COLLEGE OF THE ROCKIES FACULTY ASSOCIATION

COLLEGE OF THE ROCKIES FACULTY ASSOCIATION

Policy Booklet – April 2024

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Section 1 – Policies for the Executive Committee

C.1.1 Release Time for Executive Members

Release time for Executive Members will be granted according to the Terms of Reference for the Executive Committee, included in Appendix C of the policy manual. All release time is purchased by CORFA from the College at replacement costs as per the collective agreement.

The release time shall be scheduled/taken at times mutually arranged by and agreeable to the Association and the College.

(April 2024)

C.1.2 Executive Meetings Food and Beverages

At Executive meetings, CORFA will pay for non-alcoholic beverages, snacks and/or meals. In addition, CORFA will provide the same dollar amount per member for non-alcoholic beverages, snacks and/or meals per person for members at campus locations who attend meetings via teleconferencing or videoconferencing.

(November 2022)

C.1.3 Confidentiality and Cabinet Solidarity

CORFA Executive members agree to hold in confidence all personal information discussed at CORFA executive meetings. This may include, but is not limited to, deliberations or decisions, resolutions, as determined by the CORFA Executive or by the Committee(s) where Executive members represent CORFA. All Executive members and the CORFA Executive Assistant sign a confidentiality agreement annually.

Executive members will exercise all reasonable care and caution in protecting confidential information from casual observation, unauthorized, personal, or other use. Executive members agree not to release the outcomes of the tasks, projects, reports, proposals without CORFA Executive prior approval for the release of such information.

Confidentiality does not negate transparency on matters pertaining to the general membership of CORFA.

CORFA Executive Members agree to adhere to the principle of collective responsibility and cabinet solidarity. Regardless of whether there is disagreement amongst Executive members about an issue, once a decision is made, each Executive member will support and uphold the decision.

(March 2024)

C.1.4 Electronic Communication Policy

This policy covers all use of electronic communication for CORFA or CORFA-related business using both CORFA owned and non-CORFA owned channels and devices.

1. **Electronic Communication Security**
    a. CORFA and CORFA-related business is to be held confidential from the employer at all times except in direct, planned communications. As such, CORFA and CORFA-related business should not be conducted using employer-provided devices or channels when at all possible and practicable. This applies in particular to any information regarding bargaining or potential job action, member grievances, and any other information which may be detrimental to the union or its members if released to the employer.
    b. Users have a duty to maintain the security and confidentiality of their electronic communications.

2. **Distribution of CORFA.org Email Addresses**
    a. **CORFA will maintain corfa.org email addresses for the following roles at minimum:**
        i. President
        ii. Vice-President
        iii. Chief Bargainer
        iv. Chief Steward
        v. Executive Assistant
    b. **Continuance of corfa.org email addresses**
        i. The email addresses belong to the role, not to the individual currently elected to or employed in the role.
        ii. When a user vacates their role, their password will be reset by the Executive Assistant and the new one provided to the incoming user.
        iii. Upon receipt of the login information, new users must immediately change their password and update all information to correctly reflect the new users' information.
        iv. Prior to transferring login information, outgoing users must review all communications and remove and/or delete any confidential information that should not be passed on to the next user such as member communications regarding grievances, information about investigations, and any other sensitive information.

If a user vacates a role with no notice (e.g., sick leave), the job of reviewing communications will fall to the President.

3. **Additional CORFA E mail Addresses**
    a. Additional e-mail Addresses may be created with the approval of the Executive.
    b. The email addresses will be administered by the Executive Assistant in accordance with this policy.
    c. Members at Large, Stewards, and other members who have cause to communicate with the membership on CORFA or CORFA-related business are encouraged to start a separate email address in the form firstnamecorfa@gmail.com or similar to help separate CORFA and CORFA-related business from personal and employer business.

4. **Other Electronic Communication**
    a. The CORFA Executive shall use an approved cloud-based platform to store electronic files. Association-related file sharing should be avoided on employer platforms where possible (e.g., use Google Docs rather than COTR SharePoint/One Drive).
    b. General and Executive virtual meetings should be conducted on CORFA-accounts, such as through Zoom, rather than the employer's MS Teams accounts. Any Association meeting involving confidential information should be done through Zoom.

5. **Appropriate Use**
    a. At all times, electronic communication must be conducted in a respectful manner in accordance with CORFA values and policies. Any communication that is counter to CORFA's values or Harassment Policy may be considered inappropriate use. This includes, but is not limited to, the following:
        i. sexist, racist or other offensive material;
        ii. defamatory material;
        iii. content that is protected by copyright;
        iv. links to inappropriate material.
    b. While users must do their best to protect the security of their electronic communications, they must also be aware that the communications may be required to be submitted as part of an investigation, and that union members may request to see communications about themselves. Users should avoid the use of names where possible and should keep their communications factual rather than opinion based.

(March 2024)

C.1.5 Document Storage Policy

(In progress)

C.1.6 Electronic Device Policy

This policy covers all technological devices purchased by CORFA for CORFA and CORFA-related business.

Definitions

Assigned user - the person designated to use the device
Amortized lifespan - length of amortization period for the device
Lifespan - the useable life of the device

Device Types

CORFA supports the use of Microsoft or Apple products. The assigned user at the time of purchase may decide on the device type they would like to use, as long as the device type is transferable to other users.

Distribution

CORFA may, upon request, provide one laptop or one tablet computer with keyboard to each of the following roles:

1. President
2. Vice-President
3. Chief Bargainer
4. Chief Steward
5. Executive Assistant

A protective case must be used and may be purchased with the device. The device will remain the property of CORFA for the lifespan of the device. When the user leaves a role, they must return the device to the Executive Assistant to be provided to the next representative in the role.

Cost

Executive must pre-approve the cost of the device before purchase.

Accessibility

If an incoming user requires accessibility features not provided by the existing device, CORFA will purchase software to upgrade accessibility, or purchase a new device if needed. Time will be of the essence in these situations.

If the requirements of the user are highly specific and cannot be accommodated through commonly available devices or software, the executive may choose to reimburse the user for some or all of the purchase price of their specific device.

This clause is intended to allow users with specific accessibility requirements to participate fully in union business in accordance with our Equity Policy. It is not intended to allow users to obtain personal devices at the expense of the union.

Appropriate Use
Appropriate use of the device falls under the Electronic Communications Policy.

Lifespan
At the end of the amortized lifespan of the device, the device will be evaluated for continuing useability. If the device is deemed usable, it will continue to be evaluated annually. See Amortized Lifespans section below details on amortization.

At the end of the lifespan of a device, CORFA may choose to recycle, destroy, gift, or otherwise dispose of the device as determined by the executive.

Damage, Loss, or Theft
Users must show due care and attention when using, transporting, and storing devices.

If a device is damaged, lost, or stolen, the assigned user will, within two business days, provide a written report (electronic or hardcopy) to the President detailing the situation.

Devices that are lost, stolen, or damaged past useability will be replaced by CORFA.

If there is a pattern of negligence leading to damage, loss, or theft, the assigned user may be required to relinquish their device or to pay some or all of the replacement cost. The President will bring the issue to the Executive for discussion and resolution.

Normal wear and tear is not deemed damage.

Record Keeping
The Executive Assistant is responsible for keeping accurate records of devices and their assigned users, including amortized lifespans and lifespans.

Software and Apps
CORFA will maintain the required software on all CORFA devices.
Users may download apps to their assigned devices provided the apps function within acceptable uses and are reviewed for potential security risks.

Requests for funds for optional software or apps may be brought to the executive for discussion and approval. This statement does not apply to required accessibility software as detailed above.

Connectivity
CORFA will pay for service plans for mobile phones based on the best value at the time of purchase.
CORFA will not pay for mobile connectivity on tablet computers.

Amortized Lifespans
Maximum Lifespans – 5 years

- Laptop Computers
- Tablet Computers
- Desktop computers
- Computer Monitors
- Printers
- Other technological devices

Assigned users must agree to the terms of this policy and sign the agreement in Appendix B before being provided with a device.

See Appendix B for **User Agreement**

(March 2024)

Section 2 – Policies for the General Membership

C.2.1 Release Time for Other CORFA Members

C.2.1.1 Release time for the Stewardship Committee Members

During workload dependent situations there will be up to 10 days of additional release time for Stewards per fiscal year. The Chief Steward will approve these days on a case-by-case basis.

