” shall mean a resolution as set forth in Article 4.1.13 except that passage is required by a two-thirds majority of voters.
4.1.15. “MRU Coalition” shall mean the committee representing members from each of the Student, Staff and Faculty Associations at MRU.

4.2. INTERPRETATION

In all Bylaws of the Association the singular shall include the plural and the plural the singular, and the word “person” shall include corporations and societies. Wherever reference is made to any statute or Article or section thereof, such reference shall be deemed to extend and apply to any amendment to said statute or section, as the case may be. “In writing” or “written” means handwriting, a computer printed document, or any electronic form of communication by which words can be visibly reproduced at a distant point of reception, including e-mail, transmission of a computer file, or facsimile transmission (fax).

Commented [1]: Refer to repeal of section 17 further in Bylaws. As per legal counsel, MRFA cannot be involved in disciplinary action (and repercussions) pertaining to a member on member issue.
5. **MEMBERSHIP**

5.1. **GENERAL**

No individual shall apply for or hold membership status in more than one category of membership at a time.

5.2. **REGULAR MEMBERSHIP**

5.2.1. Pursuant to the Post-Secondary Learning Act and to the Association Membership article of the Collective Agreement, all employees of the University designated as members of the academic staff shall become Regular Members of the Association upon the date of commencement of appointment.

5.2.2. For greater certainty, persons employed in a managerial capacity or in a confidential capacity in matters relating to labour relations and who are therefore excluded the Collective Agreement pursuant to the Association Membership article of the Collective Agreement are not Regular Members.

5.3 **SOCIAL MEMBERSHIP**

5.3.1 Social Membership may be granted to the following University administrators: any Academic Leader as defined in the Collective Agreement, and any other University administrator approved by the Executive Board.

5.3.2 An application for Social Membership shall be presented in writing to the President. Social Membership shall be considered for approval by the Executive Board, who shall notify Regular Members promptly of such approvals.

5.3.3 Social Membership may be renewed annually, subject to continued eligibility as per Article 5.3.1, by paying the dues specified in Article 6.4.1. When a Social Membership has not been renewed, the membership is revoked.

5.3.4 Such membership shall entitle the member to use the Faculty Centre and to attend social activities. This access may be limited at specific times by Regular Resolution of the Membership or by the Executive Board.

5.3.5 Whenever a majority of members of the Executive Board or fifty (50) non-Executive Regular Members in good standing petition the Executive Board, or when a majority of those present and voting at a Meeting of the Association so approve, the Executive Board shall put a motion on the agenda of the next Meeting of the Association to revoke an individual’s Social Membership for cause.

5.3.6 Social membership does not include the following:

5.3.6.1 the right to attend any meetings of the Association unless invited by the Executive Board,

5.3.6.2 the right to receive any minutes or correspondence of the Association except for specific notices or information dealing with the social activities of the Association, and

5.3.6.3 the right to vote or to hold office.
5.4 MEMBERS EMERITI

5.4.1 When a Regular Member retires from the University, they shall become a Member Emeritus/Emerita of the Association. Members Emeriti are entitled to use the Faculty Centre and join in Association activities. They may not vote or hold office.

5.4.1.1 For contract Regular Members, the definition of retirement in the University's Retirement Policy 960-10 shall be used; namely that a contract employee is deemed to be retired if, at the time of ending employment, the employee is 55 years of age or older and has completed a minimum of two years' service at Mount Royal.

5.4.2 When a Social Member retires from the University, having previously served as a Regular Member for a minimum duration of 5 consecutive years, they shall become Member Emeritus/Emerita of the Association.

5.5 ASSOCIATE MEMBERSHIP

5.5.1 Associate Membership may be granted to adjunct faculty, visiting faculty, endowed chairs, resident faculty, post-doctoral fellows, or any other academic person as approved by the Executive Board.

5.5.2 An application for Associate Membership shall be presented in writing to the President. Applications for Associate membership shall be considered for approval by the Executive Board.

5.5.3 Such membership shall entitle the member to use the Faculty Centre and to attend social and professional development activities.

5.5.4 Associate membership does not include the following:

5.5.4.1 the right to attend any meetings of the Association unless invited by the Executive Board,

5.5.4.2 the right to receive any minutes or correspondence of the Association except for specific notices or information dealing with the social and professional development activities of the Association, and

5.5.4.3 the right to vote or to hold office.

5.6 HONORARY MEMBERS

5.6.1 The Association may extend Honorary Membership to individuals for such reason and length of time as seems appropriate, provided a majority of regular members present and voting at a Regular, Special Meeting or Annual General Meeting are in favour of so extending.

5.6.2 Such membership shall entitle the member to use the Faculty Centre and to attend social activities.

Commented: Done to allow for judgement and discretion as to who may be Associate members. Definition of what is meant by "academic" person is unclear.
5.6.3 Honorary membership does not include the following:

5.6.3.1 the right to attend any meetings of the Association unless invited by the Executive Board,

5.6.3.2 the right to receive any minutes or correspondence of the Association except for specific notices or information dealing with the social activities of the Association, and

5.6.3.3 the right to vote or to hold office.

5.7 GUESTS

5.7.1 Use of the Faculty Centre is restricted to Association members and staff. However, any Regular Member may sign-in up to two (2) guests to enter the Faculty Centre.

5.7.2 Guests shall not include current Mount Royal credit students without the approval of a member of the Executive Board, which may be granted on a standing basis. Larger groups of credit students may be approved as guests for educational purposes by the Executive Board.

5.8 TERMINATION OF MEMBERSHIP

5.8.1 When a Regular Member ceases employment at the University, Regular Membership in the Association shall continue for a sixty (60) working day period of twelve (12) months. No dues shall be paid during this period. For greater clarity:

5.8.1.1 In accordance with the Labour Relations Code the Association shall not deny a former employee who is a Regular Member in the sixty (60) working day period or who was a Regular Member the right to be fairly represented by the Association with respect to the former employee's rights under the Collective Agreement; and

5.8.1.2 During the twelve (12) month sixty (60) working day period, a Regular Member whose employment has ceased retains all rights and privileges of Regular Membership conferred under these Bylaws, except those that are inconsistent with provincial laws.

5.8.2 No Regular Member can withdraw from membership in the Association while they are employed at the University.

6. DUES

6.1 CHANGE OF DUES

Membership dues shall be changed only through a Bylaw amendment at the Annual General Meeting or at a Special Meeting called for that purpose pursuant to the Meetings articles of these Bylaws.

6.2 REGULAR MEMBER DUES

Regular Members shall pay dues of 1.5% of gross pay, normally to be deducted by the University in accordance with Article 2 (Association Membership) of the Collective Agreement.
6.3 DUES WHILE ON LEAVE WITHOUT PAY

6.3.1 A Regular Member who is on an approved leave of absence without pay, including long term disability, shall pay no dues. The member on such a leave shall retain full privileges and benefits of the Association.

6.4 NON-REGULAR MEMBER DUES

6.4.1 Social Members shall pay dues of Three Hundred Dollars ($300.00) per year, prorated.
6.4.2 Members Emeriti shall pay no dues.
6.4.3 Associate Members shall pay dues of Sixty Dollars ($60.00) per year.
6.4.4 Honorary Members shall pay no dues.

6.5 SPECIAL DUES

Any special dues that may be required must be approved by a two-thirds majority vote at the Annual General Meeting or at a Special Meeting called for that purpose pursuant to the Meetings articles of these Bylaws.

6.6 NOTICE OF CHANGE OF DUES

Meeting notice of the Annual General Meeting or a Special Meeting called for that purpose at which a change of dues or special dues is subsequently approved shall constitute full notice to Members of the change.

7. MEETINGS OF THE ASSOCIATION

7.1 GENERAL

7.1.1 All meetings of the Association shall be held on working days and between the hours of 8:00 a.m. and 6:00 p.m. A meeting may continue beyond these times so long as it has quorum.
7.1.2 The President shall chair meetings of the Association except as provided under Articles 7.3.4.6 and 18.1.1.

7.2 REGULAR MEETINGS

7.2.1 Regular Meetings of the Association shall normally be held at the following times: last week of September, last week of October, last week of November, last week of January, first week of March, and first week of April.
7.2.2 The Executive Board may cancel a maximum of one (1) Regular Meeting per semester where there is insufficient business.
7.2.3 There shall be no less than ten (10) working days’ written notice of a Regular Meeting.
7.2.4 A quorum for a Regular Meeting shall be fifty (50) Regular Members in good standing.

7.2.5 The purposes of Regular Meetings shall be to:

7.2.5.1 Receive information, updates and interim reports from the Executive Board, Standing Committees and ad hoc Committees;

7.2.5.2 Provide opportunities for the Executive Board, Standing Committees and ad hoc Committees to consult with the Regular Members of the Association;

7.2.5.3 Provide a forum for discussion of matters that are or may be of collective concern to the Regular Members of the Association; and

7.2.5.4 Conduct Association business for which notice was given as part of the written notice pursuant to Article 7.2.3, except for Association Business required to be transacted at a Special Meeting or the Annual General Meeting in accordance with these Bylaws.

7.2.6 A Regular Member who is not a member of the Executive Board and who wishes to propose an item of Association business for transaction at a Regular Meeting shall inform the President not less than twenty (20) working days prior to week of the Meeting, pursuant to Article 7.2.1.

7.3 ANNUAL GENERAL MEETING

7.3.1 The Association shall hold an Annual General Meeting on the second Friday of May in each and every year.

7.3.2 There shall be no less than ten (10) working days’ written notice of such a meeting.

7.3.3 A quorum for the Annual General Meeting shall be seventy (70) Regular Members in good standing.

7.3.4 The purposes of the Annual General Meeting shall be to:

7.3.4.1 Conduct Association business beyond that which is listed in Articles 7.3.4.2 through 7.3.4.7, for which notice was given as part of the written notice pursuant to Article 7.3.2, including in accordance with Articles 5.6.1 (Honorary Members), 6.1 (Change of Dues), 6.5 (Special Dues), 15.1.2 (Borrowing Power), and 19.1 (Amendments);

7.3.4.2 Receive reports from the Executive Board and Standing Committees;

7.3.4.3 Review and approve an annual budget in accordance with Article 15.4.2;

7.3.4.4 Appoint an auditor for the next fiscal year;

7.3.4.5 Finalize a list of candidates and establish voting times for Standing Committee elections in accordance with Article 12.2;

7.3.4.6 Elect the Executive Board in accordance with Article 12.1. No candidate for the office of President may preside over this item of business; and
7.3.4.7 Elect the Chairs of Standing Committees named in Article 10.1.5 in accordance with Article 12.1.

7.4 SPECIAL MEETINGS

7.4.1 There shall be no less than seven (7) working days’ written notice of a Special Meeting.

7.4.2 A quorum for a Special Meeting shall be seventy (70) Regular Members in good standing.

7.4.3 All business dealt with at a Special Meeting shall be considered business of the Association.

7.4.4 Special Meetings shall be limited to the subject matter described in the notice for such a meeting.

7.4.5 Special Meetings may be held:

7.4.5.1 In accordance with Articles 5.6.1 (Honorary Members), 6.1 (Change of Dues), 6.5 (Special Dues), 15.1.2 (Borrowing Power), or 19 (Amendments); or

7.4.5.2 On any other item of Association business as identified by the Executive Board.

7.4.6 Special Meetings shall be held:

7.4.6.1 In accordance with Articles 13.2.1 or 13.2.3.2 (Executive Board Vacancies), 13.3.4 (Removal from Office), or 14 (Agreements and Ratification); or

7.4.6.2 Whenever a majority of members of the Executive Board or fifty (50) Regular Members in good standing petition the Executive Board for such a meeting.

7.4.6.2.1 When such a petition for a Special Meeting is received by the Executive Board, the Executive Board shall provide written notice of the Special Meeting within five (5) working days. Such a Special Meeting shall normally be scheduled to take place within fifteen (15) working days of receipt of such a petition, subject to Article 7.4.1.

7.5 EXTRAORDINARY MEETINGS

7.5.1 An Extraordinary Meeting may be called by the Executive Board with no less than forty-eight (48) hours written notice for the purpose of dealing with immediate concerns deemed vital to the well-being of the Association. Notwithstanding Article 7.4.6, an Extraordinary Meeting may be held in accordance with the articles named in Article 7.4.6.1, instead of holding a Special Meeting, when this is deemed vital by the Executive Board.

7.5.2 A quorum for an Extraordinary Meeting shall be seventy (70) Regular Members in good standing.
8. THE EXECUTIVE BOARD

8.1 COMPOSITION

The Executive Board of the Association shall comprise ten (10) Regular Members in good standing: the President; Vice-President, Negotiations; Vice-President, Policy and Senior Grievance Officer; Advocacy Officer; Communications Officer; Treasurer; Academic Liaison Officer; Contract Member Representative; Member at Large; and the Faculty Nominee to the Board of Governors.

8.2 RESPONSIBILITIES

8.2.1 The Executive Board of the Association shall be vested with the full responsibility for the overall governance, direction, business, and all affairs of the Association during its term of office, including the establishment of policies and operating procedures, and shall be responsible to the Regular Members of the Association subject to the provisions of the Removal, Resignation and Appointment articles of these Bylaws.

8.2.2 The Executive Board shall have responsibility to advise all members on the interpretation of the Bylaws, and the Regular Members on the Collective Agreement.

8.2.3 The Executive Board shall be responsible for the processing and arbitration of grievances, in accordance with Article 10.12 (Grievance Committee).

8.2.4 The Executive Board shall be responsible for appointing, evaluating the performance of, and overseeing the management of the Association's staff.

8.2.5 The Executive Board shall be responsible for overseeing the management, use, maintenance and improvement of the Faculty Centre, in accordance with Article 10.10 (Faculty Centre Management Committee).

8.2.6 The Executive Board shall report to the Regular Members at all Regular Meetings and the Annual General Meeting.

8.3 MEETINGS

8.3.1 Meetings of the Executive Board shall normally be held on working days and normally between the hours of 9:00 a.m. and 5:00 p.m. A meeting may continue beyond these times so long as it has quorum.

8.3.2 The Executive Board shall annually or for each semester approve a schedule of meetings of the Executive Board such that they are planned to be held at approximately ten (10) working day intervals, with not more than fifteen (15) working days between meetings.

8.3.3 The President shall call meetings of the Executive Board, including in accordance with the schedule as set forth in Article 8.3.2. Except under extraordinary circumstances, there shall be not less than five (5) working days notice of a meeting of the Executive Board, and the President shall prepare the agenda for meetings in consultation with the Executive Board.

8.3.3.1 The President may call additional meetings of the Executive Board, beyond those scheduled as set forth in Article 8.3.2.
8.3.3.2 The President must call a meeting of the Executive whenever petitioned to do so by at least five (5) of voting members of the Executive Board.

8.3.3.3 The President, in consultation with the Executive Board, may cancel a meeting where there is insufficient business, except where the meeting was called pursuant to Article 8.3.3.1.

8.3.4 Quorum for meetings of the Executive Board shall be six (6) voting members.

8.4 RESIGNATION OF PRESIDENT: Should the President resign or leave office, the Vice-President, Policy and Senior Grievance Officer shall immediately assume the office of President until a by-election is held in accordance with the Removal, Resignation and Appointment articles of these Bylaws.

8.5 POWERS OF APPOINTMENT: The Executive Board shall be empowered to appoint Regular Members of the Association to committees and office in accordance with the Removal, Resignation and Appointment articles of these Bylaws.

8.5.1 Notwithstanding anything in these Bylaws, the Executive Board at its sole discretion shall be empowered to appoint up to two additional members to any Standing Committee, beyond the number of members specified in Article 10, in order to increase the diversity of membership with respect to category of appointment, faculty or academic unit, or membership in an equity-seeking group.

REMUNERATION: No member of the Executive Board shall be remunerated for services rendered to the Association except by Regular Resolution of the Membership. Reassigned time shall normally be used to purchase release from instructional or equivalent duties in order to provide time for Association work. Under extenuating circumstances when release time cannot be accommodated, payment equivalent to release time may be provided to a member of the Executive Board, subject to approval of the MRFA Executive Board. Examples of extenuating circumstances include unexpected or department necessitated teaching requirements and Chair workload.

The disbursement must be requested and completed within the fiscal year coinciding with the MRFA Executive Board member’s term.

Contract Academic Staff are eligible to receive a stipend at the rate equal to E6 on the contract faculty grid, equal to the value of release time, rather than release time, if they choose.

8.6 Article Empty

8.7 TERM LIMITS: No person shall hold the same Executive Board position for more than two (2) consecutive full terms, which may be preceded by a partial term to fill a vacancy. No person shall sit on the Executive Board for more than eight (8) consecutive years.

8.8 IMMEDIATE PAST PRESIDENT
8.8.1 For the six (6) months immediately following the previous President’s last term of office, the previous President shall serve as Immediate Past President, except when the previous President is serving as a member of the Executive Board in another capacity, when the previous President was removed from office pursuant to Article 13.3, when the previous President is no longer a Regular Member in good standing, or when the previous President is unable to serve in this capacity for another reason as determined by the previous President or the Executive Board.

8.8.2 The Immediate Past President shall serve as a resource to the Executive Board for the purpose of providing continuity, and may attend meetings of the Executive Board, but is not a member of the Executive Board, shall not move or second of Executive Board motions, and shall not vote on Executive Board motions.

8.8.3 The Immediate Past President may be asked to serve as a resource to the Grievance Committee at the discretion of the President or at the discretion of the Vice-President, Policy and Senior Grievance Officer.

9. OFFICERS

9.1 ELIGIBILITY

Only Regular Members in good standing shall be eligible to hold office for any term.

9.2 PRESIDENT

9.2.1 The President of the Mount Royal Faculty Association shall be a tenured Regular Member in good standing.

9.2.2 The President shall be the Chief Executive Officer of the Association, shall chair the Executive Board of the Association, shall chair the Faculty Centre Management Committee, shall chair the Bylaws and Governance Committee, shall sit on the Grievance Committee, and shall be an ex officio member of all other Association Committees.

9.2.3 The President shall be the Association’s liaison between the Association and the senior administration of the University.

9.2.4 The President shall be the Association’s representative in dealings with the Human Resources Department of the University.

9.2.5 The President shall be responsible, in conjunction with the Vice-President, Policy and Senior Grievance Officer, for monitoring proposed changes to University policy and other matters of University governance which affect the terms and conditions of Regular Members’ employment.

9.2.6 The President shall be the initial point of contact for members regarding the Collective Agreement. The President shall respond to routine requests for information and shall refer concerns involving the interpretation and/or contravention of the Collective Agreement to the Vice-President, Policy and Senior Grievance Officer and/or the Labour Relations Officer.

9.2.7 The President shall represent the Association at Step 2 of grievances in accordance with the Grievance Procedure article of the Collective Agreement.
9.2.8 The President shall provide confidential advice and assistance regarding matters not involving interpretation and/or contravention of the Collective Agreement, including, but not limited to, Association Bylaws, policies and procedures, University policies and procedures, issues of faculty evaluation, issues of faculty welfare, and conflict resolution.

9.2.9 The President shall be the Association’s representative to CAUT.

9.2.10 The President shall be a member of the MRU Coalition.

9.2.11 The President shall be the external spokesperson of the Association and may express non-partisan political views on matters related to post-secondary education.

9.2.12 The President shall be responsible, in consultation with the Executive Board, for the preparation and approval of the agenda for Association meetings, and shall chair Association meetings in accordance with Article 7.1.

9.2.13 The President has the authority to delegate responsibilities outlined above to MRFA Staff or other Executive Board Members.

9.2.14 The President shall be empowered to countersign cheques on behalf of the Association.

9.2.15 The President shall have custody of the Great Seal of the Association, and shall be responsible for the official correspondence of the Association and shall affix the seal of the Association when authorized by the Executive Board so to do.

9.2.16 The President of the Association shall have a two (2) year term of office commencing June 15 of the year elected to said office, pursuant to the Elections articles of these Bylaws.

9.2.17 The Association shall purchase reassigned time equivalent to one-half of the President's regular workload in accordance with the Salary Administration – Other article of the Collective Agreement, in addition to the one-half reassigned time paid for by the Board of Governors of Mount Royal University in accordance with the Salary Administration – Other article of the Collective Agreement.

9.2.18 Upon completion of two consecutive terms of office the outgoing President shall receive an administrative leave for one semester, the President’s final full term in office, the Association will purchase full reassigned teaching time for the following Fall semester to allow the President to fulfill their past-president responsibilities and to prepare to re-commence teaching.

9.3 VICE-PRESIDENT, NEGOTIATIONS

9.3.1 The Vice-President, Negotiations shall be a tenured Regular Member in good standing.

9.3.2 The Vice-President, Negotiations shall assist the President and perform other duties as assigned by the Executive Board.
9.3.3 The Vice-President, Negotiations shall serve on the Negotiating Committee in accordance with the terms of the Negotiating Committee articles of these Bylaws, shall be the liaison between the Executive Board and the Negotiating period Committee, and shall sit on the Grievance Committee.

9.3.4 The Vice-President, Negotiations shall be empowered to countersign cheques on behalf of the Association.

9.3.5 The Vice-President, Negotiations of the Association shall have a two (2) year term of office commencing June 15 of the year elected to said office, pursuant to the Elections articles of these Bylaws.

9.3.6 The Vice-President, Negotiations of the Association shall receive 48 SICH reassigned time per year in accordance with the Salary Administration – Other article of the Collective Agreement, in addition to reassigned time granted for Negotiations.

9.4 VICE-PRESIDENT, POLICY AND SENIOR GRIEVANCE OFFICER

9.4.1 The Vice-President, Policy and Senior Grievance Officer shall be a tenured Regular Member in good standing.

9.4.2 The Vice-President, Policy and Senior Grievance Officer shall assist the President and perform other duties as assigned by the Executive Board.

9.4.3 The Vice-President, Policy and Senior Grievance Officer shall assist the President in monitoring proposed changes to University policy and other matters of University governance which affect the terms and conditions of Regular Members’ employment.

9.4.4 The Vice-President, Policy and Senior Grievance Officer, subject to article 10.11.4, shall advise and support Regular Members at Step 1 of grievances and shall be responsible for stating a grievance in writing, including the remedy sought, to the Provost and Vice-President Academic or designee and the President of the Association or designee at Step 2 in accordance with the Grievance Procedure article of the Collective Agreement.

9.4.5 The Vice-President, Policy and Senior Grievance Officer shall chair the Grievance Committee.

9.4.6 The Vice-President, Policy and Senior Grievance Officer shall provide regular grievance reports to the Executive Board and to the membership.

9.4.7 Should the President resign or leave office, the Vice-President, Policy and Senior Grievance Officer shall immediately assume the office of President until a by-election is held in accordance with the Removal, Resignation and Appointment articles of these Bylaws.

9.4.8 The Vice-President, Policy and Senior Grievance Officer shall be empowered to countersign cheques on behalf of the Association.
9.4.9 The Vice-President, Policy and Senior Grievance Officer of the Association shall have a two (2) year term of office commencing June 15 of the year elected to said office, pursuant to the Elections articles of these Bylaws.

9.4.9.1 Notwithstanding the above, until the term of office commencing on June 15, 2019, the term of office shall be one (1) year commencing June 15, 2018.

9.4.10 The Vice-President, Policy and Senior Grievance Officer of the Association shall receive 144 SICH reassigned time per year in accordance with the Salary Administration – Other article of the Collective Agreement.

9.5 ADVOCACY OFFICER

9.5.1 The Advocacy Officer shall be a Regular Member in good standing.

9.5.2 The Advocacy Officer shall be responsible for the development and execution of all advocacy initiatives in accordance with Article 10.3 (Advocacy Committee) and Association Policies and Procedures, and in consultation with the President, Communications Committee and MRU Coalition.

9.5.3 The Advocacy Officer shall assist the President in preparing press releases in accordance with Association Policies and Procedures.

9.5.4 The Advocacy Officer, with the assistance of the Advocacy Committee, shall develop material for external communications in relation to approved advocacy campaigns. The Advocacy Officer shall, after informing the President, be authorized to approve and release any such material, excluding press releases, on behalf of the Association and may provide supporting information directly to the media and other appropriate organizations and individuals external to the Association and Mount Royal University.

9.5.5 The Advocacy Officer shall chair the Advocacy Committee and shall be a member of the MRU Coalition.

9.5.6 The Advocacy Officer of the Association shall have a two (2) year term of office commencing June 15 of the year elected to said office, pursuant to the Elections articles of these Bylaws.

9.5.7 The Advocacy Officer of the Association shall receive 48 SICH reassigned time per year in accordance with the Salary Administration – Other article of the Collective Agreement, or be paid 48 SICH at Step E6 of the contract employee lecturer hourly rate schedule if a contract member.

9.6 COMMUNICATIONS OFFICER

9.6.1 The Communications Officer shall be a Regular Member in good standing.

9.6.2 The Communications Officer shall be responsible for the development and execution of all non-routine communications with the membership, and shall perform other communications duties as assigned by the Executive Board.

