



## McMaster University Faculty Association

1280 Main Street West, HH103A, Hamilton, ON L8S 4K1

(905) 525-9140 Ext. 24682/20297

[mufa@mcmaster.ca](mailto:mufa@mcmaster.ca)

<https://macfaculty.mcmaster.ca/>

# CONSTITUTION

(Amended April 1989, January 1990, December 1992,  
March 1994, May 1995, July 2008, June 2010, March 2012, January 2017)

## ARTICLE 1 - NAME

The name of the organization is the **McMASTER UNIVERSITY FACULTY ASSOCIATION** (herein called "the Association").

## ARTICLE 2 - PURPOSE

- (a) The Association is the professional organization of the faculty and senior academic librarians<sup>1</sup> of McMaster University. Its purpose is to promote the principle of academic freedom and the interests and welfare of faculty and senior academic librarians, both as a community of scholars and as individual members of the academic profession. The Association therefore supports the principle that faculty and senior academic librarians should play an active role in University governance, but does not itself represent faculty and senior academic librarians on the governing bodies and councils of the University.
- (b) The Association shall concern itself with the quality of intellectual life at McMaster University and with the good name and reputation of the University among scholars of all academic disciplines. It shall promote excellence in teaching and research in the best tradition of free universities.
- (c) The Association represents faculty and senior academic librarians in all discussions and negotiations in the University on all matters concerning remuneration and working conditions, unless and until the Ontario Labour Relations Board certifies a trade union to represent the faculty and senior academic librarians. Such matters include: the procedures used to determine salary levels and scales, pensions, and other benefits; the procedures used for granting tenure and promotion and for reviewing individual decisions on appeal; and the procedures for dismissal. The Association represents faculty and senior academic librarians in its concern with the fair and proper operation of all procedures that affect conditions of employment and working conditions.
- (d) The Association represents faculty and senior academic librarians on The Joint Administration/Faculty Association Committee to Consider University Financial Matters and to Discuss and Negotiate Matters Related to Terms and Conditions of Employment of Faculty, and on such other joint committees, or other bodies, that involve faculty and senior academic librarians in their capacity as employees of the University, unless and until the Ontario Labour Relations Board certifies a trade union to represent the faculty.

---

<sup>1</sup>The term "senior academic librarians" refers to those librarians who are excluded from the McMaster University Academic Librarian Association.

**ARTICLE 3 - MEMBERSHIP**

- (a) There shall be three classes of membership: Full Membership, Associate Membership and Honorary Membership.
- (b) **Full Membership** shall be open to all persons holding academic appointments with the rank of Lecturer or higher in the Faculties and Schools of the University including those persons holding part-time academic appointments, and to all persons holding appointments as senior academic librarians in the University libraries. A full member may attend general meetings, be eligible for membership on all bodies of the Association, and hold office [except those members excluded by Article 4(c) of this Constitution]. A full member is entitled to all services provided by the Association.
- (c) **Associate** membership shall be open to such other persons employed in the University as the Association decides to admit through a two-thirds majority vote of the Executive. An applicant denied membership by the Executive shall have the right to apply for membership to the next general meeting. An associate member may attend general meetings and participate in discussion but may not vote and is not eligible for membership on Council or on the Executive Committee. An associate member is entitled to all services provided by the Association.
- (d) **Honorary** membership confers all the privileges of associate membership without membership fee. All full members, upon retirement from the University, shall become honorary members for life. Retired members whom the University employs in an academic capacity shall remain eligible for full membership. Honorary membership is open to all visitors to the University who are members in good standing of the faculty association of their university for the term of their visit. In addition, honorary membership may be granted to such other persons as the Association may wish to admit, by majority vote of a general meeting, for outstanding service to the Association or to the University.
- (e) An eligible person shall become a full member or an associate member upon payment of a fee, or on receipt by the Association of a written authorization for deduction of fees by instalments from the member's salary. Such membership may cease or be terminated upon conditions stated in any By-Laws the Association may adopt.