Refer to the Stewardship Committee Terms of Reference for further detail.
(Changes in progress)

C.2.1.2 Release time for Bargaining Committee Members

CORFA will pay replacement costs for all Bargaining Committee members during days of active bargaining and scheduled days of bargaining preparation.
(Changes in progress)

C.2.1.3 Release Time for Committee Members

In special circumstances, the faculty member may require release from their regular duties to represent CORFA by attending meetings and/or doing specific CORFA union work. In these circumstances, CORFA will pay the associated costs of replacement. The CORFA Executive will approve such release on a case-by-case basis and have the final say over whether or not replacement time will be paid.

C.2.2 General Meetings or other CORFA Events - Food and Beverage Policy

Meetings will be held as per Article V-Meetings of the CORFA Constitution. CORFA will provide food and/or beverages as follows:

(a) At General meetings, CORFA will pay for non-alcoholic beverages, snacks and/or meals. In addition, CORFA will provide the same dollar amount per member for non-alcoholic beverages, snacks and/or meals per person for members at campus locations who attend meetings via teleconferencing or videoconferencing.

(b) For other meetings (Committee of the Whole, CORFA Standing Committees, or local meetings of CORFA representatives to FPSE or COTR Committees), CORFA will pay for non-alcoholic beverages, snacks and/or applicable meals, if requested. Expenses shall not exceed the current FPSE per diem rates. Requests will be made to the President or designate and approved on a case-by-case basis.

(c) CORFA may purchase one drink ticket for participating members at a special function that includes a "Wine and Cheese" component. Examples of these events may include Conversation Cafes, joint events with other College groups, or other member engagement activities.

(November 2022)

C.2.3 Door Prizes for CORFA Functions

If door prizes or other similar items are approved for CORFA functions, CORFA will pay for these out of union funds. CORFA will not solicit donations

C.2.4 Travel and Accommodation for Union Business

CORFA members will be reimbursed for travel only when participating in activities related to CORFA business at campuses other than where they work.

CORFA members will be reimbursed for accommodation only when participating in activities related to CORFA business outside the hours of 8 a.m. to 5 p.m., Monday to Friday at campuses other than where they work.
CORFA will pay mileage to Bargaining Committee members or Stewards who work at a campus other than Cranbrook to travel to meetings in Cranbrook. CORFA will pay mileage to any CORFA members working at another campus to attend General Meetings in Cranbrook.

For one CORFA sponsored social event per year, CORFA will pay mileage for CORFA members working at another campus to attend the event.

CORFA will reimburse members following the same per diem and auto rates as FPSE. CORFA will pay for accommodation for committee members who work at a campus other than Cranbrook only when bargaining or meetings held in Cranbrook are scheduled outside the hours of 8 a.m. to 5 p.m., Monday to Friday.

For one CORFA-sponsored social event per year, CORFA will pay for one night accommodation for CORFA members working at another campus to attend the event if the event occurs in the evening. Where practicable, CORFA members will share a room.

(November 2022)

C.2.5 Federation of Post-Secondary Educators of BC (FPSE) AGM

CORFA understands the value of members participating in FPSE's Annual General Meeting. Because some AGM themes may be particularly relevant and useful to CORFA members, and because the travel costs for participants vary greatly depending on the AGM locations, the budget allocated for this event may vary from year to year. Depending on the theme and the location, a budget amount will be proposed by the CORFA Executive and approved by the General Membership as part of the normal budget approval process.

The following expenses may be charged to this budget line:

- The registration fee charged by FPSE for both delegates and observers;
- Travel, hotel, meals, and other normal eligible travel expenses of observers;
- Reasonable expenses for the CORFA President to host a hospitality suite;
- Reasonable campaign expenses for any CORFA member running for an FPSE elected position;
- Other miscellaneous expenses, approved on a case-by-case basis by the CORFA Executive.

(ii) Delegates and Observers

- CORFA Delegates will be chosen from the Executive. Generally, the President, Vice-President, and either the Chief Steward or Chief Bargainer.
- CORFA will generally budget for two observers to attend each FPSE AGM.
  - One of the observers will be the Chief Steward or Chief Bargainer if available.
  - An additional observer(s) will be selected by the Executive based on the expected value to the observer and/or to CORFA.

(March 2024)

C.2.6 Union Education

Amount: CORFA will budget annually for Union Education.

Purpose: The purpose of the fund is to help CORFA members access education relevant to their union work. Education topics may include, but are not limited to helping members with grievances, providing advocacy for members, bargaining skills, facing management, dealing with member-to-member conflict, etc.

Union education activities should ultimately provide a benefit to the Association.

Sample Activities: CLC Winter School, CAUT courses, FPSE conferences or courses, local Labour Council training or courses.

Eligible Expenses:

- Travel Expenses
- Registration or Conference Fees
- Replacement costs if the faculty member needs release time
- Other expenses will be considered on a case-by-case basis

Process: The faculty member will submit a written proposal to the Executive containing information on the activity, the rationale for seeking the education, and an estimate of the total costs.

If appropriate, the faculty member will first seek other union funding sources, such as sponsorship by FPSE.

The application will be approved or denied by the CORFA Executive. Applications will be approved by a simple majority of votes cast.

If the applicant is a member of the Executive, that person will declare a conflict and excuse themselves from both the discussion and the vote.

Applications may be dealt with by an electronic vote, if time is an issue.
If funding is approved, the member must report back to the CORFA Executive after the event.

(March 2024)

C.2.7 CORFA Conflict of Interest Guidelines

This Guideline applies to all CORFA members at all CORFA Executive, General, or Committee meetings, or any other meeting where a member is representing CORFA.

A conflict of interest arises when a CORFA member's private interests supersede or compete with the interests of the Association. It is a situation that has the potential to undermine the impartiality of a person. It can occur when a person has a personal interest or stake in the outcome of a decision.

CORFA members have an obligation to declare a conflict of interest, real or potential, <u>prior</u> to discussion or decision of an issue.

A real conflict of interest exists if the CORFA member exercises official power or performs an official duty or function, knowing that in doing this, there is the opportunity to further a private interest.

A potential conflict of interest exists when there is reasonable apprehension, which reasonably well-informed persons could properly have, that a real conflict of interest exists on the part of a member. The Executive will determine by a two-thirds majority vote whether or not a conflict of interest exists. Members perceived to be in conflict will refrain from voting on this.

In general, voting on matters which have an effect on a broad group by a member of that group is <u>not</u> considered a conflict of interest.

If a member declares a conflict, that person must absent themselves from the discussion and voting on that particular matter.

If the conflict is discovered after the decision has already been made, then Executive will decide whether or not the member's involvement influenced the decision. If it is decided the conflict influenced the decision, the Executive will reconsider the decision and confirm, rescind, or vary it.

If the Executive finds a member has failed to declare a conflict, it may either issue a letter of reprimand or accept the member's letter of resignation from the Executive.

A copy of the letter of reprimand would be placed in a sealed envelope and be kept for two years in a locked cabinet in the CORFA Office. If there were no further incidents, the President, in the presence of another member of the Executive, would destroy the sealed envelope after the two years have passed.

C.2.8 CORFA Equity Policy

CORFA defines ***equity*** as the equal treatment and access of all CORFA members and the removal of any and all barriers that may prevent inclusiveness, equality, diversity, and accessibility.

CORFA defines ***diversity*** as celebrating the presence and participation of people who differ by background and circumstances including, but not limited to, those of age, colour, ethnicity, gender, gender identity or expression, national origin, race, religion, sexual orientation, mental and physical abilities and socio-economic background.
CORFA defines ***inclusiveness*** as encompassing diversity and as being based on the principles of acceptance of differences and inclusion of all.

1. CORFA will promote equity in all policies, guidelines and operating practices of CORFA.
2. CORFA will strive toward and be committed to creating a climate of understanding, acceptance, and mutual respect in the workplace and in the classroom.
3. CORFA will provide leadership through the actions of identifying and eliminating any systemic or adverse effect policies and practices of CORFA that are discriminatory.
4. CORFA will recognize, support and promote activities and initiatives of CORFA committees (including but not limited to Human Rights and Women and Gender Equity committees) that foster the principles of equity, diversity, and inclusiveness.
5. CORFA will encourage faculty to maintain and promote workplace and classroom environments that are free of discrimination and harassment and any other barriers that may inhibit the goals of equity and diversity.