9.6.3 The Communications Officer shall be responsible for the official record of Minutes of the Executive Board and the Association, and for official documents including the Bylaws and Policies and Procedures Manual.

Commented [9]: Reflective of increase in SICH to communications officer role. No net increase in expense to the MRFA. Change reflects decrease role/time/responsibility due to the hiring of the Labour Relations Officer.
9.6.4 The Communications Officer shall work closely with the President in the
development and execution of all communications with the membership, shall
chair the Communications Committee, and shall coordinate the Department
Communicators Liaison network.

9.6.5 The Communications Officer of the Association shall have a two (2) year term of
office commencing June 15 of the year elected to said office, pursuant to the
Elections articles of these Bylaws.

9.6.6 The Communications Officer of the Association shall receive 48-96 SICH
reassigned time per year in accordance with the Salary Administration – Other
article of the Collective Agreement, or be paid 50-96 SICH at Step E6 of the
contract employee lecturer hourly rate schedule if a contract member.

9.7 TREASURER

9.7.1 The Treasurer shall be a Regular Member in good standing.

9.7.2 The Treasurer shall be responsible for accurate financial records, financial
statements of the transactions of the Association, and reporting to the
membership regarding finances.

9.7.3 The Treasurer shall be responsible for the official financial records of the
Association, including audited financial statements, and shall present the
audited financial statements of the Association as required by the Finance
articles of these Bylaws.

9.7.4 The Treasurer shall present the annual budget to the membership for approval
as required by the Finance articles of these Bylaws.

9.7.5 The Treasurer shall be empowered to countersign cheques on behalf of the
Association.

9.7.6 The Treasurer shall sit on the Grants Committee and on the Faculty Centre
Management Committee.

9.7.7 The Treasurer of the Association shall have a two (2) year term of office
commencing June 15 of the year elected to said office, pursuant to the Elections
articles of these Bylaws.

9.7.8 The Treasurer of the Association shall receive 48 SICH reassigned time per year
in accordance with the Salary Administration – Other article of the Collective
Agreement, or be paid 48 SICH at Step E6 of the contract employee lecturer
hourly rate schedule if a contract member.

9.8 ACADEMIC LIAISON OFFICER

9.8.1 The Academic Liaison Officer shall be a Regular Member in good standing.

9.8.2 The Academic Liaison Officer shall assist the President in matters of academic
policy and governance and perform other duties as assigned by the Executive
Board.
9.8.3 The Academic Liaison Officer shall serve as the Association’s liaison among Faculty Councils and the General Faculties Council and shall facilitate the exchange of information related to academic governance and academic policy, especially where they affect academic freedom, the Collective Agreement, and the work of Regular Members.

9.8.4 The Academic Liaison Officer shall chair the Academic Liaison Committee, and shall have special responsibility for soliciting and representing the views of groups otherwise unrepresented.

9.8.5 The Academic Liaison Officer of the Association shall have a two (2) year term of office commencing June 15 of the year elected to said office, pursuant to the Elections articles of these Bylaws.

9.8.6 The Academic Liaison Officer of the Association shall receive 48 SICH reassigned time per year in accordance with the Salary Administration – Other article of the Collective Agreement, or be paid 48 SICH at Step E6 of the contract employee lecturer hourly rate schedule if a contract member.

9.9 CONTRACT MEMBER REPRESENTATIVE

9.9.1 The Contract Member Representative shall be a contract Regular Member in good standing.

9.9.2 The Contract Member Representative shall be responsible for facilitating communication between the Association and contract members, and shall monitor the information resources for contract members provided by the Association, the University and its Human Resources Department to ensure they are current and readily available.

9.9.3 The Contract Member Representative shall serve on the Negotiating Committee in accordance with the terms of the Negotiating Committee articles of these Bylaws.

9.9.4 The Contract Member Representative shall sit on the Grievance Committee.

9.9.5 The Contract Member Representative shall perform other duties as assigned by the Executive Board.

9.9.6 The Contract Member Representative of the Association shall have a two (2) year term of office commencing June 15 of the year elected to said office, pursuant to the Elections articles of these Bylaws, except that the term as Contract Member Representative on the Negotiating Committee only may be extended in accordance with the Negotiating Committee articles of these Bylaws should negotiations continue beyond June 14.

9.9.7 The Contract Member Representative shall receive an annual honorarium of 64 SICH paid at Step E6 of the contract employee lecturer hourly rate schedule for serving on the Executive Board.

9.10 MEMBER AT LARGE

9.10.1 The Member at Large shall be a Regular Member in good standing.
9.10.2 The Member at Large shall perform duties as assigned by the Executive Board, including sitting on the Professional Standards and Ethics Committee, Faculty Centre Management Committee, acting as the Chief Returning Officer in MRFA elections, engaging in and coordinating new member outreach, and potentially serving as the liaison between the Executive Board and a Standing Committee of the Association.

9.10.3 The Member at Large shall have a two (2) year term of office commencing June 15 of the year elected to said office, pursuant to the Elections articles of these Bylaws.

9.10.4 The Member at Large shall receive 48 SICH reassigned time per year in accordance with the Salary Administration – Other article of the Collective Agreement, or be paid 48 SICH at Step E6 of the contract employee lecturer hourly rate schedule if a contract member.

9.11 FACULTY NOMINEE TO THE BOARD OF GOVERNORS (NON-OFFICER)

9.11.1 The Faculty Nominee to the Board of Governors shall be a tenured Regular Member of the Association in good standing.

9.11.2 The Faculty Nominee to the Board of Governors shall be an ex officio, non-voting member of the Executive Board. The Faculty Nominee to the Board of Governors shall not be an officer of the Association, but shall advise and assist the President in relations with the Board of Governors and the government, and shall report to the membership on public meetings of the Board of Governors.

9.11.3 The membership shall recommend to the Minister of Advanced Education that the Faculty Nominee to the Board of Governors be appointed for a two (2) year term of office.

9.11.4 The term of office shall be as stated in the letter of appointment from the Minister of Advanced Education.

9.11.5 The Faculty Nominee to the Board of Governors shall receive 48 SICH reassigned time per year, in accordance with the Salary Administration – Other article of the Collective Agreement.

10. STANDING COMMITTEES

10.1 GENERAL

10.1.1 The Association shall have sixteen seventeen (1617) Standing Committees; namely, the Academic Liaison Committee, the Advocacy Committee, the Awards Committee, the Bylaws and Governance Committee, the Communications Committee, the Diversity and Equity Committee, the Grants Committee, the Faculty Centre Management Committee, the Faculty Evaluation Committee, the Grievance Committee, the Job Action Preparedness Committee, the Negotiating Committee, the Nominations Committee, the Professional Development Committee, the Professional Standards and Ethics Committee, the Social Events Committee, and the Collective Bargaining Advisory Committee.
10.1.2 All Standing Committees shall be responsible to the Executive Board, shall report to the Executive Board on fall semester activities if required by the committee’s charter, and shall report to the membership of the Association at Regular Meetings and at the Annual General Meeting as required.

10.1.3 The Executive Board shall approve a charter for each Standing Committee. A charter may extend the responsibilities outlined in these Bylaws.

10.1.4 At the recommendation of a committee, the Executive Board may approve adding additional member(s) to serve on the committee in an advisory, and non-voting capacity.

10.1.5 Pursuant to the Standing Committees articles below, when the Senior Administrative and Faculty Relations Officer sits on a committee, and when the committee has a budget approved as part of the annual budget of the Association, the Senior Administrative and Faculty Relations Officer shall serve as the committee’s Treasurer.

10.1.6 Pursuant to the Standing Committees articles below, the Chairs of the following Standing Committees shall be elected directly by the membership in accordance with Article 12.1:

10.1.6.1 Diversity and Equity Committee
10.1.6.2 Faculty Evaluation Committee

10.2 ACADEMIC LIAISON COMMITTEE

10.2.1 The Academic Liaison Committee shall consist of seven (7) Regular Members of the Association in good standing, including the Academic Liaison Officer who shall be Chair. Each of the remaining six (6) members shall represent an area with a Faculty Council. A faculty member from each of the following areas shall be elected to serve a term of two (2) years in odd-numbered years: the Faculty of Business and Communication Studies, the Faculty of Science and Technology, and the Library. A faculty member from each of the following areas shall be elected to serve a term of two (2) years in even-numbered years: the Faculty of Arts, the Faculty of Health, Community and Education, and General Education/Academic Development Centre. Regular Members shall be eligible to vote for candidates in all areas, regardless of their own Faculty Council affiliation.

10.2.2 The Academic Liaison Committee shall serve to communicate among the various Faculty Councils and the General Faculties Council to support the Academic Liaison Officer and shall facilitate the exchange of information related to academic governance and academic policy, especially where they affect academic freedom, the Collective Agreement, and the work of Regular Members. This support shall include organizing faculty caucuses prior to meetings of the General Faculties Council.

10.2.3 Members of the Academic Liaison Committee who are not members of General Faculties Council shall be expected to regularly attend Council meetings as guests.

Commented [13]: Done to allow for/ensure appropriate diversity and inclusion. Note: Done at the request of any/all committees and goes through Exec approval. Also, these would be non-voting roles.
10.2.4 The Academic Liaison Committee shall prepare an annual report describing the types and extent of activities which have been carried on during the year.

10.3 ADVOCACY COMMITTEE

10.3.1 The Advocacy Committee shall consist of the Senior Administrative and Faculty Relations Officer and seven (7) Regular Members of the Association in good standing; the Advocacy Officer, who shall be chair; three (3) to serve a term of two (2) years and to be elected in odd-numbered years and three (3) to serve a term of two (2) years and to be elected in even-numbered years, one (1) of whom must be contract.

10.3.2 The Advocacy Committee shall develop goals and campaigns for influencing public policy on post-secondary education, social justice issues, and other areas in which the Association Policy on Political and Advocacy Activity authorizes the Association to express non-partisan political views.

10.3.3 The Advocacy Committee shall develop advocacy goals for recommendation to the Executive Board. Adoption of advocacy goals of the Association, including but not limited to a set of standing goals, and changes to or revocation of previously adopted goals, requires approval at a Meeting of the Association upon the recommendation of the Executive Board.

10.3.4 The Advocacy Committee shall develop campaigns related to approved advocacy goals of the Association. Campaign proposals shall be presented to the Executive Board for approval.

10.3.5 The Advocacy Committee shall develop material for external communications in relation to approved campaigns. Approval and release of this material shall be in accordance with Article 9 (Officers) of these Bylaws and with Association Policies and Procedures.

10.3.6 The Advocacy Committee shall prepare an annual report describing the types and extent of activities which have been carried on during the year.

10.4 AWARDS COMMITTEE

10.4.1 The Awards Committee shall consist of seven (7) members. Five (5) shall be Regular Members in good standing: a non-voting Chair appointed by the Executive Board in odd-numbered years to serve a term of two (2) years; one (1) appointed from and by the Faculty Evaluation Committee in even-numbered years to serve a term of two (2) years; one (1) appointed from and by the Professional Development Committee in odd-numbered years to serve a term of two (2) years; and two (2) members who have previously won the award, selected in alternating years by the chair of the Awards Committee to serve terms of two (2) years. The remaining two (2) members shall be a student representative appointed annually by the Students’ Association of Mount Royal University and a Member Emeritus/Emerita of the Association appointed by the Executive Board in even-numbered years to serve a term of two (2) years.
10.4.2 The Awards Committee annually shall conduct the nomination and selection processes for the Mount Royal Faculty Association Teaching Excellence Awards, one for full-time faculty and one for contract faculty, shall gather and review evaluative information on nominees’ teaching performance, and shall select recipients for approval by the Executive Board.

10.4.3 Selection of award recipients shall be based on the criteria and guidelines approved by the Executive Board. Should no appropriate nominations be received, no awards will be made.

10.5 BYLAWS AND GOVERNANCE COMMITTEE

10.5.1 The Bylaws and Governance Committee shall consist of the Senior Administrative and Faculty Relations Officer (non-voting) and three (3) members of the Executive Board: the President who shall be Chair and two (2) additional members of the Executive Board appointed annually by the Executive Board, and any other person recommended by the committee to serve in an advisory role, and appointed by the Executive Board to sit as a non-voting member for the remainder of the academic year.

10.5.2 The Bylaws and Governance Committee shall, as requested by the Executive Board, develop recommendations for amendments to the Association’s Bylaws, Policies and Procedures Manual, and other official documents, and shall develop recommendations regarding other aspects of Association governance and organization.

10.6 COMMUNICATIONS COMMITTEE

10.6.1 The Communications Committee shall consist of the Senior Administrative and Faculty Relations Officer and six-seven (7) Regular Members in good standing: the Communications Officer, who shall be Chair; two-three (3) to serve a term of two (2) years and to be elected in odd-numbered years, one (1) of whom shall be a contract member, and; two-three (3) to serve a term of two (2) years and to be elected in even-numbered years, and one (1) contract member to serve a term of two (2) years and to be elected in odd-numbered years. The contract member shall assist the Contract Member Representative in communicating with contract members of the Association.

10.6.2 The Communications Committee shall provide liaison for the purposes of communicating the activities of the Executive Board, the Association and its committees, and other information likely to be of wide interest, to the membership.

10.6.3 The Communications Committee shall develop strategies and determine appropriate media for communicating information to the membership. One of these strategies shall be to work with the Department Liaisons network to communicate with and gather feedback from the membership.

10.6.4 The Communications Committee shall assist the Communications Officer in the coordination of the Department Communicators Liaisons network.

10.6.4.1 The Communications Committee shall annually recommend to the Executive Board the appointment of a member, from each department, to serve as Department Communicator Liaison. The Department Communicators Liaisons network shall be a subcommittee of the Communications Committee.
10.6.4.2 The Communications Committee shall annually provide the Department Communicators Liaisons with a list of expectations and duties, including but not limited to

10.6.4.2.1 liaising with an assigned member of the Communications Committee the Communications Officer in order to promote a two-way flow of information between the Association and its members;

10.6.4.2.2 representing departmental issues and concerns to the Association to ensure the Association is apprised of emerging issues;

10.6.4.2.3 actively engaging in job action preparedness leading up to and during job action as detailed in the MRFA Job Action Plan;

10.6.4.2.4 reading Association newsletters and reports, so as to be knowledgeable about Association business, and communicating this information within the home department;

10.6.4.2.5 reporting on Association business at department meetings;

10.6.4.2.6 attending as many Association meetings and events as possible, including Regular Meetings, Special Meetings and the Annual General Meeting;

10.6.4.2.7 encouraging colleagues to attend Association meetings and events;

10.6.4.2.8 attending two one training session and four Department Communicators Liaisons meetings per year, one in August and one in January;

10.6.4.2.9 being visible and available within the home department as an Association contact and conduit to further information and/or support, including for contract faculty;

10.6.4.2.10 encouraging support for the efforts of the Association, and promoting understanding of the Collective Agreement.

10.7 DIVERSITY AND EQUITY COMMITTEE

10.7.1 The Diversity and Equity Committee shall consist of seven (7) Regular Members in good standing: one (1) to serve a two (2) year term as Chair and to be elected in odd-numbered years, three (3) to serve a term of two (2) years and to be elected in odd-numbered years and three (3) to serve a term of two (2) years and to be elected in even-numbered years; and any other person recommended by the committee to serve in an advisory role, or to expand the diversity of representation, and appointed by the Executive Board to sit as a non-voting member for the remainder of the academic year.

10.7.2 The Chair’s duties shall include those duties specified in the Diversity and Equity Committee Charter. The Chair shall receive 48 SICH reassigned time per year in accordance with the Salary Administration – Other article of the Collective Agreement.
10.7.3 The Diversity and Equity Committee shall advise the Executive Board on principles and best practices with respect to equity in all aspects of members’ employment with the University and related institutional processes, as well as with respect to the affairs of the Association; in continuing to build a more diverse and inclusive faculty, academic and institutional community; in supporting and representing diverse groups more effectively; and in identifying gaps in policy, support and services appropriate to its mandate.

10.7.4 The Diversity and Equity Committee shall annually recommend to the Executive Board a member of the Committee for appointment to the University Positive Space Committee.

10.7.5 The Diversity and Equity Committee shall prepare an annual report describing its work during the year.

10.8 FACULTY CENTRE MANAGEMENT COMMITTEE

10.8.1 The Faculty Centre Management Committee shall consist of three (3) members of the Executive Board and two (2) Association staff: the President who shall be Chair; the Treasurer; a third member of the Executive Board appointed annually by the Executive Board and the member at large; the Senior Administrative and Faculty Relations Officer; and the Faculty Centre Coordinator.

10.8.2 The Faculty Centre Management Committee shall assist the Executive Board in fulfilling its responsibilities for overseeing the management, use, maintenance and improvement of the Faculty Centre. The committee shall identify issues related to these responsibilities and shall respond to issues raised by the Executive Board or by members. The committee shall conduct any research required to respond to such issues and shall make recommendations to the Executive Board as necessary.

10.8.3 The Faculty Centre Management Committee shall review staff position descriptions and benefits annually and make recommendations for change to the Executive Board as necessary.

10.8.4 The Faculty Centre Management Committee shall review expenditures regularly and make any recommendations necessary to ensure that a balanced budget is achieved at the fiscal year end.

10.8.5 The Faculty Centre Management Committee shall prepare a draft budget for submission to the Executive Board, make recommendations to the Executive Board regarding transfers between the funds created by the Finance articles of these Bylaws, and advise the Executive Board regarding issues raised by the auditor.

10.8.6 The Faculty Centre Management Committee shall be authorized to make expenditures from the Building Fund subject to the conditions in Article 15.6.

10.8.7 The Faculty Centre Management Committee shall make recommendations to the Executive Board regarding planning for MRFA functions that are not organized by other MRFA Committees.
10.8.8 The Faculty Centre Management Committee shall review requests for Faculty Centre bookings, and when required shall make recommendations to the Executive Board according to the MRFA Policies and Procedures Manual Section 9: Faculty Centre Rentals.

10.9 FACULTY EVALUATION COMMITTEE

10.9.1 The Faculty Evaluation Committee shall consist of seven (7) Regular Members in good standing, at least four (4) of whom shall be tenured: one (1) who shall be tenured to serve a two (2) year term as Chair and to be elected in even-numbered years, four (4), at least one (1) of whom shall be a contract member, to serve a term of two (2) years and to be elected in odd-numbered years and two (2) to serve a term of two (2) years and to be elected in even-numbered years. The contract member shall represent the interests of contract members in matters relating to evaluation of faculty.

10.9.2 The Chair's duties shall include those duties specified in the Faculty Evaluation Committee Charter. The Chair shall receive 48 SICH reassigned time per year in accordance with the Salary Administration – Other article of the Collective Agreement.

10.9.3 The Faculty Evaluation Committee shall advise the Executive Board with respect to principles, best practices, policies and procedures concerning the evaluation of pre-tenure, post-tenure, limited-term, contract faculty and laboratory instructor work, including but not limited to the evaluation of teaching pursuant to the Evaluation of Teaching article of the Collective Agreement.

10.9.4 The Faculty Evaluation Committee shall investigate and maintain current research information to inform its work.

10.9.5 The Faculty Evaluation Committee shall advise the Executive Board regarding recommended changes to the Faculty Annual Report and Faculty Annual Report System as stipulated in the Performance Review of Employees with Academic Rank article of the Collective Agreement. In this capacity, the Committee shall review proposed changes submitted to it, forward any proposed additions, modifications, or deletions to the types of information gathered by the Faculty Annual Report System to the Executive Board, and recommend changes related to the functionality of the Faculty Annual Report System to the Executive Board.

10.9.6 The Faculty Evaluation Committee shall prepare an annual report describing its work during the year.

10.10 GRANTS COMMITTEE

10.10.1 The Grants Committee shall consist of the Treasurer of the Association, who shall be Chair, the Senior Administrative and Faculty Relations Officer and four (4) elected Regular Members of the Association in good standing; two (2) to serve a term of two (2) years and to be elected in odd-numbered years and two (2) to serve a term of two (2) years and to be elected in even-numbered years.
10.10.2 The Grants Committee shall, in accordance with the Association’s Policies and Procedures Manual, allocate funds for tuition refunds pursuant to the Professional Development article of the Collective Agreement, allocate funds for the Contract Service Honorarium pursuant to the Funding for Contract Opportunities for Service article of the Collective Agreement, select Association scholarship recipients, and approve scholarships for dependents of members pursuant to the Benefits and Insurance article of the Collective Agreement.

10.11 GRIEVANCE COMMITTEE

10.11.1 The Grievance Committee shall consist of six-seven (6-7) members—Four (4) shall be members of the Executive Board: the Vice-President, Policy and Senior Grievance Officer, who shall be Chair; the President; the Vice-President, Negotiations; and the Contract Member Representative, and the Labour Relations Officer (non-voting). In addition, the Executive Board shall appoint two (2) tenured Regular Members in good standing who shall serve as Assistant Grievance Officers, normally for two (2) year terms. One shall be appointed in odd numbered years and one shall be appointed in even numbered years.

10.11.2 The Grievance Committee shall assist the Executive Board in fulfilling its responsibilities for the processing and arbitration of grievances in accordance with the Grievance Procedure article of the Collective Agreement and the Association Grievance Policy. In addition, the Assistant Grievance Officers shall assist the Vice-President, Policy and Senior Grievance Officer with any of his or her duties as related to the processing of grievances.

10.11.3 The Grievance Committee may, at the request of the Vice-President, Policy and Senior Grievance Officer, provide advice on how best to proceed in attempting to resolve a grievance at Step 1.

10.11.4 The Vice-President, Policy and Senior Grievance Officer may appoint any member of the Grievance Committee to act as the designated Association representative at a Step 1 grievance meeting.

10.11.5 The Grievance Committee shall decide on the advancement of grievances from Step 1 to Step 2. The Grievance Committee may also prepare recommendations on the initiation of grievances at Step 2. The authority to initiate grievances at Step 2 rests with the Executive Board.

10.11.6 The Grievance Committee may, at the request of the Vice-President, Policy and Senior Grievance Officer, assist in stating a grievance in writing at Step 2. The committee may advise the President on how best to proceed in attempting to resolve a grievance with the Provost and Vice-President, Academic at Step 2.

10.11.7 Where a grievance has not been resolved at Step 2 or at Step 3, the Grievance Committee shall prepare a recommendation to the Executive Board on whether the grievance should be advanced to arbitration. The authority for this decision rests with the Executive Board.

10.11.8 The Grievance Committee shall review the outcomes of grievances and make recommendations, intended to prevent similar grievances, to the Executive Board regarding administration of the Collective Agreement and to the Negotiating Committee regarding changes to the Collective Agreement.
10.11.9 Meetings of the Grievance Committee shall be called as required by the chair. Quorum shall be four (4) members, including the Chair or designee.

10.12 JOB ACTION PREPAREDNESS COMMITTEE

10.12.1 The Job Action Preparedness Committee shall consist of eight (8) members in good standing: the President, who shall be chair, the Communications Officer, the Treasurer, the Labour Relations Officer (non-voting), the Senior Administrative and Faculty Relations Officer (non-voting), and three Regular members of the Association to be appointed by the Executive Board for staggered three year terms, one of whom must be a contract member and one of whom must be an MRFA Department Liaison.

10.12.2 All activities of the Job Action Preparedness Committee are subject to approval by the Executive Board.

10.12.3 The Job Action Preparedness Committee shall ensure that the MRFA has the resources and the ability to implement timely, effective, and safe job action prior to and during negotiations and in the event of a strike or lockout.

10.12.4 The Job Action Preparedness Committee shall be responsible for developing, reviewing, and implementing informational resources relating to the MRFA’s job action plan, and providing training as appropriate.

10.12.5 In the event of a strike/lockout, the Job Action Preparedness Committee will, at the direction of the Executive Board, provide the day-to-day management of strike/lockout operations and logistics, and shall oversee and coordinate the work of the Bargaining Job Action Communications Committee and the Job Action Finance Committees.

10.13 NEGOTIATING COMMITTEE

10.13.1 The Negotiating Committee shall consist of five (5) Regular Members of the Association in good standing: the Vice-President, Negotiations and the Contract Member Representative in accordance with the Officers article of these Bylaws; and three (3) elected to serve a term of two (2) years, two (2) of whom shall be tenured.

10.13.2 Empty

10.13.3 One (1) member shall be elected in each odd-numbered year; two (2) members shall be elected in each even-numbered year. The Executive Board shall assist in identifying candidates who represent the diversity of the membership.

10.13.4 The Committee Chair and Vice-Chair shall be selected from the tenured members of the committee. The Vice-President, Negotiations shall serve as the committee’s treasurer.