**ARTICLE 4 - EXECUTIVE**

- (a) All members of the Executive Committee must be full members of the Association, elected or co-opted in accordance with the By-Laws. The members of the Executive Committee shall be the following: the President, the Past-President, the Vice-President, and normally ten members-at-large. A Treasurer shall be appointed by the Executive Committee from among its members. The Executive Director of the Faculty Association shall serve as Secretary of the Association. The Executive Committee shall be the policy-formulating body of the Association and shall be responsible to the membership.
- (b) The Executive Committee shall normally include at least one representative from each of the teaching Faculties of the University. At least one member of the Executive Committee shall hold a teaching stream or a contractually limited appointment. Each academic rank shall normally be represented on the Executive Committee by at least two members. For this purpose the ranks of Lecturer and Assistant Professor shall be regarded as one rank. Rank shall be determined as of July 1st of the academic year of election.

- 
- (c) Membership on the Executive Committee shall be open to all full members except those holding academic administrative appointments with the rank of Assistant Dean or higher, the University Librarian or the Director of the Health Sciences Library.
  - (d) The Executive Committee may co-opt additional members at large, but at no time shall there be more than four co-opted members. Co-option of a member to the Executive Committee must be put to the membership for confirmation within one month of co-option at a general meeting or by electronic ballot.
  - (e) The Executive Committee shall meet at the call of the President or at the request to the President of at least three members of the Executive Committee, such a meeting to be held within two weeks of receipt of the request.
  - (f) The term of the Executive Committee shall be one year beginning at midnight on the first day of September. Members of the Executive Committee shall be eligible for re-election.
  - (g) The first meeting of the Executive Committee shall be held within the first week of classes commencing.

#### **ARTICLE 5 – OFFICERS OF THE ASSOCIATION**

- (a) The officers of the Association are the President, the Past-President, and the Vice-President. The office of President may not be held by any individual for more than three terms in succession.
- (b) The designation 'Past-President' shall apply to the most recent available former President who held that office at the time of the annual general meeting of his/her term.
- (c) The President shall carry out Association policy and shall be responsible to the Executive Committee and to the membership. The President shall be Chair of the Executive Committee and of general meetings of the membership.
- (d) The Vice-President shall perform such duties as requested by the Executive Committee as well as, in the absence of the President, the duties of the President.
- (e) The President or the Vice-President may be removed from office by a two-thirds majority vote of a general meeting of the membership.

#### **ARTICLE 6 – MEETINGS AND THE MOTIONS**

- (a) Meetings of the Association shall normally be held at the call of the Executive. A meeting of the Association may also be held at the request in writing to the Executive of at least ten full members in good standing. Such a meeting shall then be held within three weeks of the receipt of the request.
- (b) Meetings shall be guided by the current edition of Bourinot's Rules of Order unless a discrepancy arises between Bourinot and the Association's Constitution or By-Laws, in which case the latter shall govern.

- 
- (c) Motions to be presented to a general meeting shall require one week's notice of motion to the membership and shall be filed with the Executive Director not less than two weeks prior to the general meeting.

#### **ARTICLE 7 – BY-LAWS**

The Association may pass such By-Laws, not contrary to this Constitution, as are deemed necessary to facilitate the functioning of the Association. By-Laws may be passed by direct action of the membership at a general meeting; or by the Executive Committee, subject to confirmation by the membership at a general meeting or by electronic ballot.

#### **ARTICLE 8 - AMENDMENTS**

- (a) Amendments to this Constitution may be proposed by the Executive or by any ten members in good standing who give notice in writing to the President at least fourteen days in advance of a general meeting. Such proposals for amendments shall be circulated to the membership at least one week in advance of the general meeting at which the proposals are to be considered. Amendments may be ratified either by a two-thirds majority vote at a general meeting of at least one hundred full members or, failing attendance of one hundred full members, by a two-thirds majority vote conducted by electronic ballot in which at least one hundred responses are returned.
- (b) From time to time, the MUFA Executive may become aware of a minor matter that is best resolved by an amendment to the Constitution. It may then recommend such an amendment to the membership by e-mail. The amendment may then be passed by vote of the Executive alone unless the President receives within ten business days a written request from ten full members in good standing that the procedure in Article 8 (a) be followed.

January 2017