

MAUT BY-LAW GOVERNING STANDING COMMITTEES

GENERAL PRINCIPLES AND PROCESSES:

1. All MAUT Standing Committee members (including Chairs) must be MAUT members (Full, Associate or Retired).
2. The MAUT Executive Committee, or a subcommittee it designates, purposes, in consultation with each of the relevant incumbent Chairs, names for membership on each MAUT Standing Committee at a Council Meeting normally between the last day of April and the summer recess.
3. Where one or more members of a Standing Committee is/are not determined ex officio, Council appoints that member or those members at a Council Meeting normally between the last day of April and the summer recess.
4. Where the Chair of a Standing Committee is not determined ex officio, Council may instruct Committee members to select a Chair from among them to be reported to Council before the summer recess, failing which Council will appoint a Chair at the first Council Meeting after the summer recess, or Council may appoint the Chair at the same time that it appoints members of the Committee.
5. Reasonable effort should be made to ensure that each committee, where relevant, include at least one member of Council. Reasonable effort should also be made to ensure that each committee, where relevant, include at least one member of MAUT who has not served previously on an MAUT Standing Committee.
6. All Standing Committee appointments are for one year or until Council reappoints that Committee, or, in the case of ex officio members, until the following General Meeting held in the Spring before the last day of April. Appointments may be renewed. In the event of a vacancy, Council may appoint a replacement for the remaining term.
7. The President may attend any meeting of any Standing Committee, except the Nominating Committee.
8. Standing Committees must meet at least once during each academic year.
9. All Standing Committees make a written report to Council prior to the General Meeting held in the Spring before the last day of April.

10. All committee recommendations in financial matters or in matters which might affect major policies of the Association must be approved by Council, with the exception of certain financial functions of the MAUT Staff Remuneration Committee and the Finance Committee, as indicated in their specific terms of reference below.

Amended by the MAUT Council on October 17, 2018.

MAUT STANDING COMMITTEES:

COLLEGIALITY COMMITTEE

Purpose:

The Collegiality Committee assesses the status of collegial governance at McGill and, in conjunction with Council, plans activities that promote it.

Activities:

- Identifying threats to collegiality that impact academic staff at McGill University.
- Reviewing McGill University Regulations, policies, practices and procedures with the view of promoting collegiality.
- Organizing occasional MAUT fora on the subject of collegiality.

Committee Composition:

Chair and a minimum of two additional members.

COMMUNICATIONS COMMITTEE

Purpose:

The Communications Committee, in conjunction with Council, develops an effective communication strategy for MAUT and implements it.

Activities include but are not limited to:

- Maintaining communication with members.
- Disseminating information to current and potential members.
- Exploring the use of alternative effective means of communication such as digital media and website.
- Facilitating communication among members.
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Committee Composition:

Chair (VP, Communications) and a minimum of two additional members.

CONTRACT ACADEMIC STAFF COMMITTEE

Purpose:

The Contract Academic Staff Committee provides MAUT CAS members support and guidance regarding working conditions, reappointment and promotion processes, and presents professional activities that will support CAS in their academic advancement. The CAS committee pays attention to and makes recommendations to Council regarding interests or concerns of MAUT Contract Academic Staff Members.

Activities include but are not limited to:

- Mentoring the employment situations of CAS in terms of equity and fairness.
- Participating in and making recommendations for any revisions in other McGill regulations and policies, which include or should include Contract Academic Staff.
- Disseminating information about successful mentoring models at McGill.
- Organizing annual workshops for new CAS faculty on CAS promotion mentoring.
- Alerting MAUT CAS members about responsibilities regarding the preparation of promotion dossiers.
- Identifying/introducing advisors to MAUT CAS members who can assist in CAS career development.
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Committee Composition:

Chair (the elected representative of the MAUT CAS Members) and a minimum of two additional MAUT CAS Members.

Adopted by the MAUT Council on June 14, 2023.

