

CONSTITUTION

of

The Faculty of Pure and Applied Science Council

of

Acadia University

Preamble

This Constitution is written under the appropriate terms and conditions of an Act respecting Acadia University Chapter 113 (1968) of the Laws of Nova Scotia (commonly called Bill 30), and subsequent amendments thereto, especially those resulting from the report "Into the Fourth Quarter". The latter establishes the Faculty of Pure and Applied Science Council as a sub-committee of the Senate of Acadia University, and gives the Council a formal position within the structure of the University, with specific rights and duties to perform. This Constitution is the formal instrument by which those rights and duties are to be carried to fruition. This Constitution, and any amendments thereto, are to be approved by the Senate. However, it is implied hereunder that the Senate may take no other action with respect to this Constitution or any amendments thereto.

I NAME

The name of the organization shall be the Faculty of Pure and Applied Science Council (referred to herein as "the Council").

II OBJECTS

- (A) The Council may give consideration to all matters pertaining to academic policy within the Faculty of Pure and Applied Science.
- (B) The Council may, if it so desires, express opinions on affairs of Acadia University (sometimes referred to herein as "the University").
- (C) The Council may, if it so desires, deal with any matter which the Board of Governors, the Senate, or the Faculty may request it to consider.
- (D) The Council shall not carry on any venture for the purpose of financial gain for its members.

III MEMBERSHIP

- (A) All recognized members of the Faculty of Acadia University who have an academic appointment in the Faculty of Pure and Applied Science at the date of enactment of this Constitution shall be members.
- (B) From and after the enactment of this Constitution, all members and instructors of the Faculty of Acadia University who have an academic appointment in the Faculty of Pure and Applied Science shall be members. For the purposes of this Constitution, a member of Faculty shall be considered to be a person who has an academic appointment at Acadia University. Notwithstanding anything in the foregoing, but for further clarity, the Dean of Pure and Applied Science is a member, as is any of the President of the University, the Vice-President (Academic), or any academic Director who has an academic appointment in the Faculty of Pure and Applied Science. Librarians with liaison appointments to Units within the Faculty of Pure and Applied Science shall be members of the Council. Any questions of or pertaining to the rights of an individual to membership in the Council shall be decided at the first Council meeting of the fall term of each year. A person shall cease to be a member of the Council when his or her employment in the Faculty of Pure and Applied Science is terminated. All members of the Council remain members while on leave, but may not serve on any committees of the Council during their absence.
- (C) There shall be representatives from the Faculty of Arts and the Faculty of Professional Studies elected by those respective councils that have full voting rights and responsibilities of other voting members.
- (D) There may also be Associate members of Council. Those eligible for Associate membership shall include, but not be limited to, Professors Emeritus, Post-Doctoral Fellows, and Adjunct Professors. Candidates for Associate membership shall be nominated by a School or Department of the Faculty of Pure and Applied Science, and elected by a simple majority of the Council; Associate membership may also be withdrawn by a simple majority vote. Associate members shall not vote, but have all the other rights and responsibilities of voting members.
- (E) A full-time student in the Faculty of Pure and Applied Science, selected under the auspices of the Student Representative Council, shall be a voting

member of the Council.

- (F) There shall be no membership fee or other dues of the Council, nor shall there be any form of admission fee.

IV THE YEAR

The year of the Council shall correspond to the academic year of Acadia University, presently July 1 to June 30 next.

V OFFICERS AND DUTIES

- (A) The Dean of the Faculty of Pure and Applied Science shall be ex-officio the Chair of the Council.
- (B) The Dean may, from time to time, appoint a member of the council to be the Vice-Chair of the Council.
- (C) The Secretary of the Council shall be elected from members of the Council at the winter meeting of the Council. The Secretary shall serve for the next Council year.
- (D) The Elections Officer of the Council shall be elected from members of the Council at the winter meeting of the Council in each even calendar year. The term of office of the Elections Officer shall be two years.
- (E) It shall be a duty of the Chair to preside over all meetings of the Council as an impartial arbiter over debate.
- (F) The Vice-Chair shall act as Deputy to the Chair and serve whenever the Chair is prevented from so doing, or whenever the Chair wishes to participate in debate as an individual member of the Council.
- (G) No two offices of the Council may be held simultaneously by the same person.
- (H) The Council Secretary shall:
 - (1) record, or have recorded, and distributed within seven days after meetings proper minutes of all Council meetings;
 - (2) distribute notices of meetings and all information pertaining thereto;

- (3) carry out such other duties as may properly be construed to be within the jurisdiction of the office of Secretary, including maintaining an updated version of the Constitution.
- (I) The Council Elections Officer shall conduct all Council elections by secret ballot, as prescribed by this Constitution and as directed by the Council or as directed in the current Collective Agreement. The Elections Officer shall set all necessary dates for elections and perform such other duties as may be necessary, co-opting assistance when required. Electronic ballots are understood to meet the requirements of a secret ballot.

