

APPENDIX I

Dalhousie Professional and Managerial Group

CONSTITUTION AND BYLAWS

MEMORANDUM OF UNDERSTANDING

Between

DALHOUSIE UNIVERSITY

and

THE DALHOUSIE PROFESSIONAL AND MANAGERIAL GROUP

concerning

THE STATUS OF THE PROFESSIONAL AND MANAGERIAL GROUP

and

ITS RELATIONSHIP TO THE UNIVERSITY

INTRODUCTION

The Dalhousie Professional and Managerial Group (DPMG) was formed circa 1980 as the Dalhousie University Administrative Group (DUAG) to ascertain and promote the interests of administrators who perform professional or managerial functions at the University. DUAG was renamed the DPMG circa 2008. Members of the DPMG have legally enforceable individual contracts of employment but incorporated into these contracts, after consultation with the DPMG Executive, are some common terms and conditions of employment.

As administrators, members of the DPMG play an integral role in the effective functioning of the University and the achievement of its goals. The relationship between the DPMG and the University is based upon goodwill, mutual respect, and a commonality of interests. As part of this cooperative relationship the Group depends on the direct and informal access its Executive has to the University President and other senior administrative officers of the University about issues of concern. The University, for its part, consults with the DPMG on policy decisions with respect to compensation, hiring policies, terms and conditions of employment, the working environment, and related matters affecting the membership.

The goal of the DPMG and the Administration is to foster and facilitate cooperative and productive employment relations. To further this goal, a Joint Consultative Committee comprised of members of both groups has been established. Terms of Reference for the Committee are appended to this document.

DPMG SERVICE

Members of the Executive and Committees of DPMG are required to spend time on Group matters during and outside normal working hours. This includes such matters as Executive and General Meetings, meetings with administrative officers of the University and attendance at conferences and

proceedings on campus and elsewhere. Department Heads will recognize the legitimacy and importance of their role as representatives and ensure that it is possible for them to carry out their responsibilities, as required. Senior university administrators will endeavor to communicate the legitimacy and value of these contributions to the Dalhousie community. DPMG representatives will recognize the need to avoid unnecessary disruption to normal operating routines.

REPRESENTATION ON UNIVERSITY BODIES

It is agreed that:

- a) the University will support the appointment of representatives of the DPMG on all formal and standing committees of the University where employee group representation is provided for;
- b) the DPMG will provide representatives to serve on University Committees, as required.

DPMG MEMBERSHIP

The University will keep the DPMG informed of any appointments which fall within the scope of the Group and of any organizational change which affects the scope or composition of the Group, such as elimination of a position or conversion to part-time or sessional. Additionally, the DPMG Executive will be informed of the waiver of any appointment processes and the reasons for such decisions.

Original signed by: Dr. Tom Traves, President, Dalhousie University

Ms. Gail Power, President, Dalhousie University Administrative Group

At: Dalhousie University

Date: June 14, 2005

Update signed by:

Dr. Richard Florizone, President, Dalhousie University

Mr. Robert Wooden, President, Dalhousie Professional & Managerial Group

At: Dalhousie University

Date:

Feb 23, 2016

(Updated February 2016)

JOINT CONSULTATIVE COMMITTEE

The Joint Consultative Committee is a group comprised of the Dalhousie University Administration and the Dalhousie Professional and Managerial Group (DPMG) with the aim of fostering and facilitating a cooperative and productive work environment at Dalhousie in the mutual interest of Dalhousie and the DPMG.

TERMS OF REFERENCE

- a) The Committee shall be comprised of an agreed upon number of representatives, half of whom will be appointed by the DPMG and half by the University President. Regular members will consist of the senior Human Resources officer for the University and the President of the DPMG;
- b) in appropriate situations, working groups shall be appointed to review specific topics and report back to the Committee with findings and recommendations where warranted;
- c) subcommittees of the JCC will be formed on an ad hoc basis as necessary to deal with items as defined by the JCC;
- d) the Committee of the whole shall meet at least three times a year; an annual schedule of meetings will be set for the months of February, July and October;
- e) the membership of the Committee shall be established for each year commencing July 1st, with the expectation that a substantial degree of continuity among the Committee members will be maintained;
- f) the Committee shall elect a Chair and a Secretary annually in July, with one role occupied by the University and the other role occupied by the DPMG;
- g) the Agenda shall be prepared jointly and circulated with materials for discussion at least one week prior to a regular meeting. Any Committee member may suggest Agenda items;
- h) notes shall be taken, and shall record the topics discussed, the points of discussion, and any motions or agreements; and
- i) the Committee shall establish its own procedures and may invite other administrators (including members of senior administration, such as the Vice-President Finance and Administration), who have specific responsibilities or expertise to attend its meetings, as needed.

(Amended February 2016)