FINANCE COMMITTEE

Purpose:

The Finance Committee makes recommendation to Council regarding the financial policy of the Association, undertakes the routine management of its assets, and monitors its financial assets and activities. The Finance Committee also reviews the status of the Association's records and record keeping policies and activities and makes appropriate recommendations.

Activities include but are not limited to:

- Reviewing MAUT expenditure and revenue patterns of the previous year.
- Occasionally reviewing membership dues.
- Making recommendations to Council for long-term investment policy.
- Making recommendations to Council for selecting the Auditor.
- Facilitating the audit process.

Committee Composition:

Chair (VP, Finance), President, President-Elect, and a maximum of 3 additional members with relevant expertise.

MAUT FACULTY CLUB COMMITTEE

Purpose:

The MAUT Faculty Club Committee maintains and develops the relationship between the Association and the McGill Faculty Club.

Activities include but are not limited to:

- Liaising between MAUT Council and the McGill Faculty Club in regard to its status, finances, etc.

- Communicating activities that promote membership in and involvement with the Club.

Committee Composition:

Chair and a minimum of two additional members.

MAUT STAFF REMUNERATION COMMITTEE

Purpose:

The MAUT Staff Remuneration Committee determines remuneration, including any annual salary increases, for MAUT staff. The Committee meets annually in the fall term.

Committee Composition:

Chair (President), Immediate Past President, President-Elect, and VP Finance.

MEMBERSHIP COMMITTEE

Purpose:

The Membership Committee, in-conjunction with Council, develops an effective short and long term Membership recruitment, retention and engagement strategy and activities for the Association, and implements them.

Activities include but are not limited to:

- Developing, proposing and coordinating at least two Membership social events or other activities in each academic year.
- Monitoring demographic aspects of MAUT members and eligible non-members.
- Devising targeted communication campaigns: letters, pamphlets, emails, advertisements, etc.

Committee Composition:

Chair and a minimum of two additional members.

NOMINATING COMMITTEE

Purpose:

The Nominating Committee solicits nominations for positions of officer and Council member from Council and the General Membership.

Activities include but are not limited to:

- Soliciting nominations.
- Organizing elections and by-elections.
- Ensuring a fair election process in accordance with Article VIII of the MAUT Constitution.
- Authenticating and reporting election results to Council and at the Spring General Election.
- Informing Council at the first Council Meeting in February, and then the General Membership, of any positions for which it has not yet received nominations.
- Making efforts to ensure that all nominations are filled no later than March 1st so that elections can take place at least 15 calendar days prior to the General Meeting held in the Spring before the last day of April.

Committee Composition:

Chair (immediate Past President – Council to appoint another Past President if immediate Past President is unable to serve) and a minimum of two additional members.

Amended by the MAUT Council on October 17, 2018.

NON-DISCRIMINATION COMMITTEE

Purpose:

The Non-Discrimination Committee engages in activities that promote a non-discriminatory environment at the University with respect to gender, age, disabilities and minority categories.

Activities include but are not limited to:

- Monitoring University policies and regulations and their implementation with regard to non-discrimination and if necessary, proposing actions to Council.

- Organizing educational workshops on non-discrimination and other activities to promote non-discrimination, equity and diversity.
- Serving as a resource for members regarding discrimination issues.
- Maintaining an ongoing liaison between MAUT, the Social Equity and Diversity Education Office (SEDE), and external organizations of which MAUT is a member.

Committee Composition:

Chair and a minimum of two additional members.

PROMOTION MENTORING COMMITTEE

Purpose:

The Promotion Mentoring Committee helps to mentor Members for promotion to the rank of Full Professor/Librarian.

Activities include but are not limited to:

- Helping Members create and build the promotion portfolio.
- Explaining the different ways in which promotion may be sought at McGill University.
- Identifying the gaps in promotional paths, obstacles faced by faculty and procedural ambiguities, which could be brought to the administration's attention.
- Outlining the specific procedures and timelines for promotion to Full Professor/Librarian.
- Organizing and presenting an annual promotion workshop (January/February) where attendees may get feedback on their promotion portfolio and information topically tailored (panel, workshop, and discussion).