6. In honouring diversity, CORFA will encourage full participation of all members and grant equal access to all members in seeking representation on CORFA committees and Executive.

C.2.9 CORFA Harassment Policy

College of the Rockies (CORFA) upholds the rights of members to participate fully in functions of the organization in an atmosphere of mutual respect, cooperation and understanding.

CORFA, therefore, upholds the rights of all members to mutual respect, dignity, and freedom from discrimination and harassment of any kind during all CORFA functions.

Any conduct undermining these rights also undermines the purposes and goals of our organization.

It is the policy of CORFA to oppose any disrespectful personal conduct, discrimination or harassment on the basis of sex, age, race, colour, religious affiliation, national or ethnic origin, sexual orientation, physical or mental disability, political belief, marital or family status, or socio-economic circumstance.

The purpose of this statement is to make it clear discrimination, harassment, or disrespectful conduct will not be tolerated at CORFA events. Behaviour undermining any individual's dignity or self-esteem or creating an intimidating, hostile, or offensive environment will not be condoned or tolerated. Harassment may include comments or conduct that is known or ought reasonably to be known to be unwelcome. It is the reasonably foreseeable impact of the comment or action on the victim, and not the intent of the person making the comment or taking the action, that matters.

One incident or a series of incidents may constitute harassment.

If you experience harassment or discrimination, please raise your concern by contacting any CORFA Executive member.

That Executive member, with the assistance of another 2nd executive member if required, will investigate and try to resolve the problem. They may take whatever action is required to correct the situation, including asking the harasser be removed from the CORFA event.

Confidentiality will be respected throughout the process.

C.2.10 CORFA Dependent Care Policy

- **Objective:**

  The objective of this policy is to remove the barriers which prevent members from attending/participating fully in Union meetings/activities. In order to ensure quality child/dependent care, CORFA will reimburse for expenses incurred for care.

- **Definitions:**

  2.1 Child

For the purposes of this policy, a child is a minor 12 years of age and under who resides permanently with a member or under his/her care temporarily.

2.2 Dependent

For the purposes of this policy, a dependent shall be defined as a person who is permanently residing with a member, and who is either: disabled/incapacitated, aged and/or infirm. The dependents are:

1. Union member's spouse (married, common law or same-sex partner)
2. Parent, step-parent or foster parent of the Union member or the Union member's spouse.
3. A child, step-child or foster child of the Union member or Union member's spouse.
4. A grandparent, step-grandparent, grandchild or step-grandchild of the Union member or of the Union member's spouse.
5. The spouse of a child of the Union member.
6. The Union member's brother or sister.
7. A relative of the employee who is dependent on the employee for care or assistance.

- **Provision of Care:**

  Provision for child and dependent care shall be the responsibility of the Union member.

- **Eligibility Requirements:**

  For dependent care, in order to qualify for reimbursement, a Doctor's certificate or any other requested documentation deemed appropriate by CORFA will have to be provided by the member This is required only once at the first reimbursement.

- **Funding:**

  Reimbursement will be paid on submission of CORFA Child/dependent care Reimbursement form for reasonable expenses incurred when a member must obtain care for a child/dependent because of absence due to attendance/participation in a Union activity/meeting.

C.2.11 Environmental Sustainability Policy

As demonstration of CORFA's commitment to Environmental Sustainability and global and generational equity, CORFA will

1. Reduce our use of paper by using electronic communication and record keeping where practicable.

2. Reduce our use of high-emission travel where possible, i.e., use technology to make some meetings virtual, try to book direct flights, FPSE meeting attendees to use public transit as the first choice in cities, etc.
3. Prioritize the purchase of locally produced and sourced food and gifts where possible,
4. An attempt will be made, where options exist, to prioritize purchasing from Indigenous and fair-trade vendors.
5. Make the most environmentally friendly choice when purchasing supplies., e.g., recycled paper.
6. Consider sustainability when hosting CORFA events, e.g., avoiding the use of single-use plastics, offering more plant-based options.
7. Use opportunities to lobby or bargain with the employer to adopt environmentally friendly practices, including the reduction of Greenhouse gas emissions.
8. Provide opportunities to partner with the employer to foster environmental stewardship through events and education.
9. Purchase carbon-offsets from a reputable Canadian dealer to offset the impact of air and land travel for CORFA and CORFA-related business.

These offsets will be calculated annually in preparation for the budget and purchased immediately after the approval of the budget.

(March 2024)

Section 3 – Policies related to Bargaining

C.3.1 Job Action Policy

1. College of the Rockies Faculty Association members are expected to honour any legitimate picket line of a trade union at any of our places of work unless relieved of this obligation by the Executive of the Faculty Association.

2. All CORFA members have the right to refuse to cross a picket line which has not been declared illegal by a court or the Labour Relations Board, which arises out of a dispute as defined in the *Labour Relations Code*. As per our Collective Agreement, Article 3.13:

   An employee who chooses not to cross a legal picket line as outlined by the Labour Relations Code, shall not be subject to disciplinary action by the College. However, the employee shall forfeit pay and benefits for the length of time during which he/she is absent from duty.

3. In the case of a job action, CORFA will pay the benefit premiums according to article 8.3 Benefits Continuation in the common agreement.

4. A strike involving CORFA or involving another union at College of the Rockies will shut down faculty participation in all College operations at all sites, including: all classes at any College

campus, weekend classes, all online or other forms of distributed learning, workshops, any form of professional development, meetings, gymnasium activities, Class Act dining, playgroups, practicums, sporting events and/or special events. Faculty will not participate in any College business, on or off site, during job action.

5. CORFA will provide strike pay to members who are currently employed* at COTR.

   The rate of PAY WILL BE $200 per day per member for the first two weeks of job action and will decrease by $10 per day in each subsequent two-week period (e.g., weeks 3-4 will be $190 per day, weeks 5-6 will be $180 per day, etc.). Members who *fulfill picket duties* can earn a maximum of five days of strike pay per week as long as funds are available. **Note:** this rate includes any monies CORFA may receive from the FPSE Strike/Lockout Defense Fund.

   In the event a CORFA member is also a member of CUPE Local 2773 and the strike or lockout is between the College and CUPE, then CORFA will top up the CUPE strike pay to the CORFA strike pay amount for these members who fulfill picket duties.

6. In the event of a strike or lockout, CORFA will apply to the FPSE Strike/Lockout Defense Fund.

7. In the event of a strike/lockout, the President or delegate of the Faculty Association shall be the official spokesperson. All questions concerning CORFA's participation in the job action shall be referred to the spokesperson. The spokesperson will provide information sheets to members.

8. In the event of a strike/lock out, the Preparedness Committee is charged with appointing Strike and Picket Captains, coordinating picket duty, and making all the necessary support for faculty members during picket duty.

*Note: "Currently employed" means:

- all current Regular faculty members;
- Regular Sessional faculty members whose session includes the date(s) of the Job Action;
- Term faculty members whose Term includes the date(s) of the Job Action;
- Auxiliary faculty members who have worked within thirty (30) days of the date(s) of the Job Action

Note 2: Faculty who are on approved leave (sick leave, maternity leave, etc.) do not lose pay if job action occurs while they are on leave. Therefore, these members are not eligible for picket pay. For faculty on other types of leave, this will be handled on a case-by-case basis.

(November 2022)

C.3.2. Bargaining Policy

(In progress)

Section 4 – Financial Policies

C.4.1 Dues Policy

C.4.1.1 Collection of Dues from CORFA Members

CORFA Membership Dues
CORFA members pay 2.25% effective September 1, 2009

From these dues, CORFA pays dues to:

- the East Kootenay Labour Council; and
- the Federation of Post Secondary Educators (FPSE)

CORFA pays an annual membership fee to CoDevelopment Canada www.codev.org.
Any changes to CORFA member dues require a special resolution before dues can be adjusted.
(Changes in progress) *(February 2016)*

C.4.1.2 Dues paid by CORFA to other Organizations:

(Changes in progress)

C.4.2 Spending and Banking

This policy has been created to provide guidelines for CORFA's Executive use and accountability for such funds. Refer to Finance and Investment Standing Committee Terms of Reference for additional detail.

