

MAUT BY-LAW GOVERNING STANDING COMMITTEES

Final - June 29, 2015

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, proposes, in consultation with each of the relevant incumbent Chairs, names for membership on each MAUT Standing Committee at a Council meeting normally between the Spring General meeting 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 Spring General meeting 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.
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 Spring General meeting. 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 Spring General Meeting.
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.

MAUT STANDING COMMITTEES' TERMS OF REFERENCE

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.

Committee Composition:

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

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.

FINANCE COMMITTEE

Purpose:

The Finance Committee makes recommendations 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.

MEMBERSHIP COMMITTEE

Purpose:

The Membership Committee, in conjunction with Council, develops effective short and long term Membership recruitment, retention and engagement strategies 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 before the Spring General Meeting.

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.

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 in relevant matters, with external organizations of which MAUT is a member.

Committee Composition:

Chair and a minimum of two additional 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.

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.

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.
- 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.

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.