Committee Composition:

Chair and a minimum of two additional members. All members (including the Chair) of the Promotion Mentoring Committee must be or must have been Full Professors/Librarians.

Adopted by the MAUT Council on June 14, 2023.

RETIREE AFFAIRS COMMITTEE

Purpose:

The Retiree Affairs Committee makes recommendations to Council regarding interests or concerns of MAUT Retired Members, and creates opportunities for them to engage in social, recreational and educational activities to foster their continued engagement in the community.

Activities include but are not limited to:

- Monitoring and making recommendations related to health and other benefits of MAUT Retired Members, including privileges provided by McGill exclusively to retired academic staff.
- Organizing social activities for MAUT Retired Members both within and outside the University.

Committee Composition:

Chair (the elected representative of the MAUT Retired Members) and a minimum of two additional MAUT Retired Members.

TENURE AND MENTORING COMMITTEE

Purpose:

The Tenure and Mentoring Committee provides MAUT members support and guidance regarding the reappointment, tenure and promotion processes and engages in, documents, and presents professional activities that will assist faculty in their career advancement.

Activities include but are not limited to:

- Disseminating information about successful mentoring models at McGill.
- Organizing annual workshops for new faculty and chairs on tenure mentoring.
- Encouraging departmental help in establishing formal and informal mentoring.
- Alerting MAUT members about responsibilities regarding the preparation of the tenure dossier.

- Identifying/introducing advisors to MAUT members who can assist in the preparation of the tenure and promotion dossiers.

Committee Composition:

Chair and a minimum of two additional members.

Approved by the MAUT Council on June 18, 2015.

Amended by the MAUT Council e-ballot on August 17, 2015.

MAUT BY-LAW CONCERNING AD HOC CONSULTATION WITH MAUT

Preamble:

MAUT supports collegial governance and open communication and welcomes invitation from University administrators or other parties within or without the University to participate in consultations leading to policies and practices that affect McGill academic staff, the University community, or the broader community.

This By-Law concerns ad hoc requests for consultation with MAUT. It does not concern participation of MAUT representatives in established bilateral or multilateral University governance committees, as these are separately governed by the MAUT Constitution and/or University Regulations.

Principles and process:

An ad hoc consultation with MAUT is an interaction between the requestor and MAUT Council. Council may choose to address the substance of the question itself, with or without seeking additional input*, or to assign another body (for example, and ad hoc committee) or person to do so on its behalf and report back to Council on the outcome.

An ad hoc consultation with MAUT must include several steps, minimally: 1) a request for consultation made to the President, 2) a Council decision whether or not the request merits a consultation with MAUT **, 3) a Council-designated/approved MAUT internal mechanism to consider the substance of the question, and 4) a written consultation output recorded in the Council Minutes.

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We recognize the difference between cases where:

- 1) MAUT's opinion on a subject is sought as an open question, in which case MAUT is the author of the consultation final document, namely the MAUT response.
- 2) A proposed policy or similar document is submitted to MAUT for its input, in which case MAUT is not the author of the final document.

In cases where MAUT is the author of the consultation final document, that document will be recorded as a Council Motion recorded in the Minutes, and the information will be transmitted by the President to the requesting party. In cases where MAUT is not the author of the final document, but is providing input on a document authored by another entity, a Report on the Consultation will be prepared by Council, or other MAUT body or person assigned by Council to carry out the consultation, and this will be discussed at Council and entered into the Council Minutes. This Report on the Consultation will include the following information:

- Whether Council or other assigned MAUT body or person was satisfied that the consultation was carried out in good faith by the requesting party.
- Whether MAUT-suggested modifications had been incorporated into the document following the consultation.
- Whether these modifications were substantive or minor.
- A summary of the most substantive such modifications.
- A summary of substantive points on which MAUT – suggested modifications had not been incorporated into the revised document.