10.13.5 The Negotiating Committee shall represent the Association to the Board of Governors of Mount Royal University in all matters concerning negotiations of the Collective Agreement, with the exception of processing grievances.
10.13.6 The Negotiating Committee shall report regularly to the Executive Board. Reporting shall include, but not be limited to: consultation during development of the Statement of Interests to be exchanged with the Board of Governors' Negotiating Committee in accordance with Article 21.2.4 of the Collective Agreement; regular progress reports during the negotiating period; discussing strategies for achieving the objectives set forth in the Statement of Interests; and seeking advice with regard to engaging in enhanced mediation and compulsory binding arbitration. All reporting to the Executive shall be in confidence.

10.13.7 The Negotiating Committee shall consult with the membership of the Association during development of the Statement of Interests to be exchanged with the Board of Governors' Negotiating Committee in accordance with Article 21.2.4 of the Collective Agreement and shall make regular progress reports to the membership during the negotiating period. The Negotiating Committee shall be responsible for finalizing the Association's Statement of Interests.

10.13.8 Quorum for meetings of the Negotiating Committee shall be four (4) members, one of whom shall be the Chair or Vice-Chair. In the event that a member of the Negotiating Committee is unable to serve for a period longer than two weeks, or must leave the committee as a result of termination of employment contract, loss of Association membership status, resignation from the Executive Board, resignation from the Negotiating Committee, or other unresolvable difficulties, and where it would be impractical or disruptive to seek a replacement, the Negotiating Committee may seek the approval of the Executive Board to reduce its quorum requirement temporarily to three (3) members.

10.13.9 At a minimum, all members of the Negotiating Committee shall receive 48 SICH reassigned time in the Fall semester prior to the commencement of negotiations in accordance with the Article 21-Collective Bargaining article of the Collective Agreement to prepare for and participate fully in the process of interest-focused bargaining.

10.13.10 All members of the Negotiating Committee, except for the Contract Member Representative, shall each receive 48 SICH reassigned time during the negotiations period as defined in the Negotiations article of the Collective Agreement.

10.13.11 The Contract Member Representative shall receive an honorarium of 64 SICH paid at Step E6 of the contract employee Lecturer hourly rate schedule during the negotiations period as defined in the Negotiations article of the Collective Agreement for serving on the Negotiating Committee, in addition to that received for sitting on the Executive Board, except where continuing negotiations are conducted during or beyond the Spring semester, the honorarium shall be increased by 16 SICH paid at Step E6 of the contract employee Lecturer hourly rate schedule prorated for each calendar month in which negotiations take place.

10.13.12 Reassigned time shall normally be used to purchase release from 48 SICH of instructional or equivalent duties.
10.13.13 The Contract Member Representative shall hold office on the Negotiating Committee and receive the usual honorarium beyond the normal period of time pursuant to the Officers articles of these Bylaws if required by an extended negotiations period and whenever possible for the incumbent.

10.13.14 Should negotiations continue beyond June 14, the sitting committee shall continue in place until such time as a Memorandum of Agreement is reached between the Negotiating Committee and the Board of Governors’ Negotiating Committee. The newly elected members of the Negotiating Committee shall participate as non-voting observers.

10.13.14.1 Following a ratification vote, the newly elected members shall assume their duties as full members of the Negotiating Committee.

10.13.15 Negotiations shall not occur during the vacation period and holidays as specified in the Vacation and Holidays article of the Collective Agreement.

10.14 NOMINATIONS COMMITTEE

10.14.1 The Nominations Committee shall consist of the Senior Administrative and Faculty Relations Officer and six (6) Regular Members of the Association in good standing. Each Regular Member shall represent an area with a Faculty Council. A faculty member from each of the following areas shall be elected to serve a term of two (2) years in odd-numbered years: the Faculty of Business and Communication Studies, the Faculty of Science and Technology, and the Library. A faculty member from each of the following areas shall be elected to serve a term of two (2) years in even-numbered years: the Faculty of Arts, the Faculty of Health, Community and Education, and General Education / Academic Development Centre. Regular Members shall be eligible to vote for candidates in all areas, regardless of their own Faculty Council affiliation.

10.14.2 The Nominations Committee shall select a Chair from among its elected members.

10.14.3 At the request of the Executive Board, the Nominations Committee shall assist the Executive Board in identifying potential candidates for Executive Board-appointed committees or offices.

10.14.4 The Nominating Committee shall promote Association elections, and shall seek out and encourage potential candidates.

10.14.5 The Nominating Committee shall not, as a committee, endorse nominees. As Regular Members of the Association in Good Standing, committee members remain eligible to nominate candidates individually.

10.14.6 Members of the committee, not nominated for other Association positions, shall serve as vote siters during elections and ratification votes as required.
10.15 PROFESSIONAL DEVELOPMENT COMMITTEE

10.15.1 The Professional Development Committee shall consist of the Senior Administrative and Faculty Relations Officer and nine (9) Regular Members of the Association in good standing. The majority of whom shall be full-time. Four (4) members to serve a term of two (2) years and to be elected in odd-numbered years; four (4) members to serve a term of two (2) years and to be elected in even-numbered years, one (1) of whom must be contract; and the Academic Development Centre’s Faculty Development Coordinator or designee who shall sit as a non-voting ex officio member.

10.15.2 The Chair of the Professional Development Committee shall be a Regular Member of the Association, elected by the Committee from among its elected members.

10.15.3 The Professional Development Committee shall encourage and facilitate professional development of Regular and Associate Members of the Association, with a focus on promoting excellence in teaching.

10.15.4 The Professional Development Committee shall organize and promote seminars, workshops, courses and other activities related to professional development, including supporting scholarship.

10.16 PROFESSIONAL STANDARDS AND ETHICS COMMITTEE

10.16.1 The Professional Standards and Ethics Committee shall consist of the Senior Administrative and Faculty Relations Officer and seven (7) Regular Members of the Association in good standing: the Member at Large and six (6) elected members, at least three (3) of whom shall be tenured, three (3) to serve a term of two (2) years and to be elected in odd-numbered years and three (3) to serve a term of two (2) years and to be elected in even-numbered years.

10.16.2 The Professional Standards and Ethics Committee shall select a Chair from among its members.

10.16.3 The Professional Standards and Ethics Committee shall recommend, develop and offer opportunities for faculty development and training in the areas of academic governance, parliamentary procedure, leadership, conflict resolution and mediation, labour relations, professional conduct, the Association’s Code of Ethics, and in other areas that the committee considers to be within its mandate.

10.16.4 The Professional Standards and Ethics Committee shall develop and recommend information resources on the interpretation of the Code of Ethics and Committee Accountability articles of these Bylaws.

10.16.5 The Professional Standards and Ethics Committee shall prepare an annual report describing the events which have been organized during the year.

10.17 SOCIAL EVENTS COMMITTEE
10.17.1 The Social Events Committee shall consist of the Faculty Centre Coordinator, the Senior Administrative and Faculty Relations Officer who shall be a nonvoting member, and six (6) Regular Members of the Association in good standing: three (3), at least one (1) of whom shall be a contract member, to serve a term of two (2) years and to be elected in odd-numbered years and three (3) to serve a term of two (2) years and to be elected in even-numbered years.

10.17.2 The Social Events Committee shall select a Chair from among its elected members.

10.17.3 The Social Events Committee shall promote and encourage the use of the Faculty Centre for member-organized activities including but not limited to meetings, forums, parties, and social gatherings.

10.17.4 The Social Events Committee shall plan, advertise and host social and recreational activities that enhance the social interaction of Members of the Association. These activities may or may not take place within the Faculty Centre.

10.18 COLLECTIVE BARGAINING ADVISORY COMMITTEE

10.18.1 The Collective Bargaining Advisory Committee shall consist of up to seven (7) Regular Members in good standing appointed by the Executive Board to serve until the conclusion of the subsequent round of collective bargaining.

10.18.1.1 The Executive Board shall call for expressions of interest for appointment to the Committee following each round of collective bargaining.

10.18.1.2 When making appointments, the Executive Board shall consider diversity of membership on the Committee, including with respect to considerations specified in the Committee's Charter.

10.18.2 The Collective Bargaining Advisory Committee shall select a Chair from among their own members.

10.18.3 The Collective Bargaining Advisory Committee shall offer advice to the Negotiating Committee on collective bargaining issues, including any issues about which the Negotiating Committee has requested advice, as the Negotiating Committee engages in collective bargaining, and as the Negotiating Committee prepares for collective bargaining in both non-bargaining and bargaining years.

10.18.4 At the request of the Negotiating Committee, the Collective Bargaining Advisory Committee shall review and offer advice with respect to draft statements of interest of the Association, statements of interest of the Board of Governors, and bargaining proposals.
11. COMMITTEE ACCOUNTABILITY

11.1. GENERAL PRINCIPLES

Committee service is essential to the governance and operation of the Association and, pursuant to the Ethics articles of these Bylaws, committee service is an ethical responsibility of full-time members. Members are selected to committees by various mechanisms, and are accountable to other individuals or groups by virtue of the selection process.

11.2 ACCOUNTABILITY

11.2.1 Committee members are obligated to participate in and ensure due process, collegiality and transparency; to act in the best interests of those the committee member represents; to ensure that recommendations and decisions are communicated appropriately both to committee sponsors and to the Mount Royal community; and to offer periodic reports back to groups to whom the member is accountable. Committee members are responsible for understanding their duties as detailed in the MRFA Appointments Policy.

11.2.2 Members of all committees of the Association, including the Negotiating Committee and the Executive Board, are accountable to the Regular Members of the Association.

11.2.3 Members of any committee elected by the membership or appointed by the Executive Board are accountable to the Regular Members of the Association.

11.2.4 Members of any committee elected by other means are accountable to the electors.

11.2.5 Members of any committee appointed by the Board of Governors, the University, or other process are accountable to the University as a whole and to its collective interest.

11.3 CONFIDENTIALITY

11.3.1 Committees may require that their members protect confidentiality. A confidentiality requirement may be limited or absolute in its scope.

11.3.2 Absolute confidentiality requires that any member receiving information in confidence not disclose it under any circumstances to any third party. A breach of confidentiality is an ethical violation under these Bylaws.

11.3.3 Policy recommendations are not confidential except in very limited circumstances.

11.3.3.1 These circumstances include, but are not limited to, policies which might contain proprietary information or which might lead to the identification of individuals who have an entitlement to confidentiality.

11.3.3.2 Transparent discussions of policy require that minutes be kept and decisions be reported. A committee may choose to conduct its deliberations in camera and not publicize its draft proposals until it is prepared for public consultation.
11.3.3 Appropriate consultation and democratic approval of proposals are essential parts of a transparent and collegial process.

11.3.4 Discussions related to a particular individual are ordinarily absolutely confidential. Article 16.2.2.3 defines ethical conduct in relation to other members of the Association.

11.3.4.1 Without limiting the scope, discussions related to a particular individual include those involving hiring, tenure, promotion, consideration for awards, and disciplinary or other conduct investigations.

11.3.4.2 Due process requires that the subject be aware of the nature of such discussions, have access to information presented unless that information is itself limited by confidentiality (as with confidential references), and be aware of the range of possible outcomes. An individual should have the opportunity to make representation to the committee.

11.3.4.3 A committee member in conflict of interest or unable to maintain an express requirement of confidentiality should leave the committee or the particular discussion.

11.3.4.4 The committee is required to convey in a timely manner its decision and its rationale to the subject of the discussions and to the parties to whom the committee is accountable, within the bounds of protecting the confidences of others in the process. In this context, evaluations must be expressed without making specific comparisons.

11.4 REPORTING

11.4.1 Committees and/or their members, including members of joint committees with the Board and members appointed to University committees as Association representatives, have a responsibility to report on their deliberations, recommendations and decisions.

11.4.1.1 Committees, which meet publicly and make their minutes publicly available, meet their minimum reporting requirements; members (unless bound by confidentiality) may conduct consultations with and should report to groups to whom they are accountable, especially on important, contentious or controversial issues.

11.4.1.2 Committees, which meet privately and for which minutes are not publicly available, require periodic reporting; members (unless bound by confidentiality) may conduct consultations with others, and should provide reports on the types of decisions and adherence to process, especially on important, contentious or controversial issues.

11.4.1.3 Committees which meet privately to consider confidential matters normally report only to their sponsors and subjects.
11.5 ABUSE OF PROCESS

11.5.1 From time to time a committee’s deliberations or process will cause concern to a member, for instance if a committee member believes the committee is acting contrary to its procedures or preventing real collegial debate; exceeding its mandate or authority or encroaching on the appropriate work of other bodies; acting in such a way as to harm the interests of the group to whom the member is accountable; acting on false or inadequate information; acting precipitously without reasonable time to prepare, consider and recommend; or failing to uphold due process.

11.5.2 In such circumstances, a committee member may:

11.5.2.1 Object to the process using the committee’s own Rules of Order or other procedures, including objecting to consideration of the question, moving to postpone indefinitely, moving to lay on the table, or moving to refer to committee;

11.5.2.2 Attempt to defeat the motion;

11.5.2.3 Express lack of confidence and leave the deliberations;

11.5.2.4 Before or after the committee deliberations, consult with appropriate members of the group to whom the committee member is accountable, seeking guidance on process and principles and the substance of matters not requiring confidentiality;

11.5.2.5 Seek guidance on the substance of a confidential matter only from a body or individual properly constituted to respect the confidence in turn, ideally without disclosing details that would identify the subject of confidential deliberations.

12. ELECTIONS

12.1 EXECUTIVE BOARD AND STANDING COMMITTEE CHAIR ELECTIONS

12.1.1 Article 12.1 shall apply to the election of the Executive Board, and to the election of the Chairs of Standing Committees named in Article 10.1.5.

12.1.2 A member of the Association shall not be eligible as a candidate if a leave from the University of longer than sixty (60) working days is anticipated during the term of membership on the Executive Board or as Standing Committee Chair.

12.1.3 The members of the Executive Board and the Standing Committee Chairs shall be elected at the Annual General Meeting. Advance polling shall be provided in accordance with the provisions of Article 12.1.6.

12.1.4 Voting at the Annual General Meeting shall be by secret paper ballot under the supervision of the Chief Returning Officer. Each voter shall sign a list indicating receipt of a ballot.

12.1.5 Elections shall take place in the following order:
12.1.5.1 In each odd-numbered year: Vice-President, Negotiations, Vice-President, Policy and Senior Grievance Officer, Academic Liaison Officer, and the Advocacy Officer.

12.1.5.1.1 Notwithstanding the above, in 2018 the Vice-President, Policy and Senior Grievance Officer shall be elected for a term of office of one (1) year.

12.1.5.2 In each even-numbered year: President, Communications Officer, Treasurer, Contract Member Representative, and the Member at Large.

12.1.6 A member shall be entitled to vote in advance of the Annual General Meeting, by request, during an advance voting period established by the Executive Board. This period shall comprise two (2) working days between the close of nominations and the second last working day before the Annual General Meeting. Advance voting shall be conducted by paper balloting, electronic balloting, or by some other method of voting as determined by the Executive Board. Advance voting shall be conducted in accordance with the Association’s Voting Policy.

12.1.7 The Faculty Nominee to the Board of Governors shall be elected upon the expiration of the Ministerial appointment of the incumbent appointee. This nominee shall be recommended to the Minister of Advanced Education, pursuant to Article 9.11.3.

12.1.8 Candidates shall be nominated seven (7) working days prior to the Annual General Meeting by the Chief Returning Officer, upon receipt of a signed nomination form from a Regular Member in good standing. Nominations shall open no later than twenty (20) working days prior to the Annual General Meeting.

12.1.9 Each candidate shall submit no later than the close of nominations a campaign statement for distribution to the membership by the Chief Returning Officer.

12.1.10 The Chief Returning Officer shall organize an all-candidates forum to be held at the Annual General Meeting. All candidates, including those for any uncontested positions, are expected to attend.

12.1.11 A candidate shall be elected by a simple plurality. In the case of a single candidate, the candidate shall be ratified by a majority vote of Regular Members using the secret ballot. If the candidate is rejected by the membership, the position shall be declared vacant until a by-election can be held.

12.1.12 The Chief Returning Officer shall vote and then keep the ballot in a sealed envelope. The Chief Returning Officer’s vote for any specific position shall be counted only if it is needed to break a tie; if it is not needed, the envelope and ballot(s) shall be destroyed.

12.1.13 Candidates shall be entitled to appoint scrutineers for the period of voting and the counting of ballots for their position.

12.1.14 The Chief Returning Officer shall declare only which candidates are elected, and then move that ballots be destroyed.
12.2 STANDING COMMITTEE MEMBER ELECTIONS

12.2.1 Article 12.2 shall apply to the election of members of Standing Committees, except for the election of Standing Committee Chairs as set forth in Article 12.1.1.

12.2.2 Except as set forth in Article 12.2.1.1, candidates for membership on Standing Committees shall be nominated by the Chief Returning Officer upon receipt of a signed nomination form from a Regular Member in good standing by the deadline indicated on the nomination form or from the floor at the Annual General Meeting.

12.2.2.1 Candidates for membership on the Negotiating Committee shall be nominated by the Chief Returning Officer upon receipt of a signed nomination form from a Regular Member in good standing by the deadline indicated on the nomination form. Nominations shall not be accepted from the floor at the Annual General Meeting.

12.2.3 A member of the Association may be a candidate for membership on a maximum of two (2) Standing Committees of the Association or joint committees with the University, concurrently. A member of the Association shall not be eligible as a candidate for membership on a Standing Committee of the Association or a joint committee with the University if a leave from the University of longer than sixty (60) working days is anticipated during the term of membership on the committee.

12.2.4 The Chief Returning Officer shall withdraw a candidate’s nomination upon receiving the candidate’s written request, or upon the candidate’s request at the Annual General Meeting.

12.2.5 Each candidate shall submit no later than 5 p.m. of the working day before the commencement of voting a campaign statement for distribution to the membership by the Chief Returning Officer.

12.2.6 Voting shall take place by the online voting software approved by the Executive Board or by secret paper ballot in the Faculty Centre, as determined by Regular Resolution of the Membership or as determined by the Executive Board in the case of a by-election called pursuant to Article 13.1, and shall be under the supervision of the Chief Returning Officer and their Deputies. Each vote shall be recorded by the online voting software or shall sign a list indicating receipt of a secret paper ballot. Paper ballots shall be clearly marked.

12.2.7 Voting shall take place on two (2) consecutive working days as determined by Regular Resolution of the Membership or as determined by the Executive Board in the case of a by-election called pursuant to Article 13.1. During those two days, online voting shall be open continuously and voting in the Faculty Centre shall be open from 9 a.m. to 5 p.m.

12.2.8 Candidates shall be elected by a simple plurality. Where there are both one and two year terms, the elected candidates receiving the higher vote counts shall be elected to two year terms, unless requested otherwise by a candidate.

12.2.9 Candidates shall be entitled to appoint scrutineers for the period of voting and the counting of paper ballots and combining this count with the result of the online voting for their position.
12.2.10 The Chief Returning Officer shall vote and then keep the ballot in a sealed envelope. The Chief Returning Officer’s vote for any specific position shall be counted only if it is needed to break a tie; if it is not needed, the envelope and ballot(s) shall be destroyed.

12.2.11 Persons elected shall take office on June 15 of the same year, except where elected to office in a by-election pursuant to Article 13.1, in which case persons elected shall take office immediately.

12.2.12 The Chief Returning Officer shall declare only which candidates are elected, and then move at the next Regular Meeting that ballots be destroyed.

12.2.13 The Chief Returning Officer shall prepare a register of unsuccessful candidates, arranged in order of votes received, to be used in confidence by the Executive Board as a consideration in making committee appointments in accordance with Article 13.1.

12.3 CHIEF RETURNING OFFICER

12.3.1 Should the Chief Returning Officer become a candidate, a replacement shall be appointed by those Executive Board members who are not themselves candidates.

13. REMOVAL, RESIGNATION AND APPOINTMENT

13.1 STANDING COMMITTEE VACANCIES

13.1.1 In the case of a vacancy in the position of Chair of a Standing Committee named in Article 10.1.5, the Executive Board shall follow the same process as for Executive Board vacancies as set forth in Article 13.2.3. During the period of vacancy, the Executive Board may appoint a member of the Committee to serve as Acting Chair.

13.1.2 Except as set forth in Article 13.1.1, in the event of a member resigning or otherwise vacating a committee position, or in the event of a new committee requiring Regular Members being struck, or in the event of vacant positions remaining following annual committee elections, the Executive Board shall appoint members or conduct a by-election in accordance with the committee election procedures outlined in Articles 12.2.3 to 12.2.13. In the event of a by-election, candidates shall be nominated one (1) working day prior to the period of voting by the Chief Returning Officer, upon receipt of a signed nomination form from a Regular Member in good standing. The Executive Board shall not be required to appoint a member or conduct a by-election when a vacancy occurs within one hundred and twenty (120) working days before the Annual General Meeting. Should a by-election not result in a vacant position being filled, the Executive Board may appoint a member or may leave the position vacant until the next annual committee election.
13.2 EXECUTIVE BOARD VACANCIES

13.2.1 Where the office of the President is involved, a by-election shall be held at a Special Meeting within twenty (20) working days of the vacancy occurring.

13.2.2 The candidate thus elected to office shall commence their term of office immediately upon the results of the by-election being announced by the Chief Returning Officer, and shall hold office until the next general election at which the position would normally be elected.

13.2.3 In the case of any other Executive Board vacancy, the Executive Board shall:

13.2.3.1 Appoint a member to a position with less than six (6) months remaining in the term of office; or

13.2.3.2 Conduct a by-election at a Special Meeting called for that purpose, or as part of the general election at the Annual General Meeting, within twenty (20) working days of the vacancy occurring for a position with six (6) months or more remaining in the term of office.

13.2.3.3 The candidate thus elected to office shall commence their term of office immediately upon the results of the by-election being announced by the Chief Returning Officer, and shall hold office until the next general election at which the position would normally be elected.

13.3 REMOVAL FROM OFFICE

13.3.1 Any member of the Executive Board, or any member either elected by the membership or appointed to a committee by the Executive Board, may be deemed to have abandoned the office or position if the member ceases to participate in the business of that body. Being absent from three (3) consecutive meetings without having sent regrets to the Chair may be deemed abandonment.

13.3.2 Any member of the Executive Board, or any member either elected by the membership or appointed to a committee by the Executive Board, may be removed from the office or position according to the process described in Article 13.3.3:

13.3.2.1 if the member has been deemed to have abandoned the office or position according to Article 13.3.1;

13.3.2.2 for reason of gross neglect of the duties specified in these Bylaws.

13.3.3 Removal of a member of the Executive Board or a committee requires one of:

13.3.3.1 A majority vote of the Regular Members at a Special Meeting called to consider a motion of non-confidence, as described in Article 13.3.4;

13.3.3.2 (Article empty); or

13.3.3.3 A two-thirds vote by the Executive Board.
13.3.3.3.1 A member subject to an Executive Board vote for removal shall be entitled to attend an Executive Board meeting to address the reasons for the vote. The member shall receive at least three (3) working days’ notice of this meeting and may be accompanied by another Regular Member in good standing for support. If the member disputes the vote, the Executive Board shall only proceed according to the process of Article 13.3.4.

13.3.4 A majority of members of the Executive Board or fifty (50) Regular Members of the Association may petition to request a Special Meeting for the purpose of conducting a vote of non-confidence against a member or members of the Executive Board or of a committee for reason of abandonment or gross neglect of duties.

13.3.4.1 The petitioners shall at the same time present in writing the case and the evidence for conducting a vote of non-confidence for abandonment or gross neglect of duties.

13.3.4.2 Such a petition shall be sent to the President, or in the event that the motion is against the President, to the Chief Returning Officer. The Executive Board shall within seven (7) working days of receipt of the petition issue notice for a Special Meeting to consider the motion.

13.3.4.3 The notice for the Special Meeting shall include the names of the petitioners, the case and the evidence.

13.3.4.4 The member(s) affected by the petition shall be informed by the Executive Board and shall be given a copy of the petition, case and evidence at least five (5) working days prior to the issuance of the notice for the Special Meeting.

13.3.5 In the event of the removal of a member of the Executive Board or of a committee, that member’s office or position shall be considered vacant and shall be filled in accordance with Article 13.1 or 13.2.

14. AGREEMENTS AND RATIFICATION

14.1. The Executive Board has the exclusive authority to cause the Association to bargain collectively on behalf of the academic staff and to bind them to a collective agreement. The Executive Board may delegate the collective bargaining function to the Negotiating Committee pursuant to Article 10.12.

14.2. The Executive Board shall inform the Board of Governors at the outset of each round of collective bargaining, in writing, that the Executive Board’s agreement to Collective Agreement amendments and renewals is subject to ratification by the Regular Members of the Association.
14.3. Ratification shall be by Special Resolution of the Membership with voting conducted by secret electronic ballot using the online voting software approved by the Executive Board, or by secret paper ballot in the Faculty Centre. Voting shall open no later than three (3) working days following a Special or Extraordinary Meeting called to consider the proposals. Voting shall take place on two (2) consecutive working days. During those two days, online voting shall be open continuously from 9 a.m. on the first day to 5 p.m. on the second day, or voting in the Faculty Centre shall be open from 9 a.m. to 5 p.m. each day. Notwithstanding anything else in these Bylaws, all Regular Members (including Regular Members not in good standing) are eligible to vote in collective agreement amendment and renewal ratification votes.