C.4.2.1 Financial Account Management

CORFA will maintain, at minimum, the following accounts:

1. A chequing account to receive incoming funds and to distribute funds.
2. A Defence Fund
3. A General Savings Fund
    - General Savings of approximately 50% of the annual budget should be maintained in liquid form.
    - General savings in excess of the amount noted above may be invested in market investments or property.
    - General Savings can be used for any purpose benefiting the members, if approved in the budget.

C.4.2.2 Approvals

1. All spending or changes to investments must be pre-approved.

C.4.2.3 Credit Cards

1. The Union will hold up to three (3) credit cards, assigned as per the Constitution.

2. Credit cards will have the following spending limits:
    - President:$3,000
    - Vice-President: $3,000
3. Executive Assistant: $4,000
3. Credit cards may only be used for approved expenses.
4. Credit card detailed receipts must be submitted to the Executive Assistant monthly for reconciliation.

C.4.2.4 Cheque Signing Authority

1. Cheques require two authorized signatures.
2. CORFA will have at least three authorized signatories at all times. The President and three other executive members will be authorized signatories.
3. The Executive Assistant will not be an authorized signatory.

4.2.5 Petty Cash

1. CORFA will maintain a petty cash supply of $100 for approved expenses.
2. Petty cash will be kept locked in the CORFA office.
3. The President, the Vice-President, and the Executive Assistant are all authorized to process a petty cash request.
4. The fund will be replenished and reconciled on a regular basis and approved by the Treasurer.

(March 2024)

C.4.3 Capital Assets

(In progress)

C.4.4 Investment and Defence Fund

(In progress)

C.4.5 Budgeting Policy

(In progress)

C.4.6 Scholarships and Bursaries

Two Scholarships of $1500 each annually = $3000
Two Bursaries of $750 each annually = $1500
Ujamaa Bursary of $1,500 to be split between up to three applicants
CORFA Family Award: $1,500 split for three families annually= $500 each or $1,500 divided among eligible applicants

C.4.7 Donations

C.4.7.1 Annual Budgeted Donations

COTR Kids on Campus Daycare - $2000
EKDLC Labour Day Picnic - $100

C.4.7.2 Other Donations

Donations enable College of the Rockies Faculty Association to support the work of other organizations whose goals are consistent with our own.

College of the Rockies Faculty Association is a responsible member of the community and, as such, supports agencies and campaigns that:

- Advance workers' rights;
- Promote community development and community impact;
- Promote program activities/competitions for students;
- Provide group student educational events (COTR students must be directly involved);
- Support the development of solidarity relationships;
- Advance the rights of publicly-funded education;
- Collaborate with other labour organizations.

Organizations, campaigns, or student groups seeking donations must make their request in writing a minimum of 30 days in advance of the event, and provide the following information:

- The name of the organization requesting the donation;
- The work/goals of the organization;
- A list of expected costs;
- A request for a specific amount;

CORFA members may bring forward donation suggestions to the Executive at any time. Requests must be accompanied by a rationale.

Maximum donation per group would be $500 annually. Funds would be allocated quarterly with leftover funds rolling forward to the next quarter.

Effective May 1, 2018, CORFA will budget $5,000 annually for donations
(April 2018)
(2022/2023 and 2023/2024 budgets approved for less than this amount)
(Changes in progress)

C.4.8 Gift Fund

The College of the Rockies Employee Group Gift Fund will recognize regular employees, term employees who have over one year of continuous service and employees who have had at least one term assignment and 12 months of service for the occasions listed below on behalf of all employee groups within the College.

Group gift recognition will be funded and administered through the College's three employee groups:

- CUPE Local 2773
- College of the Rockies Faculty Association (CORFA)
- Management Group

On March 31 of each year a reconciliation of the year's expenses will be done and based on the number of employees within each group the expenses for the year will be pro-rated among the employee groups.

The department and employee group of which the gift recipient is a member will initiate the purchase of the gift and will submit the invoice to their group gift fund representative for payment or reimbursement.

The following guidelines will assist all departments and employee in defining appropriate occasions and donation levels (*subject to review*):

Funerals ***- Up to $150.00 for an employee's funeral*** and ***$75.00*** per employee for the following family members: parents, spouse (including common-law), common-law children, common-law parents-in-law, brother, sister, child, step-child, grandparent, mother-in-law, father-in-law, sister-in-law, brother-in-law, grandparent-in-law, grandchild or any person living in the same household. Cards only for other family members.

Marriage of Staff Members - Up to **$75.00**

Hospitalization of Staff Members and or off ***6 working days - Up to $75.00***

Babies of Staff Members - ***Up to $75.00***

Farewell of Staff Members ***– Once an employee's status has changed to "permanent disability" we will purchase a farewell gift for them.***

Over 1 to 3 years of service	**$100.00**
3+ to 8 years of service	**$160.00**
8+ to 13 years of service	**$300.00**
13+ to 20 years of service	**$400.00**
20+ years of service	**$500.00**

Gifts are for the deaths of the following family members: parents, spouse (including common-low), common law children, common law parents-in-law, brother, sister, child, step-child, grandparent, parents-in-law, sister-in-law, brother-in-law, grandparent-in-law, grandchild or any person living in the same household.
Once an employee's status has changed to "permanent disability", we will purchase a farewell gift for them.

C.4.9 Contracts and Honoraria

(In progress)

C.4.10 Union Service Recognition Guidelines

Executive "Thank You" Gifts

For outgoing Executive members:
President: $100 per year up to a max of $500
VP Bargaining : $50 per year up to a max of $250
VP Steward: $75 per year up to a max of $375
All other positions: Regardless of years on executive, $100 when someone leaves with 2 or more years, but not every time they change hats.
Bargaining Committee Team Members – $100 per bargaining team member when a new collective agreement is achieved.
(Changes in Progress)

C.4.11 Faculty Professional Development Funding

CORFA will budget $6,000 annually for Faculty Development Day. This includes $2,000 allotted for guest lectures. The College through the CA agreement provides another $2,000. This amount will always be used first.

Food and other invoices will go through the CORFA Executive Assistant.

Changes to individual and group funding PD eligibility amounts must be approved at a general meeting.

Section 5 – Communications and Member Events Policies

C.5.1 Communications and Engagement Committee

(In progress)

C.5.2 Communications Policy

(In progress)

Section 6 – Annual General Meeting (AGM)

The AGM agenda must include

- A draft annual budget for CORFA, which must be sent out as per the Constitution.
- Elections for CORFA Executive and other CORFA positions, FPSE Committees, and College joint committees.

The nomination process for all position is as follows:

- At least two weeks in advance of the AGM, a first call for nominations will be made via e-mail.
- A member who wishes to run for a position may complete a CORFA nomination form, signed by another member as nominator.
- There will be two calls for nominations from the floor.
  - If a member is nominated by another member, they may verbally accept the nomination.
  - A member may also nominate themselves from the floor. This nomination must then be seconded.
  - A person not in attendance can be nominated from the floor by another member who is present, as long as the nomination has been accepted.

The Executive will appoint an elections officer who will be responsible for receiving the nominations, the election and/or acclamation process.

Refer to Article VI: Resolutions and Voting in the Constitution.

(March 2024)

Section 7 – Policies for the Executive Assistant

C. 7.1 Contract

(In progress)

C. 7.2 Pay Adjustments

(In progress)

C. 7.3 Evaluation and Professional Development

(In progress)

Appendices

Appendix A
Child / Dependent Care Reimbursement Form

DATE: ____________________

To: CORFA Treasurer

Please issue a Cheque to: (Name & Address)

Meeting or Activity Type: ____

Date & Time: ____

☐ **Child Care** ☐ **Dependent Care**

Office Use only: If dependent care, documentation on file? ☐ Yes ☐ No

Name of Caregiver: ____

Amount Paid for Services: ____

Caregiver's Signature: ____

Member's Signature: ____

Requisitioned by:

____

Approved by:

$

____

Appendix B
Electronic Device User Agreement

I ______________________(name), __________________________(role), agree to follow the Device Policy and the Electronic Communications Policy for the device that is assigned to me by CORFA.

If my device is damaged, lost, or stolen, I will report the incident to the CORFA President in writing within two business days of the incident.

I recognize that if there is a pattern of negligence leading to damage, loss, or theft of my device, I may lose the privilege of having a CORFA device and may be required to pay part or all of the replacement cost.