*If Council decides to address the substance of the request itself, it may, during its deliberations, seek input from other sources, for example, relevant experts or committees, within MAUT or without, or the MAUT membership.

**If Council decides that a request does not merit consultation with MAUT or is accompanied by time constraints that unduly restrict MAUT's internal consultation processes, it may refuse any MAUT participation, or it may delegate one or more individuals to engage in informal discussions with the requestor. These informal discussions however, may not be termed "consultation with MAUT" by the requestor. The President will inform the

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requestor of Council's decisions including, where relevant, the vocabulary restriction.

Approved by the MAUT Council on April 19, 2015.

MAUT BY-LAW GOVERNING DONATIONS

MAUT's donations shall be made in the spirit of reflecting the purpose of the MAUT as defined by its Constitution. The intention of this By-Law is to clarify the accountability for spending on donations.

1. The Executive Committee may approve financial donations to a total of \$500 or less per fiscal year of MAUT.
2. Donation of between \$500 and \$5000, not to exceed a total of \$5000 per fiscal year, may be disbursed by majority vote of the MAUT Council which will report the expenditure at the General Meeting held in the Spring before the last day of April.
3. Donations greater than \$5000 will be for highly exceptional circumstances and must be approved by the membership at a General Meeting.

Approved as Policy by the MAUT Council on October 17, 2007.

Approved as By-Law by the MAUT Council on October 14, 2015.

Amended by the MAUT Council on October 17, 2018.

MAUT BY-LAW GOVERNING THE REPORTING OF ELECTION RESULTS

The report and announcement of the result of balloting is to include the voting totals for each candidate, the total number of ballots cast, and the voting participation rate.

Approved by the MAUT Council on September 11, 2019.

MAUT BY-LAW GOVERNING INDEMNIFICATION

MAUT shall indemnify and save harmless, out of MAUT funds, every executive officer, council member, committee member, advisor, and employee of the association, from and against:

- (a) All costs, damages, charges and expenses sustained or incurred in or about any action, suit or proceeding which is brought, commenced or

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prosecuted against them in the execution of the duties of their office provided that they acted within their duties and in good faith to represent MAUT and its members;

- (b) All other costs, damages, charges and expenses which an executive officer, council member, committee member, advisor, or employee of the association incurs in relation to MAUT affairs; except such costs, damages, charges or expenses as are occasioned by gross negligence.

MAUT may purchase and maintain such insurance for the benefit of its executive officers, council members, committee members, advisors, and employees of the association, as Council may determine on the advice of the VP Finance and the Executive Committee. The association will continue to pay the obligatory Barreau insurance of the MAUT Professional and Legal Officer.

Approved by the MAUT Council on June 8, 2022

MAUT BY-LAW GOVERNING NOMINATION OF MAUT REPRESENTATIVES ON UNIVERSITY COMMITTEES

Council will approve at the beginning of every academic year a slate of names of those to be nominated as MAUT members on University Committees.

*Approved by the MAUT Joint Executive-Council Meeting on March 31, 2010.
Presented to the Spring General Meeting on April 15, 2010.*

MAUT BY-LAW GOVERNING RETIRED MEMBERS

The activities involving Retirees are to remain revenue neutral as determined by an annual budgetary process and the ongoing adjustment of Retired Member fees. The fee for participants in the activities organized by the Retiree Affairs Committee shall be determined by the Retiree Affairs Committee.

*Approved by the MAUT Council on March 17, 2010.
Presented to the Spring General Meeting on April 15, 2010.
Amended by the MAUT Council on December 14, 2016.*

MAUT BY-LAW GOVERNING SERVICES

1. FULL MEMBER

In addition to the rights and obligations contained in the MAUT Constitution, a Full Member is entitled to, the regular MAUT communications, the regular CAUT communications, the regular FQPPU communications, and/or the communications of other federal and provincial organizations of which MAUT is a member, attend MAUT conferences and seminars, obtain legal assistance under certain conditions at reduced cost in arbitration matters, and access to the Professional and Legal Officer for consultation.