14.4. When the Executive Board is prepared to conclude a collective agreement, the President and the Vice-President, Negotiations shall sign the Collective Agreement on behalf of the Executive Board. When the Vice-President, Negotiations is not the Chair of the Negotiating Committee, the Executive Board may delegate the Vice-President’s signing function to the Chair of the Negotiating Committee.

15. FINANCE

15.1 BORROWING POWER

15.1.1 For the purposes of carrying out its objectives, the Association may borrow or raise or secure the payment of money in such manner as it thinks fit, and in particular by the issue of debentures.

15.1.2 The borrowing powers of the Association shall only be exercised by a three-quarters majority vote of those present and entitled to vote at a Special or Annual General Meeting of the Association provided that the notice of any such meeting is given to the membership ten (10) working days prior to that meeting and provided that such a notice contains particulars of the proposed action.

15.2 INVESTMENTS

15.2.1 For the purposes of carrying out the objectives of the Association, the Executive Board may invest surplus funds of the Association by the purchase of interest-bearing securities to be issued in the name of the Association.

15.2.2 Investments of the Association shall be limited to interest bearing securities issued by the Government of Canada, or any of its Provinces, up to any amount, or to interest bearing securities issued by a Canadian Chartered Bank.

15.2.3 The principle amounts and terms of securities purchased shall be determined by reference to the projected cash requirements of the Association, giving consideration to the objectives of the Association. No single security in excess of Twenty-Five Thousand Dollars ($25,000.00) which exceeds a term of one (1) year shall be purchased without prior approval of the Executive Board.
15.3  **FISCAL YEAR END**

15.3.1 The fiscal year of the Association shall end on March 31 of each calendar year.

15.3.2 Audited financial statements as at March 31 and for the year then ended shall be presented to the membership no later than the September Regular Meeting of the Association.

15.4  **BUDGET**

15.4.1 Any proposed expenditure by a Standing Committee on travel, accommodation or food and beverages for committee members shall first be approved by the Executive Board.

15.4.2 Budgeted financial statements comprising a Balance Sheet and Income Statements for the current fiscal year ended March 31 shall be presented to and approved by the membership at the Annual General Meeting of the Association.

15.5  **CONTINGENCY FUND**

15.5.1 The Association shall maintain a contingency fund of up to $2,100,000 restricted for the purpose of paying professional fees, including for legal counsel and written legal opinions, resulting from costs associated with the maintenance of members' professional welfare, and for paying costs associated with grievances and rights arbitrations, mediation and interest arbitration resulting from failure to reach agreement in collective bargaining, strikes and lockouts, litigation, Labour Relations Board hearings, and any emergency expenses as determined and authorized by the Executive Board.

15.5.2 Where possible money should be allocated to this fund each year if the fund is less than $2,000,000.

15.5.3 The Executive Board is authorized to make payments from this fund for the purposes set forth in Article 15.5.1.

15.6  **BUILDING FUND**

15.6.1 The Association shall maintain a Building Fund restricted solely for the purpose of carrying out construction, renovation, maintenance and improvement projects related to the Faculty Centre, including the purchase and replacement of tangible assets such as furnishings and equipment.

15.6.2 All funds raised by borrowing, special dues levy or budget decision for the express purpose of construction or renovation shall be allocated to this restricted fund.

15.6.3 Where possible and when there is no outstanding Association debt related to projects as set forth in Article 15.6.1, money should be allocated to this fund each year until the fund has a balance of $35,000.

15.6.4 The Executive Board is authorized to make payments from this fund for direct costs associated with projects as set forth in Article 15.6.1.
15.6.5 The Faculty Centre Management Committee is authorized to make expenditures from this fund, up to $2,000 annually, related to the maintenance and improvement of the Faculty Centre and shall recommend expenditures in excess of $2,000 to the Executive Board.

15.7 OPERATING FUND

15.7.1 The Association shall maintain an unrestricted Operating Fund for the purpose of carrying out normal operations, within the planning framework of the approved annual operating budget, pursuant to Article 15.4.2.

15.7.2 Where possible, the Executive Board shall aim to maintain the fund’s fiscal year-end balance at approximately 50% of the expenses budgeted for the subsequent year. Balances in excess of this amount shall normally be redirected to the Building and/or Contingency Fund.

16. CODE OF ETHICS

This article first describes the principles upon which the Code of Ethics is based. The Code itself begins at Article 16.1.

EXECUTIVE SUMMARY

We, the members of the MRFA, assert the following as our code of ethics.

1. Responsibility: We have a duty to fulfill our obligations, both written and implied, and to accept responsibility for the consequences of the decisions we make as scholars, teachers, and members of the academic community.

2. Respect for Oneself and Others: We have a duty to respect others and a right to respect from others. We accept our leading role in teaching respect for all human beings, regardless of race, religion, gender, sexual orientation, and other categorizations that can be used as a basis for discrimination.

3. Fairness: We have a duty to be fair in our dealings with others and a right to be treated fairly.

4. Truth and the Advancement of Knowledge: We acknowledge that the concept of truth is itself part of academic inquiry. We agree to conduct our scholarship and teaching in good faith, to be judged by the highest standards in our respective disciplines, and to apply ourselves to the advancement of knowledge in our scholarship and teaching.

5. Academic freedom: We have the right to academic freedom, the duty to exercise and defend that right, and the obligation to encourage it in institutional and civic life.

6. Excellence: As teachers, scholars, counsellors, librarians, office-holders within the University, and members of the Mount Royal University community, we commit to maintaining the standards of excellence expected of us by our students, our fellow scholars and ourselves.
PREAMBLE

Professionals are self-governed both as groups and as individuals. As higher educational professionals, we assume a variety of roles and sometimes face competing demands that arise from conflicting duties. The challenge of discharging these diverse duties and of maintaining high standards of conduct cannot be met by merely following a list of rules. We need a framework for conceiving of professionalism in higher education that will help us determine for ourselves how we should act in particular situations.

This code rests on the belief that, in order to consistently and correctly determine professional standards of conduct, one must understand upon what those standards are based. Therefore, although the code guides by identifying standards of professional conduct, it also serves an educative function by showing how they are derived and justified. Rather than merely regulating with a limited set of rules, the code consists of a framework of core values, ethical principles, rights, duties, and standards of ethical conduct that define the concept of professionalism in higher education. Through identifying the deeper bases of standards of conduct, it articulates and defends an ideal of the higher educational professional. Thus, in addition to offering a framework which can help members think through the specific ethical challenges that we face, this code intends to contribute to the social milieu in which members of the Association independently endorse, and mutually reinforce, the promotion of the shared values that provide meaning and direction to our work.

As a proud association of equal, autonomous, and responsible professionals, the members of the Mount Royal Faculty Association are united in our resolve to promote these basic values and commitments and thereby maintain the highest standards of professional conduct.

FOUNDATIONAL VALUE: PROMOTING THE COMMON GOOD

The purpose of ethics is to promote the good of individuals. The welfare of specific individuals taken together is the common good. Since higher educational professionals collectively share a general commitment to promote the common good, higher education is an ethical enterprise. Promoting the common good both justifies, and helps to generate, the set of specific values that collectively define professionalism in higher education.

SPECIFIC CORE VALUES

The core ethical values of responsibility, respect for oneself and others, and fairness are generated by the fundamental goal of promoting the common good. The core values of truth and the advancement of knowledge, academic freedom, and excellence arise from the unique character of the higher education mission. Together these six specific values constitute the basis of higher educational professionalism.

THE SIX CORE VALUES OF HIGHER EDUCATIONAL PROFESSIONALISM

1. Responsibility
2. Respect for Oneself and Others
3. Fairness
4. Truth and the Advancement of Knowledge
5. Academic Freedom
6. Excellence
ETHICAL PRINCIPLES

Ethical principles are derived from ethical values, which may be too imprecise to guide behaviour. Ethical principles express ideal standards of behaviour and we should view them as providing us with reasons for acting. Principles have weight or importance and, although they may not determine decisions for us, they can incline those decisions one way or another. As life is often complex, the weight particular ethical principles carry will vary depending on the specific circumstances in which we find ourselves.

The following general ethical principles are derived from the core values of higher educational professionalism. They express standards of professional conduct and generate our specific rights and duties.

1. VALUE: RESPONSIBILITY

   Ethical Principle: Higher educational professionals should take responsibility for their decisions and actions, especially as these decisions and actions impact the interests of others.

2. VALUE: RESPECT FOR ONESELF AND OTHERS

   Ethical Principle: Higher educational professionals should have and show respect for themselves and others.

3. VALUE: FAIRNESS

   Ethical Principle: Higher educational professionals should be fair and, be seen to be fair, in their dealings with others.

4. VALUE: TRUTH AND THE ADVANCEMENT OF KNOWLEDGE

   Ethical Principle: Higher educational professionals should seek the truth and be committed to the advancement of knowledge.

5. VALUE: ACADEMIC FREEDOM

   Ethical Principle: Higher educational professionals should act to safeguard academic freedom.

   Academic freedom encompasses a range of more specific freedoms including freedom of inquiry, freedom of thought, freedom of expression, freedom of association, and freedom of assembly. Together these freedoms form the basis of the higher educational enterprise by making the search for truth and the advancement of knowledge possible. For this reason, insofar as truth and the advancement of knowledge are valuable, so too is academic freedom. Just as we need freedom in our individual lives, we need it to discover how best to advance our common interests. Apart from its instrumental value, academic freedom is required for professional respect because autonomy is a pre-condition of responsibility and responsibility is required for self-respect. Self-esteem in our working lives depends upon us being able to take credit for our successes and this, in turn, is dependent upon us being free to make our own academic choices and decisions.
We regard the set of freedoms that constitute academic freedom as fundamental Charter rights, each of which generates corresponding duties. Although each of these rights and duties are valuable, the right to dissent and the corresponding duty to respect such dissent warrant special attention. The pursuit of truth is a social venture that crosses generational and national boundaries. Individuals do not advance knowledge in a vacuum. Moreover, since none of us are infallible, none of us can determine what others should believe. The truth will most likely emerge in an environment in which individuals are free to express and defend their views without fear of threat or reprisal. This right to freedom of expression includes the right to responsible dissent. In a climate in which opinions are vigorously debated and challenged, the justification for those opinions can emerge. An understanding of the justification for certain truths is required to ensure that those truths will not be held as prejudices, putting their meaning in danger of being lost. The right to dissent and the corresponding duty to respect dissent are necessary to ensure that the truth will emerge and remain vital. Since the scope of the freedoms that constitute academic freedom is the measure of the maturity and vitality of a society, and since they so directly bear on the pursuit of truth and the advancement of knowledge, higher educational professionals have a unique, fundamental duty to safeguard these freedoms and to educate society about their importance to the common good.

6. VALUE: EXCELLENCE

Ethical Principle: Higher educational professionals should seek excellence in their work.

16.1. ETHICAL STANDARDS

The following ethical standards are derived from the core values and ethical principles stated above. They pertain to the specific roles we assume as colleagues, teachers, scholars and researchers, and administrators, and as members of our wider communities, including Mount Royal University, our disciplines and professions, and broader civil society.

These standards shall apply to all Regular Members of the Association. Failure to adhere to these standards may result in an ethics complaint in accordance with Article 17: Code of Ethics Procedures.

16.2. RESPONSIBILITIES AND RIGHTS AS COLLEAGUES

16.2.1. Responsibility

16.2.1.1. We have a duty to be accountable for the impact that our decisions and actions have on our colleagues.

16.2.1.2. We have a duty to honour and uphold all agreements adopted by the Association and all verbal and written agreements among ourselves with respect to our professional responsibilities and obligations.

16.2.1.3. We have the right to speak on behalf of the Association only if we have the informed consent of the Association or its Executive Board.

16.2.2. Respect

16.2.2.1. We have a duty to treat our colleagues with respect.

16.2.2.2. We have a duty to be respectful of our differences and diversity.
16.2.2.3. We have a duty to maintain our colleagues’ privacy and to keep confidential all information learned about a colleague during participation in the work of committees or other work-related activities, except where disclosure is justly required as part of that work. This duty extends to confidential information learned about third parties who are not members of the Association.

16.2.2.4. We have a duty not to divulge confidential information pertaining to Association affairs, except as required by law or by consent of the Association.

16.2.3. Fairness

16.2.3.1. We have a duty to judge our colleagues without bias or prejudice.

16.2.3.2. We have a duty to evaluate the work and efforts of our colleagues fairly and objectively and to make professional assessments on the basis of merit to the best of our abilities.

16.2.3.3. We have a duty to act in good faith in our dealings with our colleagues.

16.2.3.4. We have a duty to avoid conflicts of interest and to fully and appropriately disclose any potentially conflicting obligations in our dealings with our colleagues.

16.2.4. Truth and the Advancement of Knowledge

16.2.4.1. We have a duty to be truthful with, and in our dealings about, our colleagues.

16.2.5. Academic Freedom

16.2.5.1. We have a duty to protect the academic freedom of our colleagues and to encourage their freedom of inquiry. This includes respect for our colleagues’ right to dissent and to express views with which we disagree.

16.2.5.2. We have the right to academic freedom.

16.2.6. Excellence

16.2.6.1. We have a duty to maintain high standards of collegiality.

16.2.6.2. We have a duty to encourage each other to abide by this code.

16.3. RESPONSIBILITIES AND RIGHTS AS TEACHERS

16.3.1. Responsibility

16.3.1.1. We have a duty to be accountable for the impact that our decisions and actions have on our students.

16.3.2. Respect
16.3.2.1. We have a duty to treat our students with respect, to be mindful of the position of power we occupy, and to uphold a professional relationship with them.

16.3.2.2. We have a duty to be respectful of our diversity and to be tolerant of differences between our students and ourselves, and those among our students.

16.3.2.3. We have a duty to maintain students' privacy and to keep confidential all information learned about a student, except where it is given to a colleague for the purpose of aiding or evaluating the academic progress of the student, where maintaining privacy might be contrary to the interests of the Mount Royal University community, or where it is given with the prior consent of the student.

16.3.3. Fairness

16.3.3.1. We have a duty to judge our students without bias or prejudice.

16.3.3.2. We have a duty to evaluate the work and efforts of our students fairly and objectively and to make professional assessments on the basis of merit to the best of our abilities.

16.3.4. Truth and the Advancement of Knowledge

16.3.4.1. We have a duty to protect and promote academic freedom in our classrooms, including by fairly considering a broad range of views and opinions.

16.3.4.2. We have a duty to promote academic honesty and integrity in our courses.

16.3.5. Academic Freedom

16.3.5.1. We have a duty to protect the academic freedom of our students and to encourage their freedom of inquiry. This includes respect for our students' right to dissent and to express views with which we disagree.

16.3.6. Excellence

16.3.6.1. We have a duty to maintain high standards of teaching expertise and appropriate, discipline-specific standards of intellectual rigor in our courses.

16.3.6.2. We have the right to engage in professionally recognized and appropriate development activities in order to enhance our performance as teachers.

16.4. RESPONSIBILITIES AND RIGHTS AS SCHOLARS AND RESEARCHERS

16.4.1. Responsibility

16.4.1.1. We have a duty to be accountable for the impact that our decisions and actions have on our fellow researchers and scholars.
16.4.1.2. We have a duty to be accountable for the use of any funds awarded to us as researchers and scholars by Mount Royal University or external granting agencies. We have a duty to allocate or spend these funds responsibly.

16.4.2. Respect

16.4.2.1. We have a duty to respect and promote the ethics of research involving humans or animals.

16.4.3. Fairness

16.4.3.1. We have a duty to judge our fellow researchers and scholars without bias or prejudice.

16.4.3.2. We have a duty to evaluate the work of our fellow researchers and scholars fairly and objectively and to make professional assessments on the basis of merit to the best of our abilities.

16.4.3.3. We have a right as researchers, scholars, and experts to pursue outside interests consistent with our primary obligations to Mount Royal University.

16.4.3.4. We have a duty to avoid conflicts of interest and to fully and appropriately disclose any potentially conflicting obligations in the course of our research and scholarship.

16.4.3.5. We have a duty to avoid using any advances in knowledge that we have gained as a result of access to confidential information obtained in our capacity as a peer reviewer or referee, or any other position of trust and authority, unless we have the permission of the author.

16.4.4. Truth and the Advancement of Knowledge

16.4.4.1. We have a duty to base our research and scholarship on advancing knowledge in good faith.

16.4.4.2. We have a duty to acknowledge any creative or academic contributions that our colleagues and students make to the work that we produce.

16.4.5. Academic Freedom

16.4.5.1. We have a duty to protect and promote our own academic freedom and the academic freedom of our fellow researchers and scholars.

16.4.5.2. We have the right to academic freedom. This includes the right to freedom of inquiry, freedom of thought, freedom of expression, freedom of association, and freedom of assembly.

16.4.6. Excellence

16.4.6.1. We have a duty to maintain high standards as researchers and scholars.
16.4.6.2. We have the right to engage in professionally recognized and appropriate development activities in order to enhance our performance as researchers and scholars.

16.5. RESPONSIBILITIES AND RIGHTS AS ADMINISTRATORS, INCLUDING AS CHAIRS

16.5.1. Responsibility

16.5.1.1. We have a duty to be accountable for the impact that our decisions and actions have on those over whom we have authority, including students, staff, and faculty.

16.5.2. Respect

16.5.2.1. We have a duty to treat students, staff, and faculty with respect, to be mindful of the position of power we occupy, and to exercise our authority without making unreasonable, arbitrary, contradictory or retaliatory demands.

16.5.2.2. We have a duty to be respectful of our diversity and to be tolerant of differences among and between ourselves and students, staff, and faculty.

16.5.3. Fairness

16.5.3.1. We have a duty to avoid conflicts of interest and the appearance of conflicts of interest by not using our position for personal gain.

16.5.4. Truth and the Advancement of Knowledge

16.5.4.1. We have a duty to be truthful with, and in our dealings about, those over whom we have power.

16.5.5. Academic Freedom

16.5.5.1. We have a duty to protect and promote academic freedom, including a duty to respect and encourage responsible dissent.

16.5.6. Excellence

16.5.6.1. We have a duty to maintain high standards of leadership and managerial competence.

16.6. RESPONSIBILITIES AND RIGHTS AS MEMBERS OF MOUNT ROYAL UNIVERSITY

16.6.1. Responsibility

16.6.1.1. We have a duty to be accountable for the impact that our decisions and actions have on Mount Royal University’s stakeholders.

16.6.1.2. We have a duty to participate in development of, and to abide, by Mount Royal University policies and agreements, and to discharge our duties fairly and in good faith, mindful of our responsibilities to Mount Royal University’s stakeholders.
16.6.2. Academic Freedom

16.6.2.1. We have a duty to protect and promote academic freedom at Mount Royal University.

16.6.3. Excellence

16.6.3.1. We have a duty to seek reforms which would improve Mount Royal University.

16.6.3.2. Full-time members have a duty to participate in the governance and administration of Mount Royal University at the Board of Governors, Association, Faculty, department and other levels, provided that this participation is consistent with the member’s primary responsibilities and individual abilities.

16.7. RESPONSIBILITIES AND RIGHTS AS MEMBERS OF OUR BROADER ACADEMIC COMMUNITIES AND ORGANIZATIONS

16.7.1. Responsibility

16.7.1.1. We have a duty to be accountable for the use of any funds entrusted to us as occupants of positions of trust and authority in our professional bodies and associations. We have a duty to spend these funds responsibly.

16.7.1.2. We have the right to engage in the activities and governance of our professional bodies and associations, provided that exercising this right is consistent with the discharge of our primary responsibilities at Mount Royal University.

16.8. RESPONSIBILITIES AND RIGHTS AS MEMBERS OF CIVIL SOCIETY

16.8.1. Truth and the Advancement of Knowledge

16.8.1.1. We have a duty to be truthful about our qualifications and expertise, including when speaking on matters outside our professional expertise.

16.8.2. Academic Freedom

16.8.2.1. We have a duty to protect and promote academic freedom.

16.8.2.2. We have the right to academic freedom, including the right to exercise all of our academic freedoms off campus.

17. CODE OF ETHICS PROCEDURES

18. PARLIAMENTARY PROCEDURE

18.1. The current edition of Robert’s Rules of Order shall govern the conduct of all meetings of the Association, its committees and the Executive Board, except as otherwise set forth in law, in these Bylaws or in the established policies and procedures of the Association.
18.1.1 The President of the Association may designate a Regular Member in good standing to chair any meeting of the Association, or any portion of a meeting.

18.2 Recognizing that Bylaw provisions may be violated unintentionally or in error in certain circumstances, the Executive Board shall immediately endeavour to correct or reverse any violation. The Executive Board shall bring any violation or alleged violation forward to the next Regular Meeting with a description of the circumstances and an account of how the matter has been addressed including a description of any corrective actions taken.

18.2.1 Any decisions resulting from a violation of such a Bylaw process or Article shall be null and void.

19. AMENDMENTS

19.1. Bylaws may be made, altered or rescinded by Two-Thirds Special Resolution of the Membership at or pursuant to an Annual General Meeting or Special Meeting at which the motion to make, alter or rescind bylaws is considered. The conduct of the vote on the motion shall be in accordance with Article 19.5.

19.2. A motion to make, alter or rescind bylaws is not in order unless notice of motion has been provided as set forth in this Article. This notice of motion must accompany the written notice for the meeting referred to in Article 19.1, at the time that the written notice for the meeting is provided in accordance with Article 7.3 or 7.4.

19.3. The notice required pursuant to Article 19.2 shall be accompanied by the proposed language for any bylaw to be made or for any alteration, and shall be accompanied by a rationale for any bylaw to be made, altered or rescinded.

19.4. Concerning a motion to amend a motion to make, alter or rescind bylaws:

19.4.1. A main motion to make, alter or rescind bylaws is amendable only to the extent that amendments must be germane to the main motion, must relate directly to the proposed language and must be consistent with the subject matter described in the notice for the meeting; and

19.4.2. Such a motion to amend requires a two-thirds majority in order to pass.

19.5. Pursuant to Article 19.1, voting on a main motion to make, alter or rescind bylaws shall be conducted exclusively at the meeting referred to in Article 19.1; or, at the discretion of the Executive Board, voting may instead be conducted at times and using a method of voting determined by the Executive Board, as set forth below:

19.5.1. The times and method for voting shall be communicated by the Executive Board as part of the written notice for the meeting;

19.5.2. The times for voting may include time for balloting at the meeting;

19.5.3. The times for voting may include extended times for balloting subsequently to the meeting; and

19.5.4. Voting must close no later than five (5) working days after the meeting.
19.6. No bylaw may be made, altered or rescinded such that this would have the effect of leaving the Bylaws of the Association without provisions for governing those matters for which bylaw provisions are required by law.

20. INDEMNIFICATION

20.1 A member of any committee established by the Association or any member of the Executive Board is not personally liable for any action undertaken or discharged by the Association, its committees or its employees, nor for any action undertaken in good faith in the performance of the member’s responsibilities to the Association.

20.2 An employee of the Association is likewise indemnified when acting in good faith on behalf of the Association.

21. INSPECTION OF RECORDS

The public books and records of the Association may be inspected by a Regular Member of the Association during regular business hours at the office of the Association, by appointment, and in accordance with the Policies and Procedures of the Association. In accordance with the Policies and Procedures of the Association, public books and records are understood to include these Bylaws, Policies and Procedures of the Association, committee charters, any documents presented to the Membership at Meetings of the Association including written reports and audited financial statements, meeting minutes where non-confidential, and other documents of a non-confidential nature. Freedom of Information and Protection of Privacy and Personal Information Protection Act requirements take precedence in all matters relating to inspection of records.

Records of in-camera sessions of the Executive Board, records of the Negotiating Committee, records of the Collective Bargaining Advisory Committee, records of the Grievance Committee, records of in-camera deliberations of the Awards Committee, records of in-camera deliberations of the Grants Committee, election ballots, and survey responses are excluded as confidential.

Persons may also request in writing their own personal information held by the Association, and may request in writing correction of this information. In accordance with the Policies and Procedures of the Association, the Association may withhold certain information, such as information collected for legal, grievance or arbitration proceedings and information related to confidential labour relations matters. The Association shall withhold information for which disclosure would be unlawful, including in accordance with the Personal Information Protection Act.

22. REIMBURSEMENT

A Member of the Association may be reimbursed for reasonable expenses incurred while on the business of the Association, in accordance with the Policies and Procedures of the Association and when expenses have been approved in advance.

23. WIND UP AND DISSOLUTION

Because the Association is a statutory incorporation pursuant to the Post-secondary Learning Act, the members may not voluntarily wind up or dissolve it.
23.1 Involuntary Wind-up or Dissolution

23.1.1 In the event of the Association’s impending involuntary windup or dissolution as a result of legislation, regulation, ministerial policy or other involuntary circumstance, all of its assets, after payment of its liabilities, shall be distributed pursuant to Article 23.2.