I recognize that if I make inappropriate use of my device, I may lose the privilege of having a CORFA device and may be subject to disciplinary action.

Device information:

Description: ____

Serial number:______________________________

Purchase Date: __________________

Amortized lifespan end date:__________________

Lifespan end date:_____________________

Useability checks:____

Date:________________

Signature:_________________________________

Name:____________________________________

Appendix C
Executive Committee
Terms of Reference

Faculty Association TOR No.:	**EC-01**
Classification:	Standing Committee
Approving Authority:	General Membership
Effective Date:	
Last Updated:	April 2024
Review Date:	April 2027

The Executive Committee is the leadership team of the Union. Members of the Executive are activists and advocates and will promote and model the ethics and values of CORFA.

1.0 Purpose

1.1 The purpose of these Terms of Reference is to provide guidance to the Executive Committee ("The Executive") to carry out its business in accordance with the Constitution and Bylaws, and the Policies of the College of the Rockies Faculty Association ("The Union").

2.0 Mandate, Authority, and Responsibilities

2.1 The Executive Committee shall be the governing body of the Union in between General Meetings.

2.2 The Executive Committee is given its authority and is bound by the Constitution and Bylaws of the Union, by CORFA Policies and Procedures, and by directives passed by the membership at CORFA General Meetings.

2.3 The Executive Committee will:

2.3.1 Be the voice of and advocate for all faculty at all levels of institutional governance;

2.3.2 Lead and enable implementation of strategic planning initiatives for the Union;

2.3.3 Oversee the work of the 4 (four) standing committees: Stewardship, Communications and Engagement, Bargaining, and Finance and Investments;

2.3.4 Divide amongst themselves the role of Executive Liaison to each faculty representative on a Federation of Post-Secondary Educators (FPSE), COTR (College of the Rockies), or other external committee.

An Executive Liaison communicates regularly with each committee representative to ensure the representative is aware of the work being done by the Executive and the Executive is aware of the work being done by that Committee, thus ensuring robust, two-way communication between the Executive and all Committees.

The Liaison work will be divided amongst the Executive members according to each member's availability and interest;

2.3.4 Meet monthly, except for July and August, at times and places they see fit, to carry out the work of the Union;

2.3.5 Implement directives from the Membership.

3.0 Composition of the Executive

The Executive shall consist of seven (7) voting members, each elected for a two-year term, as per the Constitution and Bylaws, as well as a Past-President as an eighth (8^{th}) member when applicable. Each member of the Executive must be a Member of the Association. The roles of the Executive Members are as follows:

3.1 President

3.1.1 Is the spokesperson and the primary contact for the Union;

3.1.2 Organizes the work of the Union, including delegation of duties;

3.1.3 Calls and chairs CORFA General and Executive meetings;

3.1.4 Represents the Union on FPSE's Presidents' Council;

3.1.5 Is an ex-officio member on all CORFA committees;

3.1.6 Ensures the concerns of individual members are heard and respected;

3.1.7 Oversees the work of the Executive Assistant;

3.1.8 Ensures opportunities for consultation are available, as needed, with
(i) individual members at all campuses;
(ii) members within specific departments or programs; and/or
(iii) the Executive Committee;

3.1.9 Ensures the business of the Union is carried out by the Executive between general meetings and that matters of interest are reported to the members;

3.1.10 May be empowered by the Executive or the membership to sign, on behalf of the Union, Letters or Memos of Understanding negotiated with the Employer between bargaining rounds. Such power will be exercised only following consultation with and prior approval of the Executive;

3.1.11 Reports on activities to the Executive and the General Membership;

3.1.12 Acts as a liaison (see Article 2.3.4) between the Executive and elected or appointed Committee Representatives;

3.1.12 Other applicable duties which arise, subject to availability and interest.

3.2 Vice-President

3.2.1 Assists the President in organizing and carrying out the work of the Union;

3.2.2 Chairs Executive and General membership meetings in the absence of, or at the request of, the President;

3.2.3 Chairs the Communications and Engagement Committee;

3.2.4 Verifies proxy forms in the event a proxy vote is approved;

3.2.5 Acts as a liaison between the Executive and elected or appointed Committee Representatives;

3.2.6 Oversee**s** the work of the Executive Assistant**;**

3.2.7 Other applicable duties which arise, subject to availability and interest.

3.3 Chief Steward

3.3.1 Chairs the Stewardship Committee, coordinates and participates in its activities, and reports on such activities to the Executive and to the Membership;

3.3.2 Educates the membership about relevant or changed articles of the Collective Agreement;

3.3.3 Is a member of the Bargaining Committee;

3.3.4 Represents CORFA on the FPSE Contract Administration and Review Committee (CARC);

3.3.5 Reports to the Executive and to the membership on the work and on issues of concern arising both from FPSE and from the work of the Standing Committee.

3.3.6 Oversees the processing of all grievances and initiates all Policy Grievances;

3.3.7 Is empowered to sign personal grievance settlements on behalf of the Union and may empower other Stewards to do so;

3.3.8 May be empowered by the Executive to sign a Policy Grievance settlement on behalf of the Union;

3.3.9 Acts as a liaison (see Article 2.3.4) between the Executive and elected or appointed Committee Representatives;

3.3.10 Other applicable duties which arise, subject to availability and interest.

3.4 Chief Bargainer

3.4.1 Chairs the Bargaining Committee, coordinates its activities, and reports on such activities to the Executive and to the Membership;

3.4.2 In the case of any impending labour dispute, is an ex-officio member on the Preparedness Committee;

3.4.3 Represents CORFA on the FPSE Bargaining Coordination Committee (BCC);

3.4.4 Is empowered to sign, on behalf of the Union, collective agreement language tentatively agreed to by the CORFA bargaining team during active contract negotiations.

3.4.5 Seeks endorsement of the proposed bargaining package from the membership prior to the onset of a new bargaining round;

3.4.6 Presents the tentative agreement to the Membership after concluding a round of negotiations, prior to a ratification vote;

3.4.7 Educates the membership about relevant or changed articles of the Collective Agreement;

3.4.8 Acts as a liaison (see Article 2.3.4) between the Executive elected or appointed Committee Representatives;

3.4.9 Other applicable duties which arise, subject to availability and interest.

3.5 Treasurer

3.5.1 Oversees the financial affairs of the Union;

3.5.2 Prepares, with input from the President and Executive, the annual budget for presentation to the general membership prior to the Annual General Meeting;

3.5.3 Presents financial statements to the Executive bi-monthly, and to the general membership at all general meetings.

3.5.4 Ensures that the Union receives membership dues collected by the employer;

3.5.5 Chairs the Finance and Investment Standing Committee, coordinating and participating in its activities, and reporting on such activities to the Executive and to the membership;

3.5.6 Acts as a liaison (see Article 2.3.4) between the Executive and elected or appointed Committee Representatives;

3.5.7 Other applicable duties which arise, subject to availability and interest

3.6 Members at Large

The two (2) members at large will each be assigned duties by the President, determined by availability and interest, from the list below. A Member at Large will:

3.5.1 Be an active member of the Executive Committee, actively participating in all meetings;

3.5.2 Engage with members, providing information and support as needed, or directing members to the appropriate resources;

3.5.3 Meet with faculty from Department or Program areas;

3.5.4 Act as a liaison (see Article 2.3.4) between the Executive and elected or appointed Committee Representatives.

3.5.5 Other applicable duties which arise, subject to availability and interest.

3.7 Past-President

This position will exist only in years immediately following a change **in** Presidency. The immediate Past-President will provide continuity and support to the incoming president for a single one-year term. The Past-president will have voice, but no vote, at Executive Committee meetings**.**

4.0 Meetings, Quorum, and Voting

4.1 Meetings of the Executive Committee shall be as per the Constitution, Article V – Meetings, Item B

4.2 Five (5) members of the Executive Committee shall be present in order to conduct business. The vote shall be carried by a simple majority of votes cast. Each member of the Executive, with the exception of the Past-President, shall have one vote.

4.3 The Committee may invite Members, such as the faculty Board Representative, and non-Members, such as FPSE Leadership and Staff, to attend meetings as needed.