2. ASSOCIATE MEMBER

In addition to the rights and obligations contained in the MAUT Constitution, an Associate Member is entitled to the same services as a Full Member.

3. RETIRED MEMBER

In addition to the rights and obligations contained in the MAUT Constitution, a Retired Member is entitled to, the regular communication of MAUT, and access to the Professional and Legal Officer for consultation.

4. SCHEDULE OF FEES AND DUES

- **FULL MEMBER:** 0.58% of salary.
- **ASSOCIATE MEMBER:** \$190/year for all academic categories other than course lecturers/instructors (as defined in 7.1.1, McGill's Regulations Relating to the Employment of Contract Academic Staff), who shall pay a semi-annual fee of \$30 per course contract.
- **RETIRED MEMBER:** \$5/year.

Approved by the Annual General Meeting on April 11, 2000.

Amended schedule of fees and dues approved by the Council on December 10, 2003 and presented to the Spring General Membership Meeting for information on April 14, 2004.

Amended fee schedule presented to the Fall General Meeting November 2010.

Amended schedule of fees and dues for Full Members, effective September 1, 2017, approved by the Council on May 17, 2017.

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Amended by the MAUT Council on October 17, 2018.

Amended by the MAUT Council on April 14, 2021.

MAUT BY-LAW GOVERNING LIBRARY SECTION

1. There shall be a Library Section Executive which shall direct the activities of the Library Section in a manner that is not inconsistent with the MAUT Constitution and by-laws. When matters of basic policy arise, the Library Section Executive may consult with Section Members at a Section General Meeting.

2. THE OBJECTIVES OF THE LIBRARY SECTION SHALL BE:
 - To develop a collective awareness of the Library academic staff's contribution to the University.
 - To promote communication and understanding among Library academic staff and the other members of the academic community.
 - To promote recognition of the role of the Library academic staff within the University.
 - To promote professional standards, rights, privileges, and obligations of Library academic staff.
 - To work toward the improvement of working conditions and terms of employment of Library academic staff including salary, job security, fringe benefit policies, research and continuing education.
 - To seek actively and maintain recognition by Library administration and University administration of the Library Section as the representative for Library academic staff in the promotion of these objectives.

3. The Section Executive shall be composed of the Section Chair, the Section Chair Elect and the Section Secretary-Treasurer. The immediate Past Section Chair may serve informally in an advisory capacity to the Section Executive. All officers of the Section Executive are Full Members elected from the Section membership.

4. The Section Chair is a member of Council, presides at Section General Meetings and Section Executive Meetings, and has prime responsibility for the affairs and operation of the Section.

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5. The Section Chair elect acts for the Section Chair in the absence of the Section Chair and performs such other duties as may be assigned by the Section Executive.
6. The Section Secretary-Treasurer maintains and safeguards the membership and financial records of the Section and takes the minutes of all Section General Meetings.
7. The term of office of the Section Chair, the Section Chair Elect and the Section Secretary-Treasurer begins at the end of the Section General Meeting held in the Spring. The term of office for the Secretary-Treasurer shall be 2 years.
8. If the position of the Section Chair becomes vacant at any time, the Section Chair Elect shall succeed to that position. If the position of the Section Chair Elect or Section Secretary-Treasurer becomes vacant, then the position shall be filled by election. If there is only one nomination that nominee will be elected by acclamation.
9. There shall be the following standing committees:
 - The Section Nominating Committee shall consist of a chair, appointed by the Section Executive, the Past Section Chair and one other full member appointed by the Section Executive in consultation with the chair of the Committee. It shall be the responsibility of the Section Nominating Committee to actively solicit Library academic staff nominations for vacant Section Executive positions. The Section Nominating Committee may also solicit Library academic staff nominations for positions on Library or University committees and Senate, including nominations for positions on University Committees on which Library academic staff have acquired right of representation. The Section Nominating Committee may also solicit nominations for Library academic staff representatives on the CAUT Librarians' and Archivists' Committee.
 - The Professional Issues Committee (PIC) advises the MAUT-LS Executive on matters relating to any areas of professional concern to McGill Library academic staff, for example by reviewing draft policy statements and other documents at the Executive's request or by proposing such texts to the Executive. PIC also contributes to the professional development of McGill Library academic staff, for

