

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 [*previous section A removed; other sections renumbered below*]

- (A) From and after the enactment of this Constitution, all 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. *Professores emeriti*, adjunct faculty members and visiting scholars shall not be voting members. 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.

- (B) Representatives from the Faculty of Arts and the Faculty of Professional Studies shall be elected by those respective councils and such representatives shall have the full voting rights and responsibilities of other voting members.
- (C) There may also be Associate members of Council. Those eligible for Associate membership shall include, but not be limited to, *Professores Emeriti*, 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 Vice-Chair of the Council shall be elected from members of the Council at the winter meeting of the Council. The Vice-Chair shall serve for the next Council year.
- (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, 12 University Avenue, Acadia University, Wolfville, Nova Scotia, Canada, B4P 2R6.

VIII **COUNCIL COMMITTEES**

- (A) There shall be six Council committees: the Heads, Directors and Dean Committee, the Curriculum Committee, the Budget Committee, the Nominating Committee, the Co-op Committee, and the Scholarships and Awards Committee.
- (B) The Heads, Directors and Dean 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. It shall be the responsibility of the Heads, Directors and Dean Committee to oversee the routine matters of the Faculty. The Dean shall report the activities of the HDD committee annually.
- (C) The Curriculum Committee shall consist of the membership of the Heads, Directors and Dean Committee and the Environmental Science Program Co-ordinator (as a non-voting member). It shall be the responsibility of the Curriculum Committee to review and approve all curriculum proposals generated from the Faculty and to forward the proposals to Faculty Council. The Dean shall report the activities of the HDD committee annually.

- (D) The Budget Committee shall consist of the membership of the Heads, Directors and Dean Committee and the Environmental Science Program Co-ordinator (as a non-voting member). Duties of the Budget Committee shall be to advise the Dean in the management of the finances of the Faculty. The Dean shall report the activities of the HDD committee annually.
- (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 Vice-chair – each year at the winter meeting of Council,
- b) the Secretary – each year at the winter meeting of Council,
- c) the Elections Officer – each even calendar year at the winter meeting of Council,
- d) all positions on Senate committees, Faculty committees, and any committees arising from the Collective Agreement, and that such a list be available on the website as an Appendix to the Constitution
- e) to provide slates of nominees for ad hoc committees as from time to time may be required.
- f) and to forward all positions requiring an election to the Elections Officer.

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.

- (F) The Faculty Co-op Committee shall comprise the Co-op Liaison for each department with the Co-op Option in the faculty and the Science Co-op Co-ordinator. It shall coordinate Co-op programs, develop consistent policies through the Faculty on Co-op placements, report on developments pertaining to Co-operative Education.
- (G) 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.

(H) **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) All positions as directed by Council and/or the Faculty Nominating Committee.
 - (ii) A member of the Nominating Committee after nominations from the floor are obtained at the fall meeting of the Council.
 - (iii) Members to serve on the Committee to allocate research funds as required in the current Collective Agreement.
 - (iv) FPAS representatives and alternates on the University Review Committee as required in the current Collective Agreement.

- (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) 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.
- (E) 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.
- (F) 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.
- (G) 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.
- (H) 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.
- (I) 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.
- (J) 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 **SENATE REPRESENTATION OF THE FACULTY OF PURE AND APPLIED SCIENCE**

- (A) There shall be nine senators from the Faculty.
- (B) Each School shall be represented by its director. The other representatives shall be elected by departments in a manner to be determined by each department. In the event that the number of departments differs from the number of seats open on Senate, departments shall agree to a rotation of their Senate representatives.
- (C) The terms of office shall be three years.

XIII 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 statues of Nova Scotia and more particularly Chapter 113 (1968) of the statues 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.

XIV 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.

- XV 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
 23 September 2010
 April 2011