23.1.2 In the event of impending involuntary windup, the Officers of the Association shall be specifically empowered to convene an Extraordinary Meeting upon 48 hours’ written notice. The voting requirement shall be a simple majority of those present and entitled to vote.

23.1.3 At such meeting, the Executive Board shall:

- present evidence prompting their action in calling an Extraordinary Meeting for the purposes of dissolving the Association and distributing its assets;
- present audited financial statements or report on the expected delivery date for audited financial statements;
- present an Executive Report on any successor Faculty Association or other successor body; on any outstanding liabilities; and on any issues arising that ought to be of concern to members;
- bring Executive recommendations to dissolve the Association, to distribute its assets pursuant to Article 22.2, and to determine the times for voting on these recommendations.

23.2 DISTRIBUTION OF ASSETS

23.2.1 In the event the Association is wound up or dissolved in the course of ordinary business, all of its assets, after payment of its liabilities, shall be distributed in one of the following ways, or in combinations thereof:

- Assignment of the assets to a successor Faculty Association or to another organization designated by its members in the first instance;
- Disposition of the assets (or portion thereof) pro rata to the current members in the absence of a successor organization;
- Deed of trust to a person or corporation as designated by the members to be held on terms approved by the members on an interim basis until 23.2.1.1 or 23.2.1.2 applies or until an audit can be completed.

24. CONTINUATION OF GOVERNANCE

24.1 Notwithstanding anything else in these Bylaws, during any period of time in which a strike vote has been held by the Association and resulted in a majority in favour of a strike, or a lockout vote has been held by the employer and resulted in a majority in favour of a lockout, until the entering into of a collective agreement, the Executive Board has the exclusive authority to take any combination of the following actions:
24.1.1. The Executive Board may cancel any Regular Meeting of the Association scheduled to be held within twenty (20) working days, which would otherwise have been held in accordance with the times set forth in Article 7.2.1;

24.1.2. The Executive Board may postpone the Annual General Meeting, normally held on a date as set forth in 7.3.1, until such time as a collective agreement is entered into; furthermore the Executive Board may suspend or extend any timelines for any associated nomination processes and elections set forth in Article 12; and

24.1.3. The Executive Board may suspend the activity of any Standing Committee or Ad hoc Committee of the Association, and may postpone the filling of committee vacancies during the period of suspension.

24.2. The Executive Board shall provide written notice to the Regular Members with respect to any actions taken pursuant to Article 24.1 within two (2) working days.

24.3. Where the Annual General Meeting has been postponed pursuant to Article 24.1.2, the Annual General Meeting shall be held within thirty (30) working days of the entering into of a collective agreement.

24.4. Notwithstanding anything else in these Bylaws, in the case that the Annual General Meeting has been postponed pursuant to Article 24.1.2, and where an elected Executive Officer’s term of office would otherwise have ended pursuant to Article 9, that Officer shall continue to hold office until the Annual General Meeting, except in the case of resignation or removal from office pursuant to Article 13.

25. POLITICAL ACTIVITY, CHARITABLE ACTIVITY AND DONATIONS

25.1. The Association is a non-partisan organization. The Association shall not endorse or donate to a particular political party or candidate for political office, except in conformity with a Special Resolution of the Membership.

25.2. The Association, through the President or through another Executive Officer as the President’s designee, may express non-partisan political views on matters relating to post-secondary education, on matters relating to labour relations and employment, and on any other matters of public policy relating to the Association’s Objectives as set forth in Article 3.

25.3. The Association, through the President or through another Executive Officer as the President’s designee, may express non-partisan political views on matters beyond those set forth in Article 25.2, for example concerning community development, social justice and other issues in light of the role of education in enhancing a community of citizens and improving society as a whole, where this is in conformity with a Regular or Special Resolution of the Membership.

25.4. The Association shall not endorse or donate to charitable groups or activities, except in conformity with a Special Resolution of the Membership or as set forth in Article 25.5.

25.5. The Executive Board, or the Officers it designates, shall have the authority to approve donations, contributions and sponsorships of the following types, in accordance with its established policies and procedures:
25.5.1. Contributions to funds administered by other associations or organizations to which the Association belongs, such as annual contributions to the CAUT Academic Freedom Fund, where these contributions have been planned for in the Association's approved annual operating budget pursuant to Article 15.4.2.

25.5.2. Sponsorship of Association scholarships for students of the University in accordance with the Student Scholarships Policy;

25.5.3. Sponsorship of University and University-related initiatives or events in accordance with the Donations Policy;

25.5.4. Donations in support of initiatives related directly to the professional welfare or Academic Freedom of academic staff members at Canadian post-secondary institutions in accordance with the Donations Policy;

25.5.5. Contributions to the strike funds of associations or unions representing academic staff bargaining units at Canadian post-secondary institutions in accordance with the Donations Policy, in the event of job action resulting from strike or lockout, in accordance with the Donations Policy;

25.5.6. Donation to a registered Charity in lieu of a memorial tribute, retirement gift or other gift, upon the request of the recipient or family, in accordance with the Donations Policy and the Gifts Policy.
Overview
Fulfilling the role as your MRFA president over the 2018/2019 academic year has been a dynamic experience filled with numerous challenges and opportunities. As noted in the MRFA Bylaws, the MRFA president’s overall responsibilities are as follows:

- Be the Chief Executive Officer of the Association;
- Chair the Executive Board of the Association;
- Chair the Faculty Centre Management Committee;
- Chair the Bylaws and Governance Committee;
- Be a member of the Grievance Committee;
- Be an ex officio member of all other Association Committees;
- Be the Association’s liaison between the Association and the senior administration of the University;
- Be the Association’s representative in dealings with the Human Resources Department of the University;
- Be responsible, in conjunction with the Vice President, Policy and Senior Grievance Officer, for monitoring proposed changes to University policy and other matters of University governance which affect the terms and conditions of Regular Members’ employment;
- Be the initial point of contact for members regarding the Collective Agreement;
- Respond to routine requests for information and shall refer concerns involving the interpretation and/or contravention of the Collective Agreement to the Vice-President, Policy and Senior Grievance Officer;
- Provide confidential advice and assistance regarding matters not involving interpretation and/or contravention of the Collective Agreement, including, but not limited to, Association Bylaws, policies and procedures, University policies and procedures, issues of faculty evaluation, issues of faculty welfare, and conflict resolution;
- Be the Association’s representative to CAUT;
- Be a member of the MRU Coalition;
- Be the external spokesperson of the Association and may express non-partisan political views on matters related to postsecondary education;
- Be responsible, in consultation with the Executive Board, for the preparation and approval of the agenda for Association meetings, and shall chair Association meetings.

With the above noted points in mind, the following information provides highlights of activities performed, outcomes achieved, and goals for the 2019/2020 academic year.
Engagement With, and Representation of, Members

Activities:
- Over one hundred meetings were held with faculty to respond to inquiries ranging from employment accommodation requirements, disciplinary matters, workload issues, leave applications, tenure and promotion queries, hiring processes, communication concerns and potential grievances. In addition to these meetings, numerous e-mail queries were responded to in a timely and thorough manner. At times, responses to requests involved working with the Senior Grievance Officer and/or the MRFA’s Labour Relations Officer to ensure that members received full and complete representation and that the terms and conditions within the collective agreement were upheld. As a member of the Grievance Committee, contributions were made to ensure that due process was followed, that legal counsel was acquired as needed and that recommendations to the MRFA Executive Board were presented when required.
- Ensuring that members’ needs were met also required ongoing work and collaboration with members of Mount Royal University’s Human Resources department. Meetings and collaborative brainstorming (whenever possible) occurred in order to ensure that members were served in an effective and efficient manner. This also involved assisting members by attending meetings with HR and/or members of management.
- As well, 5 regular meetings were held with the membership throughout the year. Working with the MRFA Executive Board, agendas were set to ensure that members received ongoing updates regarding critical MRFA activities and achievements. In addition, one special meeting and two extraordinary meetings for the membership were coordinated.
- While scheduling did not allow for attendance at each and every one, numerous department visits occurred. This provided the opportunity for two-way communication and to hear directly, what members valued and enhancements sought pertaining to MRFA operations.
- Meeting with laboratory instructors to better understand and support the unique needs of these members.
- Meeting with Chairs’ Assembly to support the work of these colleagues.
- The 3rd annual member census was administered. Results were carefully analyzed and information will be shared at the 2019 Annual General Meeting.
- In order to enhance connection of members to/with the MRFA, presentations were made (at both the commencement of the Fall and Winter terms) to new full-time and contract faculty members to welcome them to our Association and to provide information regarding services offered. As well, a welcome event for new faculty was held in the Fall 2018 term.
- As well, 4 presentations were given (2 to tenure-track faculty and 2 to members of Tenure and Promotion committees) to enhance understanding of tenure and promotion processes and expectations. These presentations were one example of how the MRFA partnered with management to offer services to our members.
- Policy changes, as per MRU’s consultation process and requirements, were carefully reviewed and comments were provided to the VP Policy to incorporate into the feedback provide by the MRFA. (VP Policy and Senior Grievance Officer’s annual report provides an overview of all policies that were reviewed during the past academic year.) Articles were written for News to Use to enhance communication from the MRFA president’s office throughout the year and to share a variety of perspectives from this role.
Outcomes Achieved:

Members received appropriate care and attention to ongoing employment inquiries to ensure that agreed upon terms and conditions were met. In partnership with the Senior Grievance Officer and the Labour Relations Officer, grievances were filed as appropriate and follow-up conducted to bring closure to a variety of concerns. Various communication methods (in-person meetings, group meetings, phone conversations, e-mails, and responses to on-line queries) provided numerous ways to work with members.

2019/2020 Objectives:

- Work will continue to ensure that the newly hired MRFA Labour Relations Officer receives ongoing training and support in order to continue to address members’ questions and concerns regarding appropriate implementation of employment terms and conditions noted in the collective agreement. Collaboration with the (newly elected) VP Policy and Senior Grievance Officer and work as a member of the Grievance Committee will continue to ensure diligent adherence to our working terms and conditions as negotiated and documented in the Collective Agreement.
- Implement enhanced informal, and ongoing, methods to connect with members and listen to feedback. Support and input will be provided to the MRFA Communications Committee to enhance on-line communications channels.
- Develop video resources to welcome members and provide overview of the MRFA.
- Implementation of a strategy to more effectively connect, and work with, Chairs’ Assembly. Investigating methodologies to provide enhanced support, and information sharing, to this group.
- Review of methods to implement anonymous voting at Regular Meetings.
- Administration of 4th annual member census and data analysis to note critical points of feedback and key trends.

Committee Work

Activities:

As MRFA president, service was provided as Chair of the following committees:

- Bylaws and Governance. The committee’s annual report is presented as part of the Annual General Meeting package and proposed amendments to Bylaws have been documented for approval at the Annual General Meeting. As committee Chair, ongoing work to ensure compliance with the Post-Secondary Learning Act and the Alberta Labour Code was conducted throughout the year. This involved consultation with legal counsel to ensure appropriate use of this critical resource. As well, MRFA Policies and Procedures were amended at various points throughout the year, and presented to the MRFA Executive Board for approval, to ensure greater clarity of processes and legal compliance.
- Faculty Centre Management Committee. The committee’s annual report is presented as part of the Annual General Meeting package. As committee Chair ongoing and diligent review of Faculty Centre operations occurred throughout the year, feedback from members was reviewed and recommendations for changes presented to the MRFA Executive Board.

- Job Action Committee (Ad-hoc). The committee’s annual report is presented as part of the Annual General Meeting package. As committee Chair attention was given to the details within the job action plan, training programs and documents were developed for use during job action and work with legal counsel was conducted to ensure appropriate, and legally compliant, strategies were incorporated into a plan for job action.

- Serving as ex-officio on all other MRFA standing committees and member of the grievance committee. Work conducted by committees was reviewed throughout the year and feedback received from members was shared with various committees as appropriate. Questions from committees regarding budgets, processes and expected outcomes were responded to in a timely manner. As well, meetings were held with the Chair of the Diversity and Equity Committee and the Faculty Evaluation Committee.

- Ongoing meetings, with the VP Negotiations, to ensure effective collaboration and strategies were in place to ensure support was provided to the critical process of collective bargaining as requested. Collaborative work to host members’ forums and provide important updates.

- Met with faculty members who serve as representatives on the Joint Diversity and Equity Committee. Reviewed progress to date and discussed plans in place to move forward with the pay equity study that the University has committed to.

- Worked with the Chair of the newly formed Joint Health and Safety Committee to ensure compliance with new legislation and to confirm roles of MRFA representatives on this group.

- Served as the MRFA representative on the hiring committee for the Dean, Continuing Education and Extension.

- Served as the MRFA representative on the MRU Alumni Awards Committee.

Outcomes Achieved:

The Mount Royal Faculty Association’s standing committees and MRU committees with MRFA representatives served our members in a diligent and strategic manner. Through this work, various programs and initiatives were offered, members’ interests were represented and advanced and opportunities for ongoing development and connection were provided. Members are encouraged to read committee reports presented in the Annual General Meeting package and deepest gratitude is expressed to everyone who served in various capacities.
2019/2020 Objectives:

• After having had a year to better understand the roles and responsibilities of various committees, the goal for the upcoming academic year is to meet with each MRFA standing committee to ensure full understanding of each committee’s charter and discuss ways in which the MRFA Executive Board can support their work.
• Ongoing work to ensure effective documentation of ongoing and long-term bargaining goals. Collaboration with the VP Negotiations will continue. Continued support for the collective bargaining process will be provided.
• Advancement of the pay equity study will be carefully monitored and ongoing communication with the Joint Diversity and Equity committee will continue. This has been identified as a key priority for members and this initiative will be closely observed.
• A full and thorough legal review of MRFA Bylaws.
• Ongoing work to ensure a thorough and strategic approach to job action planning. Details regarding benefits coverage and costing scenarios will be more fully documented.
• Review of Faculty Centre menus and pricing.

Internal Collaboration:

Activities:

- Served as Chair of the MRU Coalition Committee. This group met 7 times throughout the year to ensure effective communication and synergy could be achieved across the MRFA, SAMRU and the MRSA.
- Attended and participated in General Faculty Council meetings to ensure MRFA perspectives were shared and addressed. Attended pre-GFC sessions hosted by the Academic Liaison Committee to assist with effective communication amongst MRFA members who also serve as GFC counselors.
- Attended Board of Governors (BOG) meetings (as an observer) and submitted a report on behalf of the MRFA prior to each session. Written submissions were completed in coordination with the MRFA’s BOG representative to ensure strategic communication and to capitalize on opportunities to present key messages to the BOG. Responded to questions from the Board based upon information shared in these documents.
- Regular meetings with members of senior management, wherever possible and practical, ensured transparent and collaborative communication. Discussions, pertaining to budget development and information sharing requirements.
- Attended information sessions held for the University Leadership Group. One session focused on budget development and one session focused on responses to the employee survey conducted at MRU.
- Met with Accessibility Services on numerous occasions to discuss student accommodation requirements and processes. Attended a Faculty Rights and Responsibilities session to better understand the various processes (legal and operational) involved in student accommodations.
- Meetings with the University Advancement to ensure collaborative and transparent approach to political activities.
Outcomes Achieved:
The MRU Coalition Committee allowed for sharing of key pieces of information across faculty, staff and student groups. This was especially effective during collective bargaining. Through this work, transparent and collegial exchange of information was provided, which further enhanced communication goals during negotiations. The MRU Coalition Committee also worked together to investigate ongoing use of the on-campus greenhouse, reviewed book store operations and hours and brainstormed ways to enhance community building at MRU. As well, a letter (signed by the Presidents of all 3 Associations) was sent to MRU’s senior management to express concern regarding the dismantlement of the employee recognition wall and asking for action to be taken/implemented to ensure an effective and meaningful employee recognition program is implemented at MRU.

Through information shared and questions posed (written and oral) inquiries were made to ensure that MRU’s senior management and members of the Board of Governors (BOG) were aware that the MRFA continuously monitored and responded to key issues and communications. Examples include responses, and corrections to, hiring information and inappropriate use of terminology such as “academic freedom”.

A formalized, and cooperative process, has been implemented between the MRFA and the Office of the VP Academic and Provost to ensure timely reporting of information to the MRFA, as per requirements stated throughout the Collective Agreement.

2019/2020 Objectives:

- Ongoing communication with members of senior management and the Board of Governors (BOG). Processes will be implemented to enhance collaborative communication channels. As noted, members’ rights must be upheld and ways to accomplish this in a firm, yet collaborative manner, will continue to be explored.
- Follow-up to ensure that a formalized employee recognition program is developed and implemented.
- Ongoing review of information shared from management, as per the various requirements and deadlines noted in the Collective Agreement. Follow-up conducted as necessary.
- Develop plans and strategic initiatives to enhance collaborative work in response to the new provincial government landscape.
- Ongoing exploration of Code of Conduct requirements to ensure transparent and reasonable application of newly implemented policies.
External Representation/Affiliations:

Activities:
- Attended the following Canadian Council of University Teachers (CAUT) events:
  - Forum for new presidents
  - Parliament Hill advocacy day
  - Fall Council
  - Harry Crowe Freedom of Speech Conference
  - CAUT presidents’ forum
    - Presented a session on faculty association governance at this session.
  - Spring Council
- Attended the following Confederation of Alberta Faculty Association (CAFA) events:
  - Fall collaboration session
  - Winter collaboration session
  - Annual Spring strategic retreat

Written reports were submitted to each CAFA session on behalf of the MRFA.

- Meetings with politicians: *
  - Greg Clark – Alberta Party
  - Janet Eremenko – NDP
  - Michelle Rempel - Conservative Party Member of Parliament for Calgary Centre-North
  - Naheed Nenshi – Mayor, City of Calgary
  - Bill Moore-Kilgannon, Chief of Staff for Marlin Schmidt – Minister, Advanced Education

*Note: Invitations to meet were also extended to members of other political parties, but were declined.

- Wrote and sent letters to all sitting Alberta MLAs during advocacy week. Through the support and work of the Advocacy Committee, a Post-Secondary Education Vision document was included in these mailings.

Outcomes Achieved:

Collaborative working relationships, with Faculty Associations across the country, continued to be developed and enhanced. Benchmarking, sharing of best practices and brainstorming occurred. Information obtained was incorporated into MRFA Policies and Procedures as appropriate.

While ensuring a non-partisan approach, meetings with politicians helped to ensure that priorities for post-secondary institutions continued to be shared and kept at front of mind.
2019/2020 Objectives:

- Invite the Minister of Advanced Education to present to/meet with members of the MRFA.
- Work with the Confederation of Alberta Faculty Associations (CAFA) to further investigate designation of members within Faculty Associations and methods to share critical messages (budgets, processes, legal requirements under the Alberta Labour Code) with the sitting government.
- Participation in Fall and Spring CAUT Councils. Attendance at Winter 2020 Forum for Presidents.
- Review of CAUT Defence Fund standing rules and regulations and submission of suggestions for revisions.
- Strategic review of affiliations and recommendations/required processes for enhanced MRFA involvement in organizations such as the National Union of the Canadian Association of University Teachers, the Alberta Federation of Labour, the Canadian Labour Congress and Public Interest Alberta.

MRFA Staff Team

Activities:
- Chaired 3 hiring committees:
  - Administrative Assistant
  - Labour Relations Officer
  - Senior Administrative and Faculty Relations Officer Maternity Leave Replacement
- Developed an orientation program for new MRFA employees.
- Ensured that new staff members received Occupational Health and Safety training as per legislative requirements.
- Developed a new overtime tracking system and ensured that overtime policies and procedures were in compliance with legislation.
- Conducted performance reviews for 5 staff members.
- Provided ongoing coaching and guidance to all staff members regarding various operational and process issues.

Outcomes Achieved:
The MRFA staff team provided effective and efficient assistance to MRFA committees and to our members. Gratitude is expressed to this group for enhancing the operations of the MRFA and for ensuring that requests were responded to in a timely manner and that members were provided with valuable services.

2019/2020 Objectives:

- Review of job descriptions of all MRFA staff members to ensure appropriate classification and compensation.
- Implementation of bi-monthly staff meetings to enhance communication across the team in response to growth and more complex office infrastructure.
Highlights of Participation in Sessions/Events: (Note: Some events are forthcoming at time of writing this report.)
- Chaired 23 MRFA Executive Board meetings.
- Coordinated and chaired MRFA Executive Board annual retreat.
- MRFA welcome back social event.
- MRU Distinguished Employee Awards event.
- SAMRU wine and cheese session.
- MRFA annual family BBQ and fun day.
- Boyden Presidential search session input session.
- MRU President’s Fall address.
- GFC joint governance PD session.
- Fall convocation.
- CAUT Membership engagement workshop.
- Tenure, promotion and awards celebration.
- MRFA holiday party.
- MRU Presidents’ holiday reception.
- Fall Academic Town Hall.
- Unconscious bias PD session.
- Calgary Peace Prize event.
- Research and scholarship days book showcase.
- David Docherty’s farewell event.
- Spring Academic Town Hall.
- MRFA Committee Affair.
- Annual MRFA PD retreat.
- Tim Rahilly welcome events.
- Celebration of teaching and learning at MRU.
- Academic leadership panel.
- MRFA annual BBQ.
- Spring convocation. (One event.)
- Get Cracking PD sessions:
  - How to prepare for job action.
  - Being an advocate in advance of the political election.
  - Experiences of female faculty at MRU.

SUMMARY:

Serving as your MRFA president is a tremendous honour. I look forward, with anticipation and hope, to advancing the MRFA’s objectives during the upcoming 2019/2020 academic year.

Respectfully submitted,
Melanie Peacock
As this report serves both as the annual report for the VP Policy and SGO, and also as the annual report for the Grievance committee, I would also like to start by thanking the other members of the Grievance Committee: Khatija Westbrook, Sabrina Reed, Melanie Peacock, Guy Obrecht, and Lee Easton.

The majority of my time this year was spent on grievance activity, as it was a relatively light year for policy consultations. I also supported a number of members through various processes including annual tenure review meetings, workload appeals, workplace accommodation meetings, and disciplinary investigations. I delivered sessions regarding the Contract Hiring and Workload Appeal processes as well.

In January of this year, the Association hired a full-time Labour Relations Officer (Derrick Antson). The expertise that this staff member brings to the association, and the continuity when new Association Officers are elected will be of great value to the Association. In particular, Derrick has already been of great assistance on the grievance portfolio. The addition of the LRO, in my opinion, justifies the reduction in reassigned time for the VP Policy and SGO that is being proposed in the Bylaw amendments.

Grievance Summary:

Throughout the year many issues arose that involved consultation with members and communication with administration. In many cases the issue was resolved short of an actual grievance being filed. The following table outlines the issues that actually entered the formal grievance procedure.

<table>
<thead>
<tr>
<th>Topic</th>
<th>Relevant Articles*</th>
<th>Grievance Step</th>
<th>Outcome</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sessional reappointment</td>
<td>4.8, 4.7</td>
<td>Step 1</td>
<td>Not advanced to Step 2</td>
<td>Complicated scenario resulting in unfortunate course allocation decisions, but no actual contravention.</td>
</tr>
<tr>
<td>Sessional reappointment</td>
<td>4.8, 4.7</td>
<td>Step 1</td>
<td>Resolved: Member received financial compensation.</td>
<td>Initial appointment made when there was an existing eligible sessional</td>
</tr>
<tr>
<td>Limited Term Backfill of Academic Leader secondment</td>
<td>4.17.4.1, 4.4.4.1</td>
<td>Step 2</td>
<td>Resolved with commitment to hire a Limited term employee</td>
<td></td>
</tr>
<tr>
<td>Promotion of an Academic Leader</td>
<td>MOU</td>
<td>Step 4</td>
<td>Not advanced to arbitration.</td>
<td>Decision not to advance made without prejudice.</td>
</tr>
<tr>
<td>Absence of a Chair</td>
<td>1.3, 1.10</td>
<td>Step 4</td>
<td>Decision not to advance</td>
<td></td>
</tr>
<tr>
<td>(direct reporting to the Dean)</td>
<td>arbitration</td>
<td>made without prejudice.</td>
<td></td>
<td></td>
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<tr>
<td>--------------------------------</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Associate Dean as Acting Chair</td>
<td>27.4, 1.7, 1.34</td>
<td>Step 4</td>
<td>Not advanced to arbitration</td>
<td>Decision not to advance made without prejudice.</td>
</tr>
<tr>
<td>Required frequency of SEIs and use of Employee file</td>
<td>26.6, 28.4.1</td>
<td>Step 1</td>
<td>Resolved</td>
<td>Letter removed from file and SEI requirements clarified.</td>
</tr>
<tr>
<td>Sessional hiring: posting of available courses</td>
<td>4.8.4</td>
<td>Step 2</td>
<td>Not advanced to Step 2, partial resolution at Step 1</td>
<td>Eligible Contract member was not invited to apply for available contracts</td>
</tr>
<tr>
<td>Denial of request to change work patterns</td>
<td>14.8</td>
<td>Step 1</td>
<td>Not advanced to Step 2</td>
<td>The CA lacks criteria on which the Dean should base a decision.</td>
</tr>
<tr>
<td>Sessional Course Allocation</td>
<td>4.8.2</td>
<td>Step 1</td>
<td>Resolved: additional course(s) allocated</td>
<td></td>
</tr>
<tr>
<td>Sessional Course Allocation</td>
<td>4.8.2</td>
<td>Step 1</td>
<td>Resolved: additional course(s) allocated</td>
<td></td>
</tr>
<tr>
<td>List A allocation decision</td>
<td>14.9.1</td>
<td>Step 2</td>
<td>Resolved: partial achievement of requested remedies.</td>
<td>Issues involved Dean responsibility for List A decisions and eligibility of certain activities</td>
</tr>
<tr>
<td>List A eligible activities</td>
<td>14.9.1</td>
<td>Step 2</td>
<td>Resolved: clarification of eligibility of all activities listed in CA.</td>
<td>As grant-writing is considered scholarly activity, it should be eligible for consideration of List-A funding</td>
</tr>
<tr>
<td>Composition of Selection committee</td>
<td>4.3.4</td>
<td>Step 2</td>
<td>Resolved.</td>
<td>In cases where composition must deviate from CA, Association should be consulted.</td>
</tr>
<tr>
<td>Termination of Member’s employment</td>
<td>MOU, 4.12, 2.3, 22.1</td>
<td>Step 2</td>
<td>Currently active</td>
<td>The Board has taken the position that continued accommodation of a member’s medical condition constitutes undue hardship (without justification of this position).</td>
</tr>
</tbody>
</table>

*Non-exhaustive list, in many cases there are numerous relevant articles throughout the CA.