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example by drafting mentoring documents and by organizing activities such as workshops. PIC shall consist of up to seven elected members, one of whom serves as Chair of PIC, plus one ex-officio member appointed each year by the MAUT-LS Executive from amongst the members of the Executive. Any current dues-paying member of MAUT-LS is eligible to be nominated for service as one of the elected members of PIC. The yearly nomination and election process for the elected PIC seats shall normally take place concurrently with the yearly nomination and election process for the Executive. Newly elected members of PIC begin their term of service at the end of the MAUT-LS Spring General Meeting, when the election results are announced by the Nominating Committee. The elected members of PIC serve two-year terms, which are staggered so that approximately half the elected seats become vacant each year. Elected members of PIC can be re-elected. The Chair of PIC is elected by the members of PIC, normally within the thirty-day period which follows the MAUT-LS Spring General Meeting. The result of this election shall be communicated promptly to the members of the Executive. The Chair of PIC can be re-elected once to this position, for a maximum total of two consecutive terms.

10. The Section Executive may propose to Council the creation of additional committees and committee membership. The Section Executive may also as necessary establish ad-hoc advisory committees to the Executive, or ad-hoc subcommittees of the Professional Issues Committee.
11. The Section Chair must call at least two Section General Meetings each year: a Fall General Meeting held in either November or December, and a Spring General Meeting held in either April or May. Additional Section meetings may be called by the Section Chair, the Section Executive, or by the written request of 10% of Full and Associate Members.
12. Notice of a Section General Meeting must be given at least one week before the meeting and must include an agenda.
13. Notice of an emergency meeting will be at least 24 hours.
14. Full Members and Associate Members may speak, make motions and vote at Section General Meetings.

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15. Retired Members and observers may speak, but not vote nor make motions at Section General Meetings.
16. A meeting may, by majority vote, move into closed session. When a meeting is in closed session, all observers shall be required to withdraw until the meeting has moved back into open session.
17. 20% of Full and Associate Members represents a quorum at Section General Meeting. Once a quorum has been established at the commencement of a Section General Meeting, it shall be deemed to continue unless subsequently challenged. If a meeting is found to be below quorum after such a challenge, the meeting may continue but may not entertain motions. The quorum for an emergency meeting will be 50% of Full and Associate Members.
18. The fiscal year of the Section shall begin on September 1. The Section shall levy fees to Full and Associate Members. Upon failure to pay Section fees, Library academic staff forfeit the rights and privileges of participation in the Library Section. Changes to the fees may be proposed by the Section Executive at a Section General Meeting and must be ratified by a majority vote of Full and Associate Members.
19. The Section Secretary-Treasurer shall submit financial reports to the Vice-President (Finance) of MAUT twice per year, prior to the General Meetings of MAUT.
20. The Library Section may propose by-laws under Article XIII to provide guidance in the operation of this Section. Notice of any proposed amendment shall be filed by the Secretary-Treasurer and shall become effective only after it has been approved by Council, submitted by mail or electronic ballot to full members of the Section and approved by a 2/3 majority of those Section members voting.

Originally approved by the MAUT Council, May 9, 1996.

Updates approved by the MAUT Council, May 9, 2012, March 13, 2019.

Updates approved by the LS, July 2012, May 17, 2019.

Updates approved by the MAUT Council, March 16, 2022.

Updates approved by the LS, June 7, 2022.