5.0 Release Time for Executive Positions

Generally, the CORFA Executive will allocate 1 FTE among the Executive following these guidelines:

5.1 **The President -** forty percent (40%) to sixty percent (60%);

5.2 **The Vice President** – twenty percent (20%) to twenty-five percent (25%);

5.3 **Chief Steward** – twenty percent (20%) to sixty percent (60%);

5.4 **Chief Bargainer** – twenty percent (20%) to twenty-five percent (25%), normally but up to one hundred percent (100%) during bargaining years;

5.5 **Members at Large** – zero percent (0%) to twenty-five percent (25%).

5.6 **Treasurer –** zero percent (0%) to twenty-five percent (25%).

The Executive may propose different allocations or FTE release during the budget approval process.

6.0 Other

6.1 Expenditures

6.1.1 The Executive may reimburse a member of the Executive for all expenses necessarily and reasonably incurred by the member while engaged in the affairs of the Association;

6.1.2 The Executive is authorized to allow total expenditures on the operating expense portion of the budget (salaries, wages, and general and administrative expenses) to exceed the total budgeted operating expenses by five per cent (5%). If the total operating expense portion of the budget will be exceeded by more than five per cent (5%), prior approval of the Membership must be obtained at a General Meeting.

6.1.3 If actual expenses are significantly less than budgeted expenses, resulting in an unbudgeted surplus, the Executive Committee may bring a resolution or recommendation to the General Membership to spend these funds.

6.2 Additional Appointments

The Executive may:

6.2.1 Create, approve, recess, or stand down Ad Hoc Subcommittees of the Executive;

6.2.2 Make appointments to any joint committee or task force created as a result of the Collective Bargaining process;

6.2.3 Make appointments to any new or altered College Committee when invited to do so;

6.3 Attendance and Vacancies

6.3.1 A member of the Executive may resign by providing notice, in writing, to the President. Executive vacancies will be filled as outlined in the CORFA Constitution and Bylaws.

6.3.2 Any member of the Executive who is not on an approved leave of absence and fails to attend three (3) consecutive meetings of the Executive, or who fails to attend six

(6) or more meetings of the Executive during one academic year, is expected to submit their resignation from the Executive.

6.3.3 An Executive member who is on a College Leave, including but not limited to an Education Leave or a Parental Leave, and is unable to fulfill their duties as an Executive member shall be expected to:

6.3.3.1 If the leave if for more than six (6) months, the member shall resign;

6.3.3.2 If the leave is for less than six (6) months, either resign or request a leave from the Executive. If a leave of less than six (6) months is approved, the Executive, on its discretion, may appoint an acting member to fill the vacant position for the term of the leave.

6.3.4 An Executive member who is on an unexpected leave for greater than thirty (30) days must inform the President as soon as possible. The President in consultation with the Executive may appoint an acting member to fill the position until the return of the member or the next AGM.

7.0 Review of and Changes to Terms of Reference

7.1 These Terms of Reference will be reviewed at least once every 3 years;

7.2 The Executive Committee may recommend changes to the Terms of Reference between reviews;

7.3 The General Membership is the approving body for the Executive Committee Terms of Reference.

Appendix D
Bargaining Committee
Terms of Reference

Faculty Association TOR No.: **BR-01**

Classification: Standing Committee **Approving Authority:** Executive Committee

Revision Authority: Bargaining Committee

Effective Date:

Last Updated: April, 2022

~~**Review Date:**~~

The Bargaining Committee works to defend and improve the working conditions outlined in the Collective Agreement (both local and Common) between the College of the Rockies Faculty Association (CORFA) and the College of the Rockies (COTR).

1.0 Purpose

1.1 The purpose of these Terms of Reference is to provide guidance to the Bargaining Committee ("The Committee") to carry out its business in accordance with the Constitution and Policies of the College of the Rockies Faculty Association ("The Association").

2.0 Mandate, Authority, and Responsibilities

2.1 The mandate of the Committee shall be as follows:

2.1.1 To prepare for and conduct local negotiations with the College;

2.1.2 To ensure local Union issues are heard at any Provincial bargaining forums;

2.1.3 To keep the Executive Committee informed of all ongoing negotiations with the College;

2.1.4 To solicit information from, educate, and update Members about all issues and matters related to negotiations and the Collective Agreement;

2.1.4 To renew Collective Agreements;

2.1.5 Other duties delegated to the Committee by the Executive.

2.2 The Committee has the authority to:

2.2.1 Survey the membership regarding bargaining issues;

2.2.2 Create and sign protocol agreements;

2.2.3 Create bargaining proposals which align with a bargaining package presented and approved at a General Meeting;

2.2.4 Sign, on behalf of the Union, collective agreement language tentatively agreed to by the CORFA bargaining team during active contract negotiations.

2.3 The Committee is responsible for:

2.3.1 Creating a bargaining package;

2.3.2 Attending all sessions of contract negotiations;

2.3.3 Bargaining, in good faith, a package which is in the best interests of the membership;

2.3.4 As much as is possible with respecting the confidentiality of the bargaining process, keeping the Executive and the Membership informed about bargaining progress;

2.3.5 Monitoring bargaining in other sectors and other unions;

2.3.6 Monitoring changes in legislation which have an impact on the working conditions of the membership;

2.3.7 In the event of a break down in negotiations, working with the Preparedness Committee to prepare for potential job action;

2.3.8 Upon conclusion of bargaining, preparing an information package for the membership prior to a ratification vote;

2.3.9 Educating the members, and specifically the Stewards, about provisions of the new Collective Agreement.

2.4 The Bargaining Committee shall be formed at least one (1) year prior to the end date of the current Collective Agreement and will be stood down after the new Collective Agreement is ratified by the membership.

3.0 Composition

3.1 The Committee shall normally consist of five (5) to seven (7) members. Each member of the Committee must be a Member of the Union.

3.2 The Committee members shall be:

3.2.1 The Chief Bargainer;

3.2.2 The President and/or the Vice President of the Union;

3.2.2 Chief Steward;

3.2.3 Two (2) to four (4) additional members of the Association, one of which has 15 or more years of service.

Every effort will be made to ensure representatives are from a variety of departments.

4.0 Release Time

4.1 Release time for Bargaining Committee members will be budgeted annually and may be taken from the Defence Fund. Generally, Committee members will be released for preparation and active bargaining.

5.0 Attendance and Vacancies

5.1 The Committee expects all members to attend the regular meetings. The Chief Bargainer may ask a committee member who misses an unreasonable number of meetings to resign from the Bargaining Committee.

5.2 A member of the Committee may resign by providing notice in writing (including via email) to the Chair and the President.

5.3 Committee vacancies will be filled as per Section B.3 of the Constitution and Bylaws.

6.0 Meetings

6.1 The Chief Bargainer shall be the Chair of the Committee. If the Chair is not present, the Committee may select an Acting Chair from its members;

6.2 The Committee may meet at the places they consider fit to conduct business and may adjourn and otherwise regulate their meetings and proceedings as they see fit.

6.3 The Committee will normally do its work by consensus. If a vote is required, each member will have one (1) vote.

6.4 The Committee may invite Members and non-Members to attend meetings as needed.

7.0 Reporting

7.1 At the beginning of each bargaining cycle, the Committee shall identify priorities, deliverables, and timeframes to fulfill its mandate in a Committee Plan. The Committee shall deliver a Committee Plan to the Executive Committee.

7.2 The Chair of the Committee shall give a verbal report at each Executive Committee Meeting and a verbal or a written report at each General Meeting.

7.3 The Committee may request administrative support from the Executive Assistant for assistance in report writing, research and surveys, and other tasks as appropriate.

8.0 Committee Expenses

8.1 The Committee may request financial support from the Executive Committee as part of the Committee Plan.

8.2 CORFA will pay mileage, at the current FPSE rate, for Bargaining Committee members who work at a campus other than Cranbrook to travel to meetings in Cranbrook.

8.3 CORFA will pay for accommodation for Bargaining Committee members who work at a campus other than Cranbrook when bargaining meetings held in Cranbrook are scheduled outside the hours of 8 a.m. to 5 p.m., Monday to Friday.

8.4 CORFA will pay for non-alcoholic beverages, snacks, and applicable meals for Bargaining Committee members during bargaining weeks and preparation. Expenses shall not exceed the current FPSE per diem rates.