Policy Consultations
This was a fairly light year in terms of policy consultation. The following is a list of University policies on which I helped to draft the Association’s feedback:

- External Grants Policy
- Space Management Policy
- Admission Policy
- Policy on Policies and Procedures
- Animal Care Policy (in progress at the time of writing this report)
- Death of a Student Policy (in progress at the time of writing this report)

Respectfully submitted,

Brady Killough
VP Policy and Senior Grievance Officer
Dear Colleagues,

The Board of Governors has met on four occasions since my Fall 2018 report. The Board receives information on many matters with which Faculty members will be familiar with through the reports of other bodies (GFC minutes, Faculty Councils’ minutes, MRFA general meeting minutes, Town Halls, communications from the Administration, etc.). Accordingly, this report focuses on matters brought to the Board’s particular attention or upon which the Board has deliberated and acted in its public sessions. Some elaboration is provided on matters not reported elsewhere. Please note that the Board’s agendas and minutes are reproduced on the MRU website at: http://www.mtroyal.ca/AboutMountRoyal/OfficesGovernance/BoardofGovernors/

Please note that my report for Board meetings can be found on the MRFA website.

Board of Governors’ Meeting 29th October 2018.

At this meeting the Board received the following reports:

• The Chair of the Board of Governors Report (Sue Mallon)
  
  It was reported that the Minister of Advanced Education met with postsecondary board chairs on 21st September. Paul Kundan attended representing Mount Royal. It was noted that the Ministry has developed a Board of Governors orientation programme, which will take place in early November in Calgary. Information on the status of the presidential search process were provided.

• Finance Committee Report (Susan Swan)
  
  The Committee reviewed its charter and agenda plan. An update on the current budget development plan was received from the VP Finance and Administration. The Committee reviewed the quarterly financial reports, annual investment reports, and year-end appropriations and reserve funds. The Board approved the internal restriction of $700,000, and the reallocation of $200,000 at the end of fiscal 2017-18, as per the Reserve Fund Recommendations made 30th June 2018.

• Governance and Nominating Committee (Sue Mallon)
  
  The Committee reviewed the activities of the Board and the results of evaluation of Board meetings (as provided by Board members). The annual retreat agenda was discussed, as were the Board’s priorities for this year. The call for nominations for Honorary Degree Candidates was made, and the guidelines for nominations were reviewed.

• Other Reports received:
  • Audit and Risk Committee
  • Consolidated Audited Financial Statements — approved
The implications of Bill 19 for MRU were discussed, including composition and mandate changes required for Deans’ Council, the General Faculties Council, and the Board of Governors.

- the following reports were received from the University’s executive officers:
  - the President (David Docherty)
    - The President provided a report on recent efforts to advance the University Strategic Plan, changes to the PSLA, the presidential transition, and government relations.
  - The Provost and Vice-President, Academic Affairs (Lesley Brown)
    - The Provost, VP-A reported on the following matters:
      - the Academic Plan
      - Strategic Enrolment Planning and Growth
      - Academic Indigenization
      - Teaching Excellence and Innovation
      - Internationalization
      - full time faculty hiring
      - programme development.
  - Vice-President, Administrative Services (Annalise Van Ham)
    - The VP, Finance and Administration reported on the following matters:
      - Budget development processes
      - the Resource Advisory Committee
      - Human Resources priorities
      - the Banner Nine upgrade
      - Campus development
  - Interim Vice-President, Student Affairs and Campus Life (Steven Fitterer)
  - Vice-President, University Advancement (Paul Rossman)
    - Recent successes in the raising of funds for the “Military Memorial Scholarship” fund were discussed, as was the need for a process to gather alumni e-mails by Alumni Relations.
  - Report of the President of the MRFA (Melanie Peacock)
    - The MRFA President’s written submission updated the Board on various MRFA activities including MRFA interest in the Presidential search, and the building of a more collaborative dialogue with the University’s senior administration.
  - Report of the President of the MRSA (Baset Zarrug)
  - Report of the President of the SAMRU (Andrew Nguyen)
  - The Board received or approved the following reports or statements:
    - Budget Development and Engagement Plan for 2019-20/ 2021-2022 was provide to the Finance Committee and the Board for review.
    - The Institutes’ Annual Report: 2017-18
Board of Governors’ Meeting, 17th December 2018

At this meeting the Board received the following reports:

- The Chair of the Board of Governors Report (Sue Mallon)
  The Chair attended a session sponsored by Field Law on the legal issues and framework of postsecondary education in Alberta, as well as a conference on institutional autonomy. It was also reported that the Chair had been corresponding with Ministry regarding PSLA changes and programme development.

- Finance Committee Report (Susan Swan)
  The Committee reviewed the Institutional Annual Report for 2017-18; first quarter financial reports, liquidity projections, the unrestricted net assets and reserve balance situation, tuition fee consultation recommendations; the External Grants Policy, investment reports to September 2018, and “Environment, Sustainability and Governance” investing.

- the following reports were received from the University’s executive officers:
  - the President (David Docherty)
    The President reported that changes to the PSLA would come into force in February 2019, and that the goal is to have the restructured GFS operating by Fall 2019. It was also reported that the Ethics Commissioner had been met with in order to discuss proposed changes to the Code of Conduct Policy.
  - The Provost and Vice-President, Academic Affairs (Lesley Brown)
    The Provost reported in the recently held Town Hall as an effort to improve communication within the institution. The activities of the Tenure and Promotion Committee were described, and the resignation of Jim Zimmer as Assoc. VP, Academic was announced.
  - Vice-President, Administrative Services (Annalise Van Ham)
    The VP, Finance and Administration reported on the following matters:
    - Budget development processes
    - the Resource Advisory Committee
    - Liquidity management
    - the Banner Nine upgrade
    - Campus development
    - update on Tuition and Mandatory Non-Instructional Fee regulations.
  - Interim Vice-President, Student Affairs and Campus Life (Steven Fitterer)
  - Vice-President, University Advancement (Paul Rossman)
    The VP-UA reported on various initiatives pertinent to
    - Development — fund raising
    - Alumni Relations
    - Marketing and Communications
    - Government relations efforts.
Board members asked for information tracking donations from previous years as comparators to current activity.

- **Report of the President of the MRFA (Melanie Peacock)**
  The MRFA President’s written submission updated the Board on various MRFA activities including receipt of the mediators report and the ongoing conduct of CA negotiations; research on the SPoT; the examination of diversity on campus; concerns about the development of a new Code of Conduct Policy; and the establishment of an Essential Services Agreement. In response to a Board Member question, Melanie spoke on the CAUT report on contract faculty mental health issues.

- **Report of the President of the MRSA (Baset Zarrug)**

- **Report of the President of the SAMRU (Andrew Nguyen)**

- The Board received or approved the following reports or statements:
  - First Quarter Financial reports
  - Short-term investment reports to 30th Sept. 2018
  - Long-term investment reports to 30th Sept. 2018
  - *Calgary Journal* annual report
  - Space Management Policy
  - External Grants (non-research) Policy

Further information on these reports will be found in the Board minutes on the “Agendas and Minutes” page of the Board’s web pages, see:
http://www.mtroyal.ca/AboutMountRoyal/OfficesGovernance/BoardofGovernors/AgendasMinutes/index.htm

**Presentations**


**Board of Governors’ Meeting, 25th February 2019**

At this meeting the Board received the following reports:

- **The Chair of the Board of Governors Report (Sue Mallon)**
  The Chair provided an update on the Presidential search and the processes being contemplated for “on-boarding” (conventional known as induction and orientation). President Docherty was acknowledged, as this would be his last Board meeting.

- **Finance Committee Report (Susan Swan)**
  The Committee reviewed the second quarter financial statements, the projections of liquidity and reserve spending, and investment reports to 31st December. The budget development model was also reviewed. The Board received the 1st draft of the plan and status of the development of the 2019-2020/2020-21 budget.

- **Academic Affairs Committee Report (Keri Smith, Chair)**
  - The GFC report was received from the Committee. It was noted that the Government’s Indigenous Learning Initiative (IL) would make the Board responsible for ensuring there was appropriate training across the institution. The Governance and Nominating Committee to work on this matter.

  - the following reports were received from the University's executive officers:
    - the President (David Docherty)
      The President reported on proposed changes to the Code of Conduct Policy and Bill 19;
• The Provost and Vice-President, Academic Affairs (Lesley Brown)
The Provost reported in the recently held Town Hall as an effort to improve communication within the institution. The activities of the Tenure and Promotion Committee were described, and the resignation of Jim Zimmer as Assoc. VP, Academic was announced. The Board approved the use of the name “Board of Governors Chairs” in relation to the Teaching Chair and Research Chair positions to be established through the Provost’s Office.

• Vice-President, Administrative Services (Annalise Van Ham)
The VP, Finance and Administration reported on the following matters:
  • Budget development processes
  • the Resource Advisory Committee
  • review of employee benefits
  • the Banner Nine upgrade
  • Campus vicinity development
  • Cougars Campus Store
  • internal audit collaboration across Alberta postsecondary institutions.

• Interim Vice-President, Student Affairs and Campus Life (Steven Fitterer)

• Vice-President, University Advancement (Paul Rossman)
The VP-UA reported that fund raising was off to a strong start this year with number of major gifts having increased by 140%. It was noted that the Premier was on campus in January, and the meeting with various provincial candidates have taken place.
  • Development — fund raising
  • Alumni Relations
  • Marketing and Communications
  • Government relations efforts.

Board members asked for information tracking donations from previous years as comparators to current activity.

• Report of the President of the MRFA (Melanie Peacock)
The MRFA President’s written submission updated the Board on various MRFA activities including contacts with provincial and local government candidates and officials. It was noted that there are serious concerns about Concerning Behaviour on Campus, and that the MRFA is working with various parties on campus in relation to this matter.

• Report of the President of the MRSA (Baset Zarrug)

• Report of the President of the SAMRU (Andrew Nguyen)

The Board received or approved the following reports or statements:
  • Second Quarter Financial Reports to 31 December 2018
  • Banking resolution.
  • Audit and Risk Committee charter.

Further information on these reports will be found in the Board minutes on the “Agendas and Minutes” page of the Board’s web pages, see: http://www.mtroyal.ca/AboutMountRoyal/OfficesGovernance/BoardofGovernors/AgendasMinutes/index.htm
Board of Governors’ Meeting, 15th April 2019

At this meeting the Board received the following reports:

• The Chair of the Board of Governors Report (Sue Mallon)
  The Chair provided an update and led a discussion on the Board’s 2018-2019 priorities, action plans, and deliverables. There was also some discussion of correspondence with the Ministry regarding the BBA (Finance) and Supply Chain Management proposals.

• the following reports were received from the University’s executive officers:
  • the President (David Docherty)
    The President reported on progress on various Strategic Plan initiatives, and reviewed the use of facilities such as the Riddell LLC, and Taylor Centre, as well as progress on the Campus Master Plan and fund raising.
  • The Provost and Vice-President, Academic Affairs (Lesley Brown)
    The Provost reported in the recently concluded CA; various budget development activities and celebrations of teaching excellence and scholarly achievement. The Board was also apprised of programme development.
  • Vice-President, Administrative Services (Annalise Van Ham)
    The VP, Finance and Administration reported on the following matters:
    • Budget development processes
    • the Resource Advisory Committee
    • review of employee benefits
    • the Banner Nine upgrade
    • Campus vicinity development
    • internal renovations master plan.
  • Interim Vice-President, Student Affairs and Campus Life (Steven Fitterer)
  • Vice-President, University Advancement (Paul Rossman)
    The VP-UA reported that fund raising continues to be strong with a 74% increase in new money raised for the previous year.
    • Development — fund raising
    • Alumni Relations
    • Marketing and Communications
    • Government relations efforts.

Board members asked for information tracking donations from previous years as comparators to current activity.

• Report of the President of the MRFA (Melanie Peacock)
• Report of the President of the MRSA (Baset Zarrug)
• Report of the President of the SAMRU (Andrew Nguyen)
• The Board received or approved the following reports or statements:
  • Second Quarter Financial Reports to 31 December 2018
  • Banking resolution.
  • Audit and Risk Committee charter.
Further information on these reports will be found in the Board minutes on the “Agendas and Minutes” page of the Board’s web pages, see: http://www.mtroyal.ca/AboutMountRoyal/OfficesGovernance/BoardofGovernors/AgendasMinutes/index.htm

Respectfully submitted by,

David Clemis, Humanities
Faculty Nominee
Contract Member Representative’s Report
MRFA Annual General Meeting
May 10, 2019

MRFA Executive officer duties
● Attended eighteen (18) regular MRFA executive meetings
● Attended MRFA day long executive retreat (Sep 29th)
● Attended One special executive meeting (May 24th)
● Attended MRFA regular meetings whenever possible
● Attended day long workshop on member engagement put on by CAUT (Nov 17th)
● Wrote columns on contract faculty issues for MRFA’s News to Use newsletter
● Served as contract faculty representative on Benefits Committee, attended one meeting (April 2nd)
● Spoke to Fall and Winter FDC new faculty workshops introducing contract faculty to the key areas of the collective agreement
● Met with contract faculty members informally at the faculty centre to discuss negotiations and contract faculty issues (“WAC2S” event Oct 4th)
● Helped organize grading sessions at Faculty centre (Dec 6th and 19th)
● Attended and reported to executive on COCAL conference in San Jose CA (Aug 3-5th)
● Attended and spoke to two special meetings of the membership regarding negotiations
● Attended two (2) departmental meetings (GNED and Accounting) to build MRFA communications
● Drafted reminder and update emails to be sent to contract-faculty members

Negotiations Committee
● Met with Negotiations Committee caucus thirty six (36) times
● Met with the BOG team fifteen (15) times
● Attended five (5) days of enhanced mediation

Grievance Committee
● Met with contract faculty members who were considering grievances
● Attended 12 grievance committee meetings

Other Activities
● Served in an advisory capacity to members who requested confidential help in understanding the collective agreement

Submitted by,
Guy Obrecht, MRFA Contract Member Representative
# Treasurer’s Report

**MRFA Annual General Meeting**  
**May 10, 2019**

---

**Revenue**

<table>
<thead>
<tr>
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</thead>
<tbody>
<tr>
<td>Dues - Regular Membership</td>
<td>728,000</td>
<td>956,600</td>
<td>928,800</td>
<td>910,000</td>
<td>-27,180</td>
<td>-16,000</td>
</tr>
<tr>
<td>Dues - Social Membership</td>
<td>2,100</td>
<td>2,100</td>
<td>2,100</td>
<td>2,100</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Dues - Associate Membership</td>
<td>180</td>
<td>200</td>
<td>450</td>
<td>500</td>
<td>250</td>
<td>300</td>
</tr>
<tr>
<td>Faculty Centre - Food, beverage and rental revenues</td>
<td>15,060</td>
<td>15,000</td>
<td>15,529</td>
<td>13,000</td>
<td>-1,471</td>
<td>-2,000</td>
</tr>
<tr>
<td>Faculty Centre - cleaning allowance</td>
<td>3,154</td>
<td>3,000</td>
<td>3,159</td>
<td>3,000</td>
<td>159</td>
<td>0</td>
</tr>
<tr>
<td>Negotiated - Education grant [18.2]</td>
<td>64,000</td>
<td>64,000</td>
<td>64,000</td>
<td>64,000</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Negotiated - Contract Service Honoraria [14.15]</td>
<td>20,000</td>
<td>20,000</td>
<td>20,000</td>
<td>20,000</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Professional development - retreat registrations</td>
<td>9,658</td>
<td>9,500</td>
<td>10,320</td>
<td>10,500</td>
<td>820</td>
<td>3,000</td>
</tr>
<tr>
<td>Professional development - donation from BGS</td>
<td>10,000</td>
<td>10,000</td>
<td>10,000</td>
<td>10,000</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Interest</td>
<td>1,714</td>
<td>1,500</td>
<td>1,207</td>
<td>5,790</td>
<td>-213</td>
<td>4,200</td>
</tr>
</tbody>
</table>

**Total Revenue**: 853,730  
1,081,100  
1,056,744  
1,056,800  
-22,500  
-22,500  

**Expenses**

<table>
<thead>
<tr>
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<th></th>
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<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Staff salaries and benefits</td>
<td>147,325</td>
<td>216,600</td>
<td>218,133</td>
<td>273,000</td>
<td>2,133</td>
<td>72,000</td>
</tr>
<tr>
<td>Dues and RC realigned time/spend</td>
<td>138,900</td>
<td>170,000</td>
<td>168,490</td>
<td>150,000</td>
<td>-1,510</td>
<td>-20,000</td>
</tr>
</tbody>
</table>

**Total Compensation**: 286,225  
386,000  
386,623  
423,000  
621  
32,000  

| Books and subscriptions | 1,121 | 1,100 | 1,408 | 200 | -318 | -2,000 |
| Staff professional development | 1,218 | 4,000 | 3,319 | 0,000 | -681 | 3,400 |
| Officer PD (New Pres, SGD, VPReg, Contract Res) | 1,742 | 15,500 | 12,000 | 13,000 | -3,400 | -2,500 |

**Total Professional Development**: 4,184  
25,600  
20,948  
19,200  
-4,852  
-2,200  

| Education grants | 64,000 | 64,000 | 64,000 | 64,000 | 0 | 0 |
| Contract Service Honoraria | 11,133 | 20,000 | 20,000 | 20,000 | 0 | 0 |

**Total Negotiated Expenses**: 75,133  
84,000  
84,000  
84,000  
0  
0  

| Awards | 3,117 | 3,000 | 3,029 | 3,500 | -421 | 0 |
| Student scholarships | 6,000 | 6,000 | 6,000 | 6,000 | 0 | 0 |
| Reinforcement contributions | 888 | 2,000 | 1,381 | 2,000 | -781 | 0 |
| Memorial & Celebrationary Contributions | 2,390 | 2,500 | 1,682 | 2,500 | -818 | 0 |

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A detailed breakdown of the MRFA’s budget and financial results will be presented at the AGM and will be available online.

Respectfully submitted,
Rafik Kurji, Accounting and Finance
Communication Officer Report
MRFA Annual General Meeting
May 10, 2019

As Communications Officer, my responsibilities, as outlined in the MRFA Bylaws (Article 9.6), are as follows:

- Develop and execute all non-routine communications with members;
- Chair the Communications Committee;
- Coordinate the Department Communicators network;
- Work with the MRFA President to develop and execute all internal MRFA communications; and
- Perform other communications duties as assigned by the Executive Board.

The Communications Officer is also responsible for the official record of both the Executive Board and the Association Minutes, as well as other official documents, such as the Bylaws and Policies and Procedures Manual.

This first year of my second term in this position has been busy; following are some of my activities over this past academic year:

- Hosted (along with various members of the Communications Committee) Department Communicators brunches in August and January to outline the role of Department Communicators and the importance of their role to the effective communication efforts of the MRFA (thanks to the members who served as Department Communicators this year)
- Hosted an additional meeting of the Department Communicators in January to solicit support for the MRFA negotiations committee and enhancement of member solidarity
- Worked with the Communications Committee to complete the MRFA Communications Plan, which was accepted by the Executive Board in December
- Chaired the Communications Committee meetings, held regularly to plan the themes and content for the News to Use newsletter (thanks to the Committee members for their assistance during the year and to the Association members who contributed articles to News to Use this year) and to determine the content for the other MRFA communications, such as posters
- As a member of the Job Action Committee, attended and participated in meetings to develop and implement strategies related to job action
- Chaired the ad hoc Job Action Communications Committee meetings, at which communication strategies related to job action were developed (with thanks to the committee members for their work on this committee)
- Along with other members of the MRFA Executive Board and staff, attended department meetings to solicit feedback and comments from members
- Attended and participated in the MRFA Executive Board Fall Retreat (held in the Faculty Centre)
- Regularly attended and participated in Executive meetings
- Regularly attended and participated in MRFA General and Extraordinary meetings

I look forward to completing my second term in the role of Communications Officer on the MRFA Executive Board.

Respectfully submitted,
Brenda Lang, Chair
Member At Large Report
MRFA Annual General Meeting
May 10, 2019

As the Member-At-Large, my responsibilities, outlined in the MRFA Bylaws (9.10.2), are to

...perform duties as assigned by the Executive Board, including sitting on the Professional Standards and Ethics Committee, Faculty Centre Management Committee, acting as the Chief Returning Officer in MRFA elections, engaging in and coordinating new member outreach, and potentially serving as the liaison between the Executive Board and a Standing Committee of the Association.

I was elected in January 2019, and the first few months of my term have been occupied with orientation and meeting faculty across the University to answer questions about the MRFA, negotiations, the Collective Agreement and to hear about their experiences and concerns.

As we were well into negotiations at the start of this term, my time on the Executive Committee was spent on matters related to negotiations, potential job action, followed by ratification of the new Collective Agreement. Following this, we have turned our attention to revision of the MRFA By-laws, and preparations for the new round of negotiations, which will be starting in January 2020.

As Member-At-Large, I participate on the Professional Standards and Ethics Committee. Our role is to develop and provide opportunities to our faculty to learn about governance, leadership and conflict resolution, professional conduct and ethics. Last year, this committee offered events on professional boundaries between professors and students, Robert’s Rules of Order and conflict resolution. Our focus for next year will be on understanding the Collective Agreement and supporting faculty in accessing the supports available through the MRFA.

In my position as the Member-At-Large, I have also had the opportunity to contribute on the Faculty Centre Management Committee. We respond to the many requests for events at the Faculty Centre, as well as management of its day-to-day operations.

I appreciate the opportunity to represent the faculty at Mount Royal University, and look forward to contributing to member engagement, and to continuing to build a robust Association, which represents the diversity of this University’s faculty.

Respectfully,
Megan Lalonde
Academic Liaison Committee Annual Report
MRFA Annual General Meeting
May 10, 2019

1. Committee Membership
Ashok Krishnamurthy  Faculty of Science & Technology
Erik Christiansen  Library
Olive Fast  Faculty of Health & Community Wellness
Peter Ryan  Faculty of Business & Communication Studies
Shawn England  Faculty of Arts
Michael Truscello  General Education/ ADC
Allison MacKenzie  Chair, Faculty of Business & Communication Studies

2. Activities
Committee activities in 2018/19 were restrained due to ongoing negotiations and changes to the Post Secondary Act, with the Committee’s primary activity being the hosting of ten pre GFC Faculty Caucuses

Members of the Academic Liaison Committee (ALC) met monthly either online or in-person one week in advance of each General Faculties Council (GFC) meeting to review the GFC Agenda and to identify agenda items that would impact on MRFA members’ employment and working conditions. Feedback was collected and shared among the committee members who then worked to engage their academic areas in caucuses and discussions about the identified issues. ALC members then collected feedback from Faculty in their respective academic areas and submitted it back via electronic channels to other committee members. Information collected then was shared and discussed with interested councilors and Faculty at the pre GFC caucus each month.

Attendance at the pre GFC caucuses was strong and steady throughout the year, ranging from eight to 18 faculty members.