VI MEETINGS

- (A) There shall be at least one scheduled meeting of the Council during each academic term. Also, the Council shall meet at the call of the Chair or, in the absence or indisposition of the Chair, at the Call of the Vice Chair and the Secretary or whenever fifteen members of the Council, in writing to the Secretary, request that a meeting be called.
- (B) Procedure at all meetings of the Council, and of the Committees of the Council, shall be guided by Roberts Rules of Order (latest edition). The agenda, including all notices of motion (other than amendments to the Constitution) shall be distributed to all members of the Council or, in the case of standing committees, to the members of the committee seven days in advance of the meeting.
- (C) The quorum for all meetings of the Council shall be twenty-five per cent of the voting members of the Council, determined for the year as of the date of the first meeting of the fall term and excluding members on leave at that time and part-time members.
- (D) All decisions made by the Council prior to the coming into force of the Constitution and all Sections thereof, shall be binding upon the Council after the date of ratification of this Constitution. Notwithstanding anything in the foregoing, any previous action or decision of the Council which is altered, amended, or repealed by anything which is written in any article of this Constitution shall, if it be in contravention of or repugnant to any part of this Constitution, be void when this Constitution is ratified.

VII CORPORATE MATTERS

Because of the nature of the Council there shall be no corporate matter other than that the Council's mailing address shall be The Secretary of the Faculty of Pure and Applied Science, Acadia University, Wolfville, Nova Scotia, Canada, B4P 2R6.

VIII COUNCIL COMMITTEES

- (A) There shall be seven Council committees: the Heads and Directors Committee, the Planning Committee, the Budget Committee, the Nominating Committee, the Curriculum Committee, the Co-op Committee, and the Scholarships and Awards Committee.
- (B) The Heads and Directors Committee shall consist of the Dean, who shall chair the committee, and the Director or Head of each School or Department in the Faculty of Pure and Applied Science, and any Assistant Deans in the Faculty. The Administrative Assistant shall be a non-voting *ex officio* member of the Heads and Directors Committee.
- (C) The Planning Committee shall consist of the Dean, who shall chair the committee, the Director or Head of each School or Department in the Faculty of Pure and Applied Science, any Assistant Deans in the Faculty, one non-faculty member employed within the Faculty of Pure and Applied Science and elected by the members of S.E.I.U. and A.U.P.A.T. employed within the Faculty for a three-year term, and one student enrolled in a program within the Faculty of Pure and Applied Science and selected under the auspices of the Student Representative Council. The Administrative Assistant shall be a non-voting *ex officio* member of the Planning Committee.
- (D) The Budget Committee shall be identical to the Heads and Directors Committee. Duties of the Budget Committee shall be as outlined in the report "INTO THE FOURTH QUARTER" and any subsequent amendments thereto.
- (E) The Nominating Committee shall consist of three members of the Council to be elected by Council. The Faculty Elections Officer shall conduct an election for one member of the Nominating Committee each year after nominations from the floor are obtained at the fall meeting of the Council. The term of duty on the Nominating Committee will normally be for three years, one member retiring each year, the most senior member acting as chair. The term of office shall normally be from 1 July following election to 30 June.

It shall be the responsibility of the Nominating Committee to nominate candidate(s) for

- a) the Secretary – each year at the winter meeting of Council,

- b) the Elections Officer – each even calendar year at the winter meeting of Council,
- c) FPAS Scholarships and Awards Committee – three members each serving a three-year term, one new member added each year at the winter meeting,
- d) FPAS representatives to other Faculty Councils – one member to each Faculty Council on two-year terms, each even calendar year at the winter meeting of Council,
- e) Board of Governors – one member, three-year term,
- f) Department Review Committee members from cognate departments – as required in the current Collective Agreement,
- g) Academic Discipline Appeals Committee – one member, three-year term,
- h) Academic Program Review Committee – one member, three-year term
- i) FPAS representative on the Admission and Academic Standing Committee (Appeals) – two members, three-year terms,
- j) FPAS representative on the Admission and Academic Standing Committee (Policy) – two members, three-year terms,
- k) Archives Committee – one member, three-year term
- l) FPAS representative on the Faculty Development Committee – three year term,
- m) FPAS representative on the Honorary Degree Committee – one member, three-year term,
- n) Honours Committee – three members, three-year terms, from departments and schools offering honours programs,
- o) FPAS representative on the Library Committee – two members, three-year terms,
- p) Research Funds Allocation Committee – six members, one-year terms,
- q) FPAS representatives on the Research and Graduate Studies Committee – two members, three-year terms,
- r) FPAS representative on the Timetable, Instruction Hours and Examination Committee – one member, three-year term,
- s) FPAS representative on the University Curriculum Committee (three-year term),
- t) University Nominating Committee – two members, three-year terms
- u) University Review Committee – two members, three-year terms,
- v) University Review Committee substitutes – as directed by the Dean or Council,
- w) FPAS representatives on the University Scholarships, Prizes and Awards Committee – two members, three-year terms,

and to provide slates of nominees for ad hoc committees as from time to time may be required.