9.0 Review of and Changes to Terms of Reference

9.1 These Terms of Reference will be reviewed at least once every 3 years;

9.2 The Bargaining Committee may recommend changes to the Terms of Reference between reviews;

9.3 The Executive Committee is the approving body for the Bargaining Committee Terms of Reference.

Appendix E
Stewardship Committee
Terms of Reference

Faculty Association TOR No.: **ST-01**

Classification: Standing Committee **Approving**

Authority: Executive Committee **Revision**

Authority: Stewardship Committee **Effective**

Date:

Last Updated: August 30, 2021

Review Date:

1.0 Purpose

1.1 The purpose of these Terms of Reference is to provide guidance to the Contract Administration and Review Committee ("The Committee") to carry out its business in accordance with the Constitution and Policies of the College of the Rockies Faculty Association ("The Association").

2.0 Mandate

2.1 The Committee is a Standing Committee of the Association.

2.2 The mandate of the Committee shall be as follows:

2.2.1 To advise and consult the President and the Executive Committee, regarding membership concerns with the interpretation and application of the Collective Agreement;

2.2.2 To review and investigate, and wherever possible resolve inquiries and complaints of Members concerning the terms and conditions of their employment;

2.2.3 To advise, advocate for, and represent members through all steps of the grievance process;

2.2.4 To interpret and educate members on the collective agreement;

2.2.5 To monitor disputes and make decisions on grievances on behalf of the Association; and

2.26 To make recommendations for arbitration to the Executive Committee.

2.2.7 To make recommendations to the Bargaining Committee.

2.3 The Executive Committee may by resolution delegate additional duties to the Committee.

3.0 Authority

3.1 The Committee may make recommendations to the Executive Committee regarding matters that fall within the scope of the mandate in Section 2.0.

3.2 The Executive Committee shall consider the recommendations and vote on whether to adopt them, either without amendment or with such amendments as it deems appropriate. If the Executive Committee deems it appropriate, or if the subject matter requires, the Executive Committee may refer the recommendations, in whole or in part, to a General Meeting.

3.3 The Committee may request to meet with the Executive Committee or Officers.

3.4 In consultation with the Executive Committee, the Committee may seek input from experts and Members.

3.5 The Committee may request support from the Association to fulfill its mandate.

4.0 Membership

4.1 Committee shall normally consist of three (3) members. Each member of the Committee must be a Member of the Association.

4.2 Members shall be elected at the Annual General Meeting to the Committee that reflect the diversity of gender, race, disability, and other social factors wherever possible, and that are broadly representative of the departments.

4.3 The Committee shall be constituted as follows:

4.3.1 The AGM shall normally elect at least three (3) voting members for up to a two-year term;

4.3.2 The President of the Association shall be an Ex-Officio (non-voting) member of the Committee; and,

4.4 A member of the Committee may resign by providing notice in writing (including via email) to the Chair and the President.

4.5 After seven (7) days' notice to the Members of a vacancy on the Committee, and normally within thirty (30) calendar days from the time the office becomes vacant, but in all cases within ninety (90) calendar days from this time, the Executive Committee shall appoint a Member to fill this vacancy for the remainder of the term. An appointed member has full voting privileges prior to ratification.

4.5.1 If more than one (1) Member expresses interest in appointment to the Committee, the Executive Committee may hold a consultative ballot of the Membership prior to appointing a new committee member.

5.0 Meetings

5.1 The Committee shall annually elect a Chair, who shall serve as Chief Steward member of the Executive Committee and deliver an oral or written report to each meeting of the Executive Committee.

5.2 The Committee may meet at the places they consider fit to conduct business and may adjourn and otherwise regulate their meetings and proceedings as they see fit.

5.3 The Committee shall meet at least quarterly. Committee members may participate in meetings in person, or via tele- or videoconference.

5.4 The Chair shall preside at all meetings; if the Chair is not present, the Committee may select an acting Chair from among its members.

5.5 A quorum for a Committee meeting is a simple majority of voting Committee members.

5.6 Each voting member of the Committee participating in a meeting is entitled to one (1) vote.

5.7 Decisions of the Committee will be by majority vote.

5.8 A resolution in writing, unanimously approved by the members of the Committee and placed with the record of the immediately preceding Committee meeting, is as valid and effective as if regularly passed at a meeting of the Committee.

5.9 The Committee may invite Members and non-Members to attend meetings as needed.

5.10 Normally a member of the Committee who has not attended three (3) consecutive Committee meetings will be asked to resign from the Committee. The Committee expects all members to attend a majority of the regular meetings scheduled.

5.11 A member of the Committee who is on leave (including but not limited to Study Leaves and Administrative Leaves) and who is also unavailable to attend meetings during this period of leave shall normally be expected to resign if the period of the leave exceeds six (6) months. A member of the Committee who is on leave for six (6) months or less and is unavailable to attend meetings may request a leave of absence. During the period of any such leave of absence, the Executive Committee may, at its discretion, appoint an acting member to fill the vacant position or may leave the position vacant.

6.0 Reporting

6.1 On an annual basis, the Committee shall identify priorities, deliverables, and timeframes to fulfill its mandate in a Committee Plan. The Committee shall deliver a Committee Plan to the Executive Committee. The Committee may request financial support from the Executive Committee as part of the Committee Plan.

6.2 The Committee shall keep records of its meetings, decisions, and recommendations.

6.3 The Committee shall report to the Executive Committee at least quarterly by delivering a written report to the Executive Committee.

6.4 The Committee may request administrative support from the Association to fulfill its reporting obligations in Sections 5.8 and 6.0 and/or its reporting obligations to Members.

7.0 Relevant Legislation

8.0 Related Policies and Documents

8.1 Association Constitution

8.2 Collective Agreement

Appendix F
Communications and Membership Events Committee
Terms of Reference

Faculty Association TOR No.: CM-01
Classification: Standing Committee
Approving Authority: Executive Committee
Revision Authority:
Effective Date:
Last Updated: April 2022
Review Date: To be reviewed annually for the first few years

The Communications and Membership Events Committee is chaired by CORFA's Vice President and is tasked with all CORFA communications such as our newsletters, media, and website, as well as communicating changes, updates, and events. This committee will be task with organizing yearly CORFA events.

1.0 Purpose

1.1 The purpose of these Terms of Reference is to provide guidance to the Communications and Member Events Committee ("The Committee") to carry out its business in accordance with the Constitution and Policies of the College of the Rockies Faculty Association ("The Association").

2.0 Mandate, Authority, and Responsibilities

2.1 The mandate of the Committee shall be as follows:

2.1.1 To act as a liaison for the purposes of communicating the activities of the Association and its committees, including the Executive Committee, and other information likely to be of wide interest to the Members;

2.1.2 To determine appropriate media and develop strategies for communicating information to the Members in accordance with the Association's Communications Plan;

2.1.3 To plan and organize a variety of membership events;

2.1.4 To annually identify Members from each College department and the campuses, to serve as Department and Campus Liaisons;

2.1.5 To meet with the Department and Campus Liaisons at least twice per year, including the initial training session each year;

2.1.6 To work with the Department and Campus Liaisons to promote and enhance a bidirectional flow of information between the Association and the Members; and

2.1.7 To prepare a report for the General Meeting describing its work during the year and a summary of its expenditures.

2.2 The Committee has the authority to:

2.2.1 The Committee may make recommendations to the Executive Committee regarding matters that fall within the scope of the mandate in Section 2.0.

2.2.2 The Executive Committee shall consider the recommendations and vote on whether to adopt them, either without amendment or with such amendments as it deems appropriate. If the Executive Committee deems it appropriate, or if the subject matter requires, the Executive may refer the recommendations, in whole or in part, to a General Meeting.

2.2.3 The Committee may request to meet with the Executive Committee of Officers.

2.2.4. In consultation (collaboration) with the Executive Committee, the Committee may seek input from experts and Members.