Peter, Erik, Olive, Michael and Ashok – thank you for your contribution to the ALC and to the MRFA. Your contributions have helped Faculty GFC Councilors to recognize issues and to formulate strategic responses.

On a personal note, 2019 marks my fourth and final year serving as an MRFA Executive and Chair of the Academic Liaison Committee. During this time I have had the opportunity to develop a deeper appreciation for the important contributions the MRFA makes quietly - every day - on behalf of faculty and students, as well as a heightened understanding of the power structures and processes that exist within Mount Royal University.

Thank you for your support and engagement of the MRFA and Academic Liaison Committee.

Respectfully submitted,
Allison MacKenzie,
Chair, Academic Liaison Committee
Advocacy Committee Annual Report
MRFA Annual General Meeting
May 10, 2019

The Advocacy Committee of the MRFA met monthly throughout the year in order to implement the Advocacy Goals approved by the membership. The members of the committee for 2018-19 were: Michael Truscello (chair), Brenda Lang (Communications Officer), Kimberly Williams, Christian Cook, Sean Carleton, Joy Chadwick, and Michael Ata.

Listed below are some of our key accomplishments for this year:

1. The Committee organized activities in conjunction with the Canadian Association of University Teachers (CAUT) Fair Employment Week (October 23-27). This event focuses on raising awareness around the inequities faced by contract faculty members across the country. Posters from CAUT adorned the campus, and postcards with information and actions to be taken were distributed.

2. The Twitter account (https://twitter.com/MRUFaculty) was a regular source of MRFA and general labour-related news. We have increased our number of followers to 635, approximately double the number of followers from two years ago, focusing on Alberta media personalities and politicians, as well as labour advocates and allies. There is still much room for improvement of our social media presence.

The most successful tweet of the year was our September 5, 2018 response to Jason Kenney’s unauthorized use of an image of MRU nursing students. This tweet received over 52,000 “impressions” and over 3,600 “engagements” from Twitter users. These engagements were overwhelmingly positive.
3. In February, the Committee organized its fourth annual Advocacy Week (January 28 to February 1). The theme for 2018 was “Sustainable Funding for a Just System.” The Committee encouraged everyone to tweet about Advocacy Week combining the hashtags #BeAnAdvocate and #ABPSE. The Committee produced a two-page document that outlined the benefits of PSE, and mailed copies to every Alberta MLA.

4. The MRFA Advocacy Officer continues to be part of the MRU Coalition, established in 2014 as a way to unite the MRFA, the MRSA, and SAMRU in our advocacy efforts, and meets with this committee regularly. The Advocacy Officer also participated in the Labour Code Transition Committee and the Bylaws and Governance Committee.

Submitted by,
Michael Truscello, Chair
Awards Committee Annual Report
MRFA Annual General Meeting
May 10, 2019

Awards Committee Members:
Christian Cook, Previous Award Recipient
Pat Kostouros, Chair, Executive Appointment
Leon Cygman, PDC Representative
Marlene Kingsmith, MRFA Member Emeritus
Micheline Maylor, Previous Award Recipient
Cordelia Snowdon, SAMRU VP Academic
Yuhuan Wang, FEC Representative

Nomination Information:
Teaching excellence award nomination information was sent to departments as well as posted on the SAMRU facebook page seeking nominations for the 2017-18 academic year. Deadline for nominations was the last Friday in May 2018. Those nominated were informed and had until 31 Aug 2018 to submit their completed information package.

Selection Process:
The committee met in September 2018 after reviewing all of the applications and selected two faculty members as recipients, one full-time credit and one part-time credit. The recipients were: Susan Morante (full time) and Gulberk Koc MacLean (part time)

Other:
At the selection meeting the committee discussed potential changes to the application packages to assist with decision making and application processes. These will be completed before the next round of applications are due in August 2019.

The committee would like to thank Chantelle Anderson and Irene Leclerc for their on-going support of this committee and assisting with processes for member nominations and applications.

Respectfully,
Pat Kostouros, Chair, MRFA Awards Committee
Bylaws & Governance Committee Annual Report
MRFA Annual General Meeting
May 10, 2019

Committee Membership:
David Clemis
Brenda Lang
Melanie Peacock (Chair)
Marc Schroeder (Serving in advisory capacity as permitted by MRFA Bylaws.)

The committee met on the following dates over the past academic year:
October 10, 2018
November 2, 2018
November 16, 2018
December 12, 2018
January 10, 2019
February 4, 2019
March 17, 2019

Highlights of work accomplished:
The Bylaws and Governance committee’s mandate is to make recommendations to the Executive Board regarding amendments to the Bylaws and other official documents of the Association. In fulfillment of these expectations the following outcomes were achieved throughout the past academic year:

- Identification of policy gaps (i.e. crossing the picket line) and referring this work to the appropriate committee (i.e. the ad-hoc Job Action Committee).
- Development of role descriptions to guide work of MRFA committee members. These were approved by the MRFA Executive and incorporated into the MRFA’s Policies and Procedures.
- Sought input from all MRFA committees regarding committee charters to ensure that these documents were accurate and reflected current expectations.
- Ongoing revision of MRFA’s Policies and Procedures for review and approval by MRFA Executive Board. Changes made to ensure compliance with MRFA Bylaws, the Collective Agreement and legislative requirements. Highlights include:
  - Changes required due to hiring of Labour Relations Officer.
  - Changes required to clarify processes.
  - Changes required to items related to MRFA staff to ensure compliance with revised employment legislation.
  - Inclusion of a gifting policy.
  - Amendment to compassionate fund policy to streamline process and protect member privacy.
  - Ongoing review of strike pay policy.
  - Changing MRFA committee appointments policy so that members can be appointed in May instead of September. (Allows for enhanced planning and cross-training.)
- Ongoing review of MRFA’s Bylaws. Proposed changes reviewed by MRFA Executive and presented to membership at 2019 Annual General Meeting for approval.
Ongoing work:
In order to provide enhanced understanding and guidance pertaining to various roles and responsibilities within the MRFA, the committee began work on drafting the following documents and work will continue in this regard:

- MRFA Committee Chairs Primer
- MRFA Executive Board Primer
- MRFA Governance Primer

Respectfully submitted,
The 2018/2019 Bylaws and Governance Committee
Communications Committee Annual Report

MRFA Annual General Meeting
May 10, 2019

Communication Committee Members:
Darlene Dawson
Sandra Gordon
Karen Owen
Rob Platts

Amy Van Deurzen
Chantelle Anderson (ex-officio)
Irene Leclerc (ex-officio)

The Communications Committee met on a regular basis throughout the year to facilitate the communications of the MRFA.

- The Committee drafted the MRFA Communications Plan, which was accepted by the Executive Board in December (many thanks to Chantelle Anderson for the work she did to put together a rough document for the Committee as a place to get started). The Plan will be revisited each year to ensure the content reflects current practices. The Committee will continue its work to operationalize various aspects of the Plan in the next academic year.

- The Committee produced Comment/Question Cards to be used by members at MRFA meetings. These cards allow members to provide anonymous comments to or ask anonymous questions of the MRFA Executive Board. The Committee discussed comments and questions that were relevant to MRFA communications. As well, questions or comments received on the MRFA website were directed to the appropriate committee or the Executive Board.

- The Committee raised awareness of several issues and events via the various MRFA communication channels such as the weekly electronic newsletter, News to Use, posters, and the Department Communicators network. Creating awareness of the importance of member engagement was especially relevant this year due to the prolonged negotiation round.

- The Committee hosted Department Communicators brunches in August and January to outline and reinforce the role of Department Communicators and the importance of their role to the effective communication efforts of the MRFA. An additional Department Communicator meeting was held in January to discuss the ongoing negotiations and ways Department Communicators could support member engagement and solidarity.

- The Committee planned the content for the monthly “Talking Points” document distributed to Department Communicators.

- The Committee determined the themes and content for the News to Use newsletter; Committee members wrote articles for various editions throughout the year (many thanks to MRFA members who contributed articles throughout the year).

- The Committee exceeded its $2000 budget by $248 due to the additional Department Communicators meeting, as well as additional materials related to member engagement.

Respectfully submitted on behalf of the Communications Committee,
Brenda Lang, Chair
Diversity & Equity Committee Annual Report
MRFA Annual General Meeting
May 10, 2019

Committee Membership:
Rajbir Bhatti, Intl. Business and SCM
D.A. Dirks (Chair), Humanities & General Education
Stephania Luciuk, Intl. Business and SCM
Lavinia Moldovan, Economics, Justice & Policy
Jacqueline Musbende, Intl. Business and SCM
Joseph Osuji, Nursing and Midwifery
Cecilia Sessarego, English, Languages, Cultures

The DEC made recommended changes to the by-laws and the MRFA candidate self-identification form (as requested by the executive) that the committee hopes will also be incorporated into MRFA member survey questions.

D.A. met with Renae Watchman and Kit Dobson from OAI – we recommend that the MRFA take a position of support for indigenization and work to decolonize the practices of the MRFA. Renae recommended specific work for the MRFA executive in a follow up email.
D.A. met with Christian Cook, the MRFA representative on the JDEC – we recommend that the DEC Chair and the JDEC representative meet once a semester to check in.
The DEC met with Roselle Gonsalves from CEMI and we recommend that a half-day unconscious bias workshop be offered to MRFA members.

D.A. met with Tanya Caisse (HR, Director, Talent and Information Management) about the unconscious bias training that HR was developing and made recommendations. The training was piloted and is now on hold.

In addition, D.A. participated in planning events or offered workshops:
- October 17 – How to Use Pronouns Workshop
- November 16 – Assisted with Gender Celebration Planning and Event and How to Use Pronouns Workshop (Committee members attended these events)
- December 17 – MRFA Diversity and Equity Workshop for committee chairs and executive (Committee members attended these events)
- January 11 – How to Use Pronouns Workshop (Midwifery Cohort)
- January 11 – Assisted with Decolonize MRU Event
- February 21 – MRFA PD event – Implementing Inclusivity in the Classroom Workshop (Committee members attended these events)
- March 1 – Committee members participated in the workshop Experiences of Female-identified Faculty at MRU

Respectfully submitted on behalf of the Diversity and Equity Committee
D.A. Dirks, Chair
Faculty Evaluation Committee Annual Report
MRFA Annual General Meeting
May 10, 2019

Committee Members
Bob Uttl, Chair
Randy Schroeder
Cheryl Techentin
Israel Dunmade
Ana Colina,
Ruth Murdoch
Yuhuan Wang
JJ Fenez (AA)

MANDATE
“The Faculty Evaluation Committee shall make recommendations to ensure appropriate evaluation of all faculty members takes place. It shall recommend policy on pre-tenure, post-tenure, limited-term and contract faculty evaluation, monitor evaluation processes, and provide information to Regular Members on evaluation practices.” (MRFA FEC Committee Charter)

ACTIONS AND ACCOMPLISHMENTS 2018-2019 ACADEMIC YEAR

The FEC Chair met with the MRFA President to discuss the expectations the Executive had for the FEC and to hear any FEC plans. The MRFA’s expectations were for the FEC to review the validity and usefulness of the student evaluation of teaching (SET) ratings use in high stakes personnel decisions with the goal of eliminating the MRU SETs (SPoTs) as a measure of teaching effectiveness in high stakes personnel decisions (e.g., hiring, firing, re-appointment, tenure, promotion). The FEC Chair, Bob Uttl, was elected on the platform to work towards (a) the elimination of SETs as a measure of teaching effectiveness for reasons stated below, (b) the creation of written objective criteria and standards for evaluation of teaching, and (c) the education and training for faculty on how to properly evaluate teaching activities.

On November 18, 2018, the FEC together with the MRFA Professional Development committee hosted the Get Cracking Breakfast titled “SPoT the Problem...” on November 18, 2018. The FEC Chair gave 30 minutes presentation followed by about 30 minutes Q&A period. In the presentation, the Chair reviewed the latest findings that indicate that (a) the SET are not valid measure of teaching effectiveness – the SET correlation with students’ learning is zero; (b) the SET are subject to numerous biases unrelated to any attributes of professors (e.g., students’ prior knowledge and ability, students’ motivation and interest, class size, subject); and (c) the SET depend on attributes of professors that are illegal to consider (e.g., accent, gender).

The FEC reviewed and discussed most recent recommendations and reviews on use of the SET ratings (e.g., SEIs, SPoTxs) as a measure of faculty’s teaching effectiveness:

- Evaluation of Teaching, CAUT Policy Statement (November 2016). The CAUT policy statement states that the evaluation of teaching should be based on a teaching dossier provided by a faculty member and that SETs “should not be included in that dossier.”

• Ryerson University v The Ryerson Faculty Association (2018 CanLII 58446 ON LA, July
2018)\(^2\). In what appears to be the first case of its kind, the arbitrator Williams ruled that the Ryerson
SET’s could no longer be used to evaluate faculty’s teaching effectiveness and ordered the changes to
the Ryerson Collective Agreement to ensure that the SETs are not used to measure teaching
effectiveness for promotion and tenure. Notably, the arbitrator observed that

(a) the Ryerson’s Faculty Associations’ evidence — the expert reports and research
publications on validity, biases, and misuses of SETs — was not contradicted by Ryerson University;
and (b) the difficulties in measuring teaching effectiveness “cannot serve as a justification for over-
relying on a tool – the SET – that the evidence indicates generates ratings but has little usefulness in
measuring teaching effectiveness.. The overview of the case, links to the decision, and the link to the
two expert reports are on OCUFA website.\(^3\)

• Report of the OCUFA Student Questionnaires on Courses and Teaching Working Group
(February 2019)\(^4\). The OCUFA report concludes that SETs (1) should not be used for formative
purposes only and (2) the SET results should not be available to anyone else but the rated instructor
and to whomever the instructor chooses to make them available to.

After reviewing the above recommendation, legal case, report, and associates evidence, the FEC
concluded that the use of the SETs to measure teaching effectiveness is no longer justified and is likely
illegal, in violation of human rights legislation.

The FEC is continuing the discussion whether the SET could be used to measure student satisfaction
(as opposed to faculty’s teaching effectiveness) and whether it would be defensible to use the
student satisfaction ratings in high stakes personnel decisions such as hiring, firing, promotion and
tenure decisions. Although the SETs undoubtedly measure student satisfaction, students are satisfied
for variety of different reasons. Many factors affecting student satisfaction have nothing to do with
attributes of professors (e.g., students’ prior knowledge and ability, students’ motivation and
interest, class size, subject) and use of other factors influencing student satisfactions would be illegal
(e.g., accent, gender). Still, other factors affecting student satisfaction are counter to the mission of
universities, including easy grading and workload reductions.

The FEC also continues its discussion of how to best evaluate effective teaching, that is, what
should replace the SETs which are presently given most of the weight in evaluation of teaching. The
CAUT, Ryerson v. Ryerson Faculty Association, and OCUFA all recommend evaluation of teaching
based on teaching dossiers created and assembled by to-be-evaluated faculty member. The FEC
agrees.

\(^3\) https://ocufa.on.ca/blog-posts/significant-arbitration-decision-on-use-of-student-questionnaires-for-
teaching-evaluation/
\(^4\) https://ocufa.on.ca/assets/OCUFA-SQCT-Report.pdf
However, to the FEC knowledge, no one has proposed any criteria nor standards how to evaluate the dossiers and how to determine whether the accomplishments as presented in the dossier meet the standard of satisfactory teaching (or any higher standard for that matter). The key problem is that neither the experts nor the faculty agree on what effective teaching is, which teaching methods are effective and which teaching methods are ineffective. Here are just three examples: First, Socrates method: Some faculty believe that Socrates method is effective teaching method; other faculty believe that Socrates method produces student discomfort, is intimidating, and therefore, not effective; and still other faculty believe it is not a teaching method at all. Second, pop quizzes: Some faculty believe they are effective in promoting student engagement with the material and student learning; other faculty believe they are causing undue stress and need to be eliminated. Third, lecture slides: Some faculty believe that one ought to remove some words or phrases from one’s slides to encourage attendance, but other faculty believe that removal of words or phrases is distracting and detrimental to learning.

Given the lack of agreement as to what effective teaching methods are and disagreements about which specific teaching methods are effective, the FEC believes it is critical and unanimously recommends that evaluation of faculty’s teaching follows the following fundamental principles:

- An evaluated faculty need to know (a) what is going to be evaluated and (b) the standards or levels of performance required for satisfactory performance at least 3 months before a class starts.
- An evaluation of teaching must encompass all teaching activities as defined in the collective agreement. The evaluation must not focus on in class teaching and ignoring other teaching activities.
- Any evaluation system must explicitly state how much weight or value each teaching undertaken activity has in the overall evaluation of faculty.
- If any numerical scores are to be used to evaluate teaching (e.g., student satisfaction ratings), a performance of a faculty member whose numerical scores averaged over a period of time and at least 5 courses fall within the distribution of other faculty’s scores engaged in similar teaching activities (e.g., similar courses) is satisfactory and meeting the expectations. If the faculty’s score falls outside of the distribution of other faculty at its low end (e.g., is identified as an outlier by Tukey’s analysis), the score may result in investigation of reasons for the outlier score and, after investigation, may be considered unsatisfactory.

The FEC provided the rationale for these principles as well as how they may be implemented in its meeting minutes from February 28, 2019.

Although there is little agreement on what effective teaching is, there is greater agreement on what is ineffective teaching, for example, reading a textbook verbatim during the class time, not showing up for classes, not using the allocated class time, not returning grades within some reasonable specific period of time, not providing feedback to students, etc.. The FEC is continuing discussion of the indicators of ineffective teaching and their objective measurement.

The FEC is also continuing to gather literature on biases in SETs, use of teaching dossiers/portfolios, and evaluation of teaching methods detailed in various collective agreements. The FEC is also monitoring other universities efforts to eliminate SETs (e.g., University of Oregon).
The FEC Chair has been working on a summary of key literature and the recommendation paper for the MRFA on use of the SETs in faculty evaluations and on how to evaluate teaching activities in the absence of the SETs.

Finally, the FEC Chair is a member of a task force established to investigate potential transition to new software for faculty annual reports. The task force is currently looking at Interfolio Faculty 180.

Submitted by
Bob Uttl, Chair, MRFA FEC
Faculty Centre Management Committee Annual Report
MRFA Annual General Meeting
May 10, 2019

Committee Membership:
Chantelle Anderson (June, 2018 – February, 2019)
Irene Leclerc (March, 2019 – May, 2019)
Jenn Solinas (June, 2018 – December, 2018)
J.J. Fenez
Megan Lalonde (January, 2019 – May, 2019)
Melanie Peacock (Chair)
Rafik Kurji
Robert Mariani

The committee met on the following dates over the past academic year:
June 5, 2018
August 29, 2018
September 21, 2018
October 24, 2018
January 4, 2019
April 12, 2019
May 10, 2019

Highlights:
The Faculty Centre Management Committee meetings involved reviewing processes and approving actions in support of our mandate to assist the Executive Board in fulfilling its responsibilities for overseeing the management, use, maintenance and improvement of the Faculty Centre. The following are key actions and decisions made:

- Implementation of plans (change in voice mails, contacting security regarding access, and storage of furniture) to ensure effective shutdown of operations over the summer holiday period.
- Replacement of fridge due to ongoing breakdowns. Cost to continuously repair not viable in comparison to expense of new purchase.
- Return to monthly pick-up of deposits due to volume and cost effectiveness of this process.
- Implementation of e-mail accounts associated with key MRFA Board positions. Enables ongoing transition when individuals filling these roles changes. Also enables another route for members to contact the MRFA.
- Review of benefits offered to MRFA staff and recommendations presented to MRFA Executive Board to align with best practices and Alberta Employment Standards legislation.
- Overseeing processes for new office space and equipment for the Labour Relations Officer.
- Development of a more formalized onboarding process for new MRFA staff.
- Transfer of administration of MRFA staff health Spending Accounts to MRU resulting in more effective (both operational and cost) process.
- Noting that the MRFA Lease expires in January 2034 and referring this to the negotiations team to ensure that this is documented within the long-term negotiations’ goals. Need to ensure ongoing use of this on-campus space.
• Acquiring Pro-Serve certification for all staff members and the MRFA President to ensure legal compliance and for enhancement of member options to receive this service.
• Sustainability audit: Changes implemented (i.e. lights turned off, computers powered down, reusable glassware) and commitment to ongoing review.
• Ongoing review of budget allocations and monies spent to date. Recommendations provided to MRFA Executive as required.
  o Note: Food revenue for the 2018/2019 is below expected amount but the expenses for this item is also less than budgeted. As such, revenue and expense for these line items are appropriate.
• Ongoing review of events held at the Faculty Centre. Suggestions presented to appropriate committees (i.e. PD, Social) as required.

Summary:
The Faculty Centre continues to operate in an efficient manner. We remind faculty that this is our space and encourage members to use the Centre when looking for a place to do marking, to hold meetings with peers, to have a meal, and to enjoy social interaction with colleagues. It is our hope that the Faculty Centre continues to be an important hub for connection and relationship building.

Respectfully submitted,
The 2018/2019 Faculty Centre Management Committee
Grants Committee Annual Report
MRFA Annual General Meeting
May 10, 2019

Committee Members
Rafik Kurji (Chair)     Renae Watchman
Liza Choi     Chantelle Anderson (ex-officio)
Jacqueline Musabende      Irene Leclerc (IAFRO-MRFA)
Linda Sutherby

Committee Activities
Under the terms of the Collective Agreement, the MRFA Educational Grants Committee allocated $60,000 in scholarships for dependents (Article 16.7) and $64,000 in Tuition Refunds for faculty members taking credit courses and/or completing graduate studies at other institutions (Article 18.2). The Committee will also be allocating the MRFA Student Scholarships in May. Details for Grants Committee administered funds are available online.

MRFA Student Scholarships
The Committee will meet in late May to allocate six scholarships of $1,000 based on academic achievement and MRU community involvement.

Tuition Refunds

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<th></th>
<th>Pool 1</th>
<th>Pool 2</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of Applicants</td>
<td>10</td>
<td>10</td>
<td>20</td>
</tr>
<tr>
<td>Percentage of Members’ Eligible Tuition Reimbursed</td>
<td>100%</td>
<td>100%</td>
<td>100%</td>
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<tr>
<td>Total Funds Allocated</td>
<td>$46,320.97</td>
<td>$20,000</td>
<td>$66,320.97*</td>
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*64,000 Allocated from funds for the 2018-2019 Academic Year for courses which were completed in 2018-2019 academic year, plus 2,320.97 allocated over the 64,000 from prior year surplus.

Scholarships for Dependents

<table>
<thead>
<tr>
<th></th>
<th>Spring-Summer 2018</th>
<th>Fall 2018</th>
<th>Winter 2019</th>
<th>Spring-Summer 2019</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of Applicants</td>
<td>5</td>
<td>22</td>
<td>22</td>
<td>Not Yet Received</td>
<td>49 to date for 18-19</td>
</tr>
<tr>
<td>Amount Allocated</td>
<td>$2,500*</td>
<td>$29,000</td>
<td>$28,500**</td>
<td>$2,500</td>
<td>$60,000</td>
</tr>
</tbody>
</table>

*Allocated from funds for the 2017-2018 Academic Year by the 2017-2018 Grants Committee
**Amount allocated per semester is based on prior year averages. Typically students complete less credits in the Winter than in the Fall; so, less money is allocated to the winter semester to maintain an equitable amount provided per credit.

Contract Service Honorarium
Due to process changes, the “Grants” Committee is responsible for the processing of Contract Service Honorarium (CSH) applications for 2018-2019. The CSH allocations will take place in May 2019 for the preceding Spring, Summer, Fall and Winter periods.

Respectfully submitted by the 2018-2019 Educational Grants Committee
Committee Membership:
Chantelle Anderson (Ex-officio: August 2018 – February, 2019)
Derrick Antson (Ex-officio: January 2019 – May, 2019)
Robert Catena
J.J. Fenez (Recording Secretary)
Rafik Kurji
Brenda Lang
Jonathan Mee
Melanie Peacock (Chair)
Stephen Sit
Kimberly Williams

The committee met on the following dates over the past academic year:
October 12, 2018
November 2, 2018
December 14, 2018
January 2, 2019
January 11, 2019
January 22, 2019
February 4, 2019
March 18, 2019
March 28, 2019 (Debrief and recommendations for future committee structure and work.)

Highlights of work accomplished:
During every meeting the Job Action Committee reviewed the job action plan, and incorporated changes, to ensure that effective processes and resources would be in place and easily implemented should job action occur. Topics addressed and work conducted included:

- Recommendations of when the Job Action Communication Committee and the Job Action Finance Committee should be struck.
- Website information and communication. Ongoing updates and implementation as collective bargaining progressed.
- Picketing protocol, including legal requirements pertaining to actions on the picket line and picket locations.
- Development of strategies for picket practices.
- Development of templates for picket passes.
- Development of a course for picket captains.
- Development of strategies to ensure ongoing morale and care of faculty during job action.
- Review of insurance requirements during job action.
- Review of benefits continuity during job action.
- Ongoing development of, and updating of, a FAQ resource for faculty.
- Discussion of requirements for a strike protocol document.
• Discussion of requirements for a return to work document.
• Discussions pertaining to press release protocols and processes.
• Ongoing review of communication strategies and liaising with the Job Action Communication Committee.
• Development and implementation of strategies to be used during Advocacy Week.
• Development and implementation of strategies to inform SAMRU and MRSA.
• Debrief of lessons learned over the past academic year and development of issues that require further research and review.