- (E) The Curriculum Committee shall have the same membership as the Heads and Directors Committee.
- (G) The Faculty Co-op Committee shall comprise a representative for each co-op option in the faculty and the Manager of Career Services. It shall coordinate co-op programs, develop consistent policies through the Faculty on co-op placements, report on developments pertaining to co-op education, and appoint from itself a member of the University Co-op Committee.
- (H) The Scholarships and Awards Committee shall administer the selection of recipients for the FPAS Scholarships, Prizes and Awards each year and recommend the selections to the University Scholarships, Prizes and Awards Committee for action.
- (I) GOVERNING PRINCIPLES
 - (1) Except where the Chair is already determined, the Chair of each committee shall be elected by the members of the committee at their first meeting after July 1;
 - (2) It shall be considered to be the right of any member of the Council to request an appearance before, or make a submission to, any committee of the Council.
 - (3) All committees of the Council may establish sub-committees to assist them with their functions, and they may also co-opt assistance whenever they believe it to be desirable and in the best interests of all concerned. The Council must be informed at the next Council meeting of the establishment of any and all sub-committees.

IX **AD HOC COMMITTEES**

The Council may, by a majority vote of those present and voting, establish any number of *ad hoc* committees to study and report on any matter within the Council's competence. The membership of such committees shall be determined by the Council at the time the Committee is established.

X **COMMITTEE REPORTS**

At the winter Council meeting of each year all Council committees and all ongoing *ad*

hoc committees shall report in writing to the Council on their activities.

XI **COUNCIL ELECTIONS**

- (A) The Elections Officer shall be responsible for conducting elections for:
 - (i) A member of the Nominating Committee after nominations from the floor are obtained at the fall meeting of the Council.
 - (ii) Members to serve on the Committee to allocate research funds as required in the current Collective Agreement.
 - (iii) Representatives on URC as required in the current Collective Agreement.
 - (iv) Other positions as directed by Council.
- (C) Council elections shall be by secret ballot, and normally shall be held in March of each year. Electronic ballots are understood to meet the requirements of a secret ballot
- (D) The nomination of any and all candidates must be supported by at least one member of the Council. All candidates must state their willingness to offer and, if elected, to serve. Electronic and/or telephone confirmation is understood to meet the requirements of this nomination process.
- (E) If a member goes on leave or is otherwise unable to complete a term of office a vacancy shall exist, and an election shall be carried out with the winning candidate serving the duration of the leave, after which the original committee member completes the term.
- (F) Nominations shall not close before one week after the call for nominations has been distributed. Elections shall not close before one week after the ballots have been distributed.
- (G) All members of the Council including representatives from the Faculty of Arts and the Faculty of Professional Studies shall be eligible to vote in all elections.
- (H) Each member of the Council shall have as many votes as there are vacancies to be filled, but no member may give more than one vote to any candidate. Where voters cast fewer votes than the number of vacancies to be filled, such ballots shall still be counted.
- (I) Where there is a single vacancy to be filled, the winning candidate is the one who receives the largest number of votes cast.
 - (1) Where there is only a single nominee, that nominee is elected by

acclamation.

- (2) Where there are two nominees, there shall be a single ballot to determine the winner.
- (3) Where there are three or more nominees, the person with the most votes after a single vote-tally will be declared the winner of an election.
- (J) Where there are two or more vacancies to be filled and more nominees than vacancies, the winning candidates are the ones who receive the largest number of votes cast from a single election.
- (K) The Elections Officer shall not vote in Council elections except to break ties. All ties shall be broken by a vote of the Elections Officer, but using only one vote per round of balloting.

XII AMENDMENTS

The Council may, by Special Resolution which shall be distributed fourteen (14) days in advance of the next meeting of the Council, amend or repeal any article of this Constitution provided that all amendments, either additions or deletions, are consistent with the statutes of Nova Scotia and more particularly Chapter 113 (1968) of the statutes of Nova Scotia, and with the Constitution of Senate. All amendments of this Constitution must be approved by two thirds of the Council, present and voting, in the form of a special resolution before any such amendment comes into force. A vote on any such amendment shall be conducted by secret ballot, unless the members present agree unanimously that a secret ballot is not necessary.

XIII INTERPRETATION

In all articles of this Constitution, the singular shall include the plural and the plural the singular. Whenever reference is made in this Constitution to any statute or section thereof such reference shall be deemed to extend and apply to any amendment to or re-enactment of the said statute or section, as the case may be.

- XIV This Constitution, known as the "1987 Constitution of the Faculty of Pure and Applied Science Council", becomes effective on the first day of July, 1987.

Amended, 15 April 1993
19 April 1995

21 November 1995
13 February 1996
14 November 2000
20 April 2006
21 April 2009