2.2.5. The Committee may request support from the Association to fulfill its mandate.

2.3 The Committee is responsible for:

2.3.1 Following mandate and authority when making decisions and plans.

2.3.2 Facilitating and fostering engaging experiences for members where conversations are both diverse and inclusive.

2.3.3 Organizing events that align with CORFA's purpose, vision, values, mission, principles, and strategic goals.

2.3.4 The Executive Committee may by resolution delegate additional duties to the Committee.

3.0 Composition

3.1 The Committee shall consist of seven (7) members. Each member of the Committee must be a Member of the Association.

3.2. The Committee shall be constituted as follows:

3.2.1 Members shall elect six (6) members with staggered two-year terms;

3.2.2.1 Three (3) members each year for voting, thus staggered

3.2.2.2 Voted on by CORFA membership

3.2.2.3 To promote communication across our faculty, the committee should represent the diverseness of faculty work.

3.2.2 The Vice President shall be a voting member;

3.3 A member of the Committee may resign by providing notice in writing (including via email) to the Chair.

3.4 After seven (7) days' notice to the Members of a vacancy on the Committee, and normally within thirty (30) calendar days from the time the office becomes vacant, but in all cases within ninety (90) calendar days from this time, the Executive Committee shall appoint a Member to fill this vacancy for the remainder of the term. An appointed member has full voting privileges prior to ratification.

3.4.1 If more than one (1) Member expresses interest in appointment to the Committee, the Executive Committee may hold a consultative ballot of the Membership prior to appointing a new committee member.

4.0 Attendance and Vacancies

5.0 Meetings

5.1 The Chair of the Committee shall be the Vice President of Association, who shall act as the liaison between the Committee and the Executive Committee.

5.2 The Committee may meet at the places they consider fit to conduct business and may adjourn and otherwise regulate their meetings and proceedings as they see fit.

5.3 The Committee shall meet at least quarterly. Committee members may participate in meetings in person, or via tele- or videoconference. Once a month meetings for one hour is suggested.

5.4 The Chair shall preside at all meetings; if the Chair is not present, the Committee may select an acting Chair from among its members.

5.5 A quorum for a Committee meeting is a simple majority of voting Committee members.

5.6 Each voting member of the Committee participating in a meeting is entitled to one (1) vote.

5.7 Decisions of the Committee will be by majority vote.

5.8 A resolution in writing, unanimously approved by the members of the Committee and placed with the record of the immediately preceding Committee meeting, is as valid and effective as if regularly passed at a meeting of the Committee.

5.9 The Committee may invite Members and non-Members to attend meetings as needed.

5.10 Normally a member of the Committee who has not attended three (3) consecutive Committee meetings will be asked to resign from the Committee. The Committee expects all members to attend a majority of the regular meetings scheduled.

5.11 A member of the Committee who is on leave (including but not limited to Study Leaves and Administrative Leaves) and who is also unavailable to attend meetings during this period of leave shall normally be expected to resign if the period of the leave exceeds six (6) months. A member of the Committee who is on leave for six (6) months or less and is unavailable to attend meetings may request a leave of absence. During the period of any such leave of absence, the Executive Committee may, at its discretion, appoint an acting member to fill the vacant position or may leave the position vacant.

6.0 Reporting

6.1 On an annual basis, the Committee shall identify priorities, deliverables, and timeframes to fulfill its mandate in a Committee Plan. The Committee shall deliver a Committee Plan to the Executive Committee. The Committee may request financial support from the Executive Committee as part of the Committee Plan.

6.2 The Committee shall keep records of its meetings, decisions, and recommendations.

6.3 The Committee shall report to the Executive Committee at least quarterly by delivering a written report to the Executive Committee.

6.4 The Committee may request administrative support from the Association to fulfill its reporting obligations in Sections 5.8 and 6.0 and/or its reporting obligations to Members.

7.0 Committee Expenses

8.0 Review and Changes to Terms of References

8.1 Association Constitution

8.2. Collective Agreement

Appendix G
Finance and Investment Committee
Terms of Reference

Faculty Association TOR No.: FI01
Classification: Standing Committee **Approving**
Authority: Executive Committee
Revision Authority: Finance and Investment Committee
Effective Date:
Last Updated: August 30, 2021
Review Date:

1.0 Purpose

1.0 The purpose of these Terms of Reference is to provide guidance to the Finance and Investment Committee ("The Committee") to carry out its business in accordance with the Constitution and Policies of the College of the Rockies Faculty Association ("The Association").

2.0 Mandate

2.1 The Committee is a Standing Committee of the Association.

2.2 The mandate of the Committee shall be as follows:

2.2.1 To develop recommendations relating to financial management, including the proposed budget and the appointment of the auditor;

2.2.2 To consult regularly with the Treasurer regarding the finances and financial management of the Association;

2.2.3 To assist the Treasurer in the performance of his or her duties, as needed; and,

2.2.4 To assist the Treasurer in responding to inquiries from Members about the finances of the Association.

2.2.5 The Executive Committee may by resolution delegate additional duties to the Committee.

3.0 Authority

3.1 The Committee may make recommendations to the Executive Committee regarding matters that fall within the scope of the mandate in Section 2.0.

3.2 The Executive Committee shall consider the recommendations and vote on whether to adopt them, either without amendment or with such amendments as it deems appropriate. If the Executive Committee deems it appropriate, or if the subject matter requires, the Executive Committee may refer the recommendations, in whole or in part, to a General Meeting.

3.3 The Committee may request to meet with the Executive Committee or Officers.

3.4 In consultation with the Executive Committee, the Committee may seek input from experts and Members.

3.5 The Committee may request support from the Association to fulfill its mandate.

4.0 Membership

4.1 The Committee shall consist of three (3) members. Each member of the Committee must be a Member of the Association.

4.2 The Committee shall be constituted as follows:

4.2.1 Members shall elect three (3) members with staggered two-year terms.

4.3 A member of the Committee may resign by providing notice in writing (including via email) to the Chair and the President.

4.4 After seven (7) days' notice to the Members of a vacancy on the Committee, and normally within thirty (30) calendar days from the time the office becomes vacant, but in all cases within ninety (90) calendar days from this time, the Executive Committee shall appoint a Member to fill this vacancy for the remainder of the term. An appointed member has full voting privileges prior to ratification.

4.4.1 If more than one (1) Member expresses interest in appointment to the Committee, the Executive Committee may hold a consultative ballot of the Membership prior to appointing a new committee member.

5.0 Meetings

5.1 The Chair of the Committee shall be elected by the committee members, serve as Treasurer and shall act as the liaison between the Committee and the Executive Committee

5.2 The Committee may meet at the places they consider fit to conduct business and may adjourn and otherwise regulate their meetings and proceedings as they see fit.

5.3 The Committee shall meet at least quarterly. Committee members may participate in meetings in person, or via tele- or videoconference.

5.4 The Chair shall preside at all meetings; if the Chair is not present, the Committee may select an acting Chair from among its members.

5.5 A quorum for a Committee meeting is a simple majority of voting Committee members.

5.6 Each voting member of the Committee participating in a meeting is entitled to one (1) vote.

5.7 Decisions of the Committee will be by majority vote.

5.8 A resolution in writing, unanimously approved by the members of the Committee and placed with the record of the immediately preceding Committee meeting, is as valid and effective as if regularly passed at a meeting of the Committee.

5.9 The Committee may invite Members and non-Members to attend meetings as needed.

5.10 Normally a member of the Committee who has not attended three (3) consecutive Committee meetings will be asked to resign from the Committee. The Committee expects all members to attend a majority of the regular meetings scheduled.

5.11 A member of the Committee who is on leave (including but not limited to Study Leaves and Administrative Leaves) and who is also unavailable to attend meetings during this period of leave shall normally be expected to resign if the period of the leave exceeds six (6) months. A member of the Committee who is on leave for six (6) months or less and is unavailable to attend meetings may request a leave of absence. During the period of any such leave of absence, the Executive Committee may, at its discretion, appoint an acting member to fill the vacant position or may leave the position vacant.

6.0 Reporting

6.1 On an annual basis, the Committee shall identify priorities, deliverables, and timeframes to fulfill its mandate in a Committee Plan. The Committee shall deliver a Committee Plan to the Executive Committee. The Committee may request financial support from the Executive Committee as part of the Committee Plan.

6.2 The Committee shall keep records of its meetings, decisions, and recommendations.

6.3 The Committee shall report to the Executive Committee at least quarterly by delivering a written report to the Executive Committee.

6.4 The Committee may request administrative support from the Association to fulfill its reporting obligations in Sections 5.8 and 6.0 and/or its reporting obligations to Members.

7.0 Relevant Legislation

8.0 Related Policies and Documents

8.1 Association Constitution

8.2 Collective Agreement