Summary:

As noted during several communication channels throughout the past academic year, while formal job action (i.e. a strike) was not desired, faculty needed to show willingness and ability to strike, as these processes can actually be strategically utilized as precursors to prevent formal job action. As such, the Job Action Committee (as per our mandate) ensured that the MRFA had the resources and the ability to implement timely, effective, and safe job action prior to and during negotiations and in the event of a strike or lockout.

As noted in the Bylaws being presented to members at the 2019 Annual General Meeting, it is being recommended that an ongoing (i.e. no longer ad hoc) Job Action Preparedness Committee be approved to ensure continued efficiency and effectiveness in preparing for job action.

Respectfully submitted,
The 2018/2019 (ad-hoc) Job Action Committee
Negotiating Committee Annual Report
MRFA Annual General Meeting
May 10, 2019

It is a pleasure to submit this report on the activities of the MRFA Negotiations Committee for 2018-19. The Negotiations Committee this year worked hard to arrive at a Collective Agreement that reflected the needs members identified in 2017/18. In addition to over 100 hours of caucus time, the Committee also met with the Board in formal session in excess of 60 hours of collective bargaining (excluding numerous subcommittee meetings) and 5 full days of informal mediation.

Achievements

- Agreed an MOU on Financial Emergency Provisions to deal with unexpected cuts to University revenues
- Created a new permanent category of Senior Lecturer open to internal candidates first for six years (until 2025)
- Protected Fixed-Term Incumbents for six years with a review in 2024 to determine next steps
- Increased amounts to List A (now includes payment for capstone courses) and increase on FT HSA to $1000 annually
- Bargained modest increases in PD Funding including FT Personal Allotments, FDC funds, and higher limits per application for contract faculty
- Aligned Maternity Leave with federal legislation including removing discriminatory access to SUB Plan
- Agreed a Pay Equity Study along with a University commitment to implement the report’s finding and consult any affected members about implementation
- Amended Article 17 Medical Leave Article for greater clarity
- Rewrote Article 21 Collective Bargaining to align with Alberta Labour Code
  - Maintained shared costs for interest-focused bargaining training
  - Maintained Board splitting reassigned time provisions for Negotiations Committee members
  - Maintained informal mediation process
  - Ensure timelines coordinate with Labour Relations Code and respect no bargaining over the vacation period
- Added gender expression to the grounds of prohibited discrimination and added a new section on Harassment
- Negotiated, Submitted and received approval of an Essential Services Agreement
- Provided for the Joint Committee for the Interpretation of the Collective Agreement to review FDC funding guidelines (first review in many years)
Activities

Fall 2018

- Met numerous times with the Board’s bargaining committee to reach agreement
- Two members attended the “Negotiating in the Post-Secondary System” conference in Edmonton to gain better sense of how Bill 7 has changed the bargaining landscape
- Engaged in 5 days of informal mediation Sept 17-19, November 7-8
- Received and reviewed the mediator’s report, which did not lead to an agreement

Winter 2019

- Welcomed Derrick Antson to the team
- Negotiated and submitted an Essential Services Agreement to the Alberta Labour Relations Board.
- Filed for Statutory Mediation February 7, 2019
- Arrived at a Collective Agreement March 3, 2019
- Members attended the CAUT Chief Negotiators Forum in Ottawa March 28-30
- Organized two orientation sessions for the new CA including one in May for PEC and HR when President Rahilly has arrived.
- The Taskforce on the Implementation of a New Faculty Reporting System has met and opportunities for faculty (including counsellors, librarians, educational developers and lab instructors) to test the proposed new reporting system are being organized.

Major Takeaways

1. The UCP’s proposed freeze on government spending may translate into further hard bargaining at the table in winter 2020. The UCP may also be heartened by the effects of the NDP government’s interference in collective bargaining and be even more intrusive as most contracts expire in 2020. Sectoral bargaining where the government provides specific mandates to the entire sector is a major challenge.
2. We have learned a lot about collective bargaining in the new environment including bargaining an ESA and getting it approved; filing for statutory mediation; the importance of strike votes.
3. Key members of the administration see our workload article as an obstacle to achieving their goals. Far from appreciating the merits of workload allocation of full-time workload completed at the academic unit level, this administration sees our system as an impediment to achieving individual Dean’s goals. Despite repeated attempts to engage the Board’s team on how they would offset the many pitfalls of management-determined, merit-based workload assignments, there was never any response.
4. Salary stagnation for all faculty remains a pressing issue. Falling behind in terms of real purchasing power affects all faculty regardless of category or type of employment.
5. We cannot underestimate how important solidarity remains for achieving our goals at the bargaining table.
Future Plans
In the fall, the Negotiations Committee will start preparations for collective bargaining, which commences in January 2020. To facilitate that preparation process, we are taking advantage of CAUT workshop on debriefing the recent round and preparing for the next. Jeff McKiel, CAUT Western Canada Labour Relations Officer, will facilitate that day-long event on May 16.

Finally, on behalf of the Negotiations Committee, we would like to thank the membership for the excellent dinner you voted to award us. The team and partners enjoyed greatly the evening at Bridgette Bar. Thanks also to all the members who sent emails, cards and other tokens of appreciation. We received all of those with much gratitude and it reminds us of the privilege it is to represent you.

The Negotiations Committee
Lee Easton, Chair and VP, Negotiations
Anupam Das, Vice-Chair
Christian Cook
Guy Obrecht
Pearl Hersocovitch
Derrick Anston
Pearl Hersocovitch
Past Members:
David Sabiston (past Vice-Chair)
Scott Murray

Respectfully submitted,

Lee Easton
VP Negotiations and Chair, Negotiations Committee
Nominations Committee Annual Report
MRFA Annual General Meeting
May 10, 2019

Committee Members:
Mohamed El Hussein (Health, Community and Ed.)
Michele Holmgren (Arts)
Ruth Murdoch (Business & Comm Studies)
Geoff Owens (Library)
Melanie Rathburn (Science and Tech.)
Mandy Sobhanazadeh (Gen Ed / ADC)
Chantelle Anderson / Irene Leclerc (MRFA)

Activities:
The Committee once again met in February to brainstorm potential candidates for the Executive. Each committee member personally contacted a few candidates to ask them about putting their name forward. Further to this, the Committee planned strategies to recruit nominees including contacting Chairs and department communicators, and speaking at faculty meetings. The Committee also reviewed the Committee Charter including new diversity and equity considerations and is looking into having a session on unconscious bias training. At the time of this report, nominations are in progress and the committee members are actively working to recruit faculty for vacancies.

This will be the second year that the committee is responsible for organizing the “Committee Affair” event that took place in the Faculty Centre on April 26, 2019.

Members served as vote-sitters during the election at the Annual General Meeting on May 10, 2019.

Respectfully submitted by,

Geoff Owens
Chair, Nominations Committee
Professional Development Committee Annual Report
MRFA Annual General Meeting
May 10, 2019

The Professional Development Committee encourages and facilitates members’ professional development towards excellence in teaching, research and scholarship. To this end, the committee organizes and promotes seminars, workshops, courses and other activities related to professional development.

In 2018-2019, committee members carried out much of their work within sub-committees which planned events identified and broadly developed by the larger committee. The full committee reviewed major decisions, and all members participated in events the committee delivered. Chantelle Anderson, the MRFA Senior Administrative and Faculty Relations Officer, was instrumental in providing MRFA context during committee and subcommittee deliberations, and in coordinating the committee’s activities.

2018-2019 Professional Development Subcommittees

Professional Development Day Events Subcommittee
Erik Christiansen (Chair) - Library
Joan Harris - Nursing and Midwifery
Shiraz Kurji - Accounting and Finance
Marva Ferguson - Child Studies and Social Work
Luciano Santos - Academic Development Centre
Chantelle Anderson - Mount Royal Faculty Association

Faculty Spring Retreat Subcommittee
Christine Tortorelli - Child Studies and Social Work
Yuhuan Wang - Humanities
Marva Ferguson - Child Studies and Social Work
Ana Colina - Biology
Leon Cygman - Management, Human Resources and Aviation
Chantelle Anderson - Mount Royal Faculty Association

2018 – 2019 Professional Development Days and Get Cracking Events

1. Fall 2018 Professional Development Day Event:

Perks, Perils and Possibilities of Social Media!
Date: October 12, 2018; 9:00 am – 1:00 pm (LPR/FC)
Panelists:
- Sally Haney - Journalism
- Peter Ryan - Public Relations
- Milena Radzikowska - Information Design
- Michael Truscello - Gen Ed and MRFA Advocacy Officer

The event was well attended. Participants found the event helpful and provided very encouraging feedback. Useful resources were compiled from the event and are available on the PDC website.

2. Winter 2019 Professional Development Day Event:

_Toolkit for the Classroom: Equity, Accessibility, and Inclusion in the Classroom_
Date: February 21, 2019; 9:00 am – 1:00 pm (LPR/FC)

Panelists:
- Roselle Gonsalves - Campus Equity & Meaningful Inclusion
- Janet Arnold - Accessibility Services
- D.A. Dirks - Humanities

This event was well attended. Participants provided positive feedback and appreciated the resources provided by the speakers. The resources were later shared with the membership and are available on the MRFA website.

3. Get Cracking Events

The Professional Development committee organized four Get Cracking breakfasts. These are informal professional meetings in which faculty gather at the faculty centre, typically on Fridays at 8:30 a.m, to exchange ideas about issues of concern in their teaching, research and service. The four Get Cracking topics for 2018-2019 included:
- September 21, 2018: Understanding Job Action 101
- November 16, 2018: SPoT the Problem...
- February 1, 2019: How to #BeAnAdvocate in Alberta’s Fiscal and Political Context.
- March 1, 2019: Experiences of Female Faculty

Each session was attended by 15 to 30 members. Participants consistently indicated they took away useful ideas. Get Cracking participants were invited to share topics they would like to explore at future sessions. The PD committee always considered the suggested topics alongside its own pool of topics when choosing a Get Cracking topic.

The 2018 Spring Retreat

The theme for last year’s retreat was “Exploring Hidden Treasures in Teaching, Scholarship and Service.” 37 concurrent sessions from a diverse group of faculty presenters, including a keynote on “Exploring a Passage to Community Engagement” by Professor Lynn Moorman of Earth and Environmental Sciences whose work has extensively engaged indigenous communities. Thirty-seven sessions mark a significant increase from 25 sessions in the prior year and 18 sessions in 2016. The scheduling change for the 2018 retreat resulted in higher attendance from members who usually miss the retreat as a result of teaching spring courses. As such, similar scheduling was planned for the 2019 Retreat. Based on attendee feedback from the 2018 retreat, we are leaving the Mount Allan Building and the 2019 retreat is being...
hosted in the recently renovated sections of the Kananaskis Lodge. This has resulted in a higher room booking rate for members, but the committee has maintained the registration fees to keep costs down.

The 2019 Spring Retreat
This year’s retreat is titled “A Place for You: Building A Better You.” Like last year’s retreat, the committee is continuing with the same timeframe due to positive feedback from faculty. The retreat will occur on April 29-30 at Kananaskis Lodge. The retreat has garnered 28 concurrent sessions from a wide range of faculty, including a keynote on “Diverse Cultures and Community Impact” by Professors: Michael Hawley, Humanities, Dr. Leah Hamilton, General Management & Human Resources, Jessie Loyer, Library and Rima Tarraf from Alberta Health Services.

Preparing the Way for the 2019 – 2020 Professional Development Committee
The PD committee recommended to the MRFA Executive Board to amend the Bylaws to include the requirement that a contract member serve on the committee. This change is presented as part of the Bylaw changes at the 2019 AGM.

As usual, the committee has made preliminary arrangements for the 2020 spring retreat and for the fall 2019 Professional Development Day. Please stay tuned for details and add these events to your calendars.

Professional Development Committee Budget & Retreat Budget Analysis
The 2018-2019 fiscal year is April 1, 2018- March 31, 2019; as such, the details below include all expenses for the 2018 retreat and the more recent 2019 retreat will be reported on at the next AGM.

<table>
<thead>
<tr>
<th>PDC Expenses 2018-2019</th>
<th>Budget for 2018-2019</th>
<th>Event Cost ($)</th>
<th>Board Donation ($)</th>
<th>Registrations ($)</th>
<th>Net Cost of Retreat to MRFA ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>2018 Retreat</td>
<td>35,000</td>
<td>34,218</td>
<td>10,000</td>
<td>10,320</td>
<td>13,898</td>
</tr>
<tr>
<td>Get Cracking (4 breakfasts)</td>
<td>277</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fall and Winter PD Days</td>
<td>326</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>34,822</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Overspent</td>
<td>-178</td>
<td></td>
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<tr>
<td>Planned Budget for 2019-2020</td>
<td>36,000</td>
<td></td>
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2018 Retreat Cost as a Portion of MRA Expenses
- MRFA portion of Retreat Cost: 13,898 (BoG = 10,000 and Registrants = 10,320)
- Annual cost of retreat per member: $17.16
- Percentage of MRFA Budget: 1.3%

The PD Committee did excellent work meeting a very restricted budget

2019 Retreat Cost Projections and as a Portion of MRFA Expenses
- Projected Retreat Cost: 35,000 *higher expenses due to use of new building
- MRFA portion of Retreat Cost: 14,680 (BoG = 10,000 and Registrants = 10,500)
- Annual cost of retreat per member: $18.12
- Percentage of MRFA Budget: 1.3%
Please, join me to thank our 2018-2019 Professional Development Committee Members:

- Erik Christiansen (Chair) - Library
- Christine Tortorelli - Child Studies and Social Work
- Joan Harris - Nursing and Midwifery
- Shiraz Kurji - Accounting and Finance
- Yuhuan Wang - Humanities
- Marva Ferguson - Child Studies and Social Work
- Ana Colina - Biology
- Leon Cygman - Management, Human Resources and Aviation
- Luciano Santos - Academic Development Centre
- Chantelle Anderson - Mount Royal Faculty Association

Respectively submitted this April 11, 2019

Erik Christiansen
Chair, MRFA Professional Development Committee, 2017-2018.
Professional Standards & Ethics Committee Report
MRFA Annual General Meeting
May 10, 2019

Committee Members
Chantelle Anderson, MRFA Senior Administrative and Faculty Relations Officer
Charles Hepler, Math & Computing (Chair)
Darlene Dawson, Nursing and Midwifery
Jenn Solinas, MRFA Member at Large (Fall 2018)
Jessie Loyer, Library
Karen Manarin, English Languages Cultures
Sinc MacRae, Humanities
Stephania Luciuk, International Business and Supply Chain Management

Mandate
“The Professional Standards and Ethics Committee shall recommend, develop and offer opportunities for faculty development and training in the areas of academic governance, parliamentary procedure, leadership, conflict resolution and mediation, labour relations, professional conduct, the Association’s Code of Ethics and Committee Accountability, and in other areas that the committee considers to be within its mandate. The committee shall foster professional excellence within the MRFA community. Professional excellence encompasses the ability to model leadership and collegiality, to be active in academic governance, and to act in accordance with the MRFA Bylaws and the processes established in the Collective Agreement. It is not within the mandate of the committee to deal with complaints related to professional behavior from individuals.”

Activities and Accomplishments
This was the seventh year of activity for this committee (formerly the Professional Standards and Governance Committee). Several continuing members were able to attend the MRFA Committee Transition event, which was held on September 7, 2018. Committee meetings were held throughout the Fall and Winter semesters, and a final meeting was held on April 16, 2019.

The committee organized and held two successful events this year, co-sponsored one event, and organized a presentation at the MRFA retreat, each addressing one or several aspects of the PSEC Mandate, as follows.

1. On Friday, September 21, from 2:00 - 3:30pm, the committee held again the successful audience-interactive, information and discussion event entitled, “Robert's Rules of (Dis) Order: Making Meetings Work.” Charles Hepler explained the various ways any meeting - whether department, academic unit, or committee - can proceed normally, as well as how it can go wrong, and, if so, how to get things back on track. The enactment-presentation was followed by questions from the floor and lively discussions with the 20 attendees. The event took place in the Faculty Center and was catered by Robert Mariani, and attendees were provided with copies of Robert's Rules of Order. The Committee recommends this session be offered again in the 2020-2021 academic year.

2. On Friday, November 16, the committee held a workshop on “The MRFA Code of Ethics and You - Understanding and Applying Article 16” in the Faculty Center from 2:00 - 3:30pm which was catered by Robert Mariani. Sinclair MacRae, led roughly 30 members through a review of the
framework of the MRFA’s Code of Ethics and hypothetical scenarios dealing with ethics issues that arise for academics involving mainly our interactions with our students and each other. The Committee recommends that a longer version, with more in depth consideration of scenarios, be offered in the 2019-2020 academic year.

3. On March 1, 2019 with the Social Events Committee, the committee co-sponsored an event entitled “Collectively We are Strong” which was catered by Robert Mariani. The event was well attended. Additional information can be found in the SEC annual report.

4. On April 19, 2019, Sinclair MacRae will be giving a presentation at the MRFA retreat entitled “Offense, Wrongful Offense, and Harm: A Look at the Proper Limits of Tolerance.” As of this writing, while we expect that the presentation will be valuable, we cannot yet say anything about it.

Faculty Resources
In organizing the above events, the committee developed online resources for faculty to refer to. Visit the PSEC webpage to access these reference materials.

Budget
Our budget of $1,000, as approved by the membership at the 2018 AGM, was spent in catering the above-mentioned activities. A breakdown of the expenses incurred for the academic year 2018-2019 is available from the MRFA.

Respectfully submitted,
Charles Hepler
Social Events Committee Annual Report
MRFA Annual General Meeting
May 10, 2019

Social Event Committee (SEC) Members:
Bill Glanzman  Robert Mariani
Chantelle Anderson  Peter Houston
Connie Luther  Michelle Briegel (Chair)
Jessie Loyer  Michele Holmgren

Review of Events: This includes all events held during the MRFA’s fiscal year (April 2018- March 2019) and the current academic year.

Golf Tournament, Rec Day and Keg Drain - May 18, 2018
The May event in 2018 was planned by last year’s SEC, but is included in the budget being reported in this report. The event included 9-hole, best ball, team golf tournament at Shaganappi Valley which 27 members participated in. Back at the Faculty Centre roughly 70 members, including many of the golfers, enjoyed table tennis, darts, BBQ burgers, salad and a keg drain. This annual event will take place again on May 17, 2019.

Welcome Back to the Academic Wonderland - September 7, 2018
Held in the Faculty Centre, the “Welcome Back to the Academic Wonderland” event attracted at least 60 members who went down the rabbit hole with a zany Alice in Wonderland theme. Tea and sandwiches worthy of a Mad Hatter were served, decorations fit to please a Red Queen were installed, while Alice trivia left many members feeling like Tweedledum and Tweedledee. Judging by the number of Cheshire Cat grins, the event was a great success at getting faculty together after the summer and launching the academic year with a fun start!

Family BBQ and Fun Day - September 15, 2018
This family-focused event, the second annual, attracted about 70 people including members and their partners, parents, and children. There was a variety of activities for kids including finger painting, ping pong, board games, a bean bag toss, giant Jenga, as well as relay races (which had to be relocated inside as the weather was cold and rainy) with prizes. Hamburgers, hot dogs, salads, and snacks were served, and the Faculty Centre was decorated with colourful balloons which were a big hit with the kids. The committee plans to host this popular event again in 2019, and would like to emphasize that this event is for all members and their guests/family members, and is not restricted to members with children.

Tenure, Promotion and Awards - November 30, 2018
A Toast to Achievement remains one of the most celebratory events we host during the year - a chance to share in our faculty achievements! 9 faculty moved to their tenured positions, as well as 4 were promoted to full professor. In addition, there are two teaching excellence awards given out yearly. All those celebrated were gifted a rose and recognition from the MRFA and the Provost and approximately 140 guests, friends and colleagues came together after the formal awards to enjoy a meal and drinks in honour of our faculty. Cheers to this year’s cohort of faculty achievements!
Holiday Party - December 7, 2018
The December holiday party was an event to celebrate the end of the year and the fall 2018 semester. It was well attended by approximately 137 people. The festive decorations, food, and the addition of the band contributed to festive atmosphere. Special thanks to the Fab Four and the Accidentals for contributing to this event!

Kids Holiday Party - December 14, 2018
120 people (including kids) attended. We hired a new magician and his performance was well received. We will have him back again next year

ISP / NFSP and Contract Reunion - January 11, 2019
At the suggestion of Elaine Mullen, who has led many new faculty orientations, the MRFA hosted a reunion of faculty who went through the Instructor Support Program and New Faculty Support Program on January 11, 2019. 89 faculty attended; tables were provided that allowed each year’s cohort of instructors to re-connect, and reminisce. The MRFA provided photos of each group as made available by Elaine Mullen. The event allowed faculty to think about how much they have contributed, in terms of teaching, service, and research, as they evolved from new faculty to mentors of new faculty and contributors to the excellence of MRU. The event also helped call attention to the professional development that the MRFA provides to carry out its mandate of encouraging excellence in teaching.

Celebrating the Collective Agreement - March 1, 2019
The committee held an information and question session reflecting on the history of the collective agreement. Folks who had been involved in previous collective agreement negotiations attended and spoke of their memories. The speakers were followed up with a social event that celebrated the success of the new collective agreement, attendees were invited to participate in a quiz about the collective agreement past and present, and enjoyed chili together. Unfortunately, the weather was bad for this event which may have contributed to our numbers being low for this event (25 guests).

Golf Tournament, Rec Day and Keg Drain (2019-2020 fiscal year) - May 17, 2019
The May 17, 2019 event includes 9-hole, best ball, team golf tournament at Shaganappi Valley, and table tennis, darts, pastas and salads and a keg drain back at the faculty centre. There are typically 24 people who register for golf and around 60 people who participate in the event in the Faculty Centre.

Budget
In the 2018-2019 fiscal year, the committee’s budget was increased to correspond with the responsibility of organizing another event, the MRFA Kids’ Holiday Party. Previously this event was organized solely by MRFA staff and budgeted out of the “Other MRFA Events” budget line.
**SEC Expense Summary 2018-2019**

<table>
<thead>
<tr>
<th>Event Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 2018 Social Event – Golf and Keg Drain</td>
<td>930.00</td>
</tr>
<tr>
<td>September Social – Welcome Back to the Academic Wonderland</td>
<td>706.00</td>
</tr>
<tr>
<td>September - Family BBQ and Fun Day</td>
<td>912.00</td>
</tr>
<tr>
<td>November – Tenure Promotion and Awards This event was co-hosted by the Office of Academic Affairs and they contributed an additional 1,500.00.</td>
<td>1,142.00</td>
</tr>
<tr>
<td>December - Holiday Party</td>
<td>1,696.00</td>
</tr>
<tr>
<td>December - Kids Holiday Party</td>
<td>1,960.00</td>
</tr>
<tr>
<td>January - Welcome back - Get together with the People you Started With (ISP/NFSP Reunion)</td>
<td>705.00</td>
</tr>
<tr>
<td>March - Celebrating the Collective Agreement This event was co-hosted with the PSEC who contributed an additional 600.00 to the event.</td>
<td>303.00</td>
</tr>
<tr>
<td>May 2019 (next fiscal year) - Golf and Keg Drain</td>
<td></td>
</tr>
<tr>
<td><strong>Total Spent in the year</strong></td>
<td>8,353.00</td>
</tr>
<tr>
<td><strong>Total Remaining in Budget</strong></td>
<td>147.00</td>
</tr>
</tbody>
</table>

This year the committee was involved in planning and hosting the annual Children’s Holiday party. The party was a success with the children. Students from the Department of Child Studies and Social Work volunteered to help at the party as Santa’s helpers, thank you to those students.

The committee received input from the members throughout the year and will be considering this input in our event planning moving forward. Thank you to the members who have provided this feedback. A question was included in the MRFA Annual Census on the events hosted by SEC and the SEC will be following up on the feedback received in 2019-2020. (if this is included in the census)

The committee would like to extend our thanks to its members who attend and supported the events, the MRFA Executives, the Professional Standards and Ethics Committee for contributing to the March event, the MRU President’s and Vice President’s Office for their participation in, and donations to, specific events. A special thank you to Melanie Peacock for her support throughout the year. To Chantelle Anderson for her support and exceptional organizational skills, your work behind the scenes made all these events successful. We would also like to thank our Faculty Centre Coordinator Robert Mariani for all your hard work and great food that made each event memorable.

Sincerely,
SEC Committee