

Faculty of Fine and Applied Arts (FAA) Bylaws

Approved by the Full Faculty on *April 29, 2025*

Approved by Senate on *June 3, 2025*

PREAMBLE

The Faculty of Fine and Applied Arts (FAA) will conduct business according to these Bylaws. The Faculty includes faculty and staff in the following schools: School of Motion Picture Arts (SMPA), School of Performing Arts (SPA), School of Animation Visual Effects (SAVFX), and School of Design (IDEA).

The structure, composition, and powers and duties of the Faculty are established by Sections 39-42 of the *University Act* (the “Act.”)

These bylaws provide a framework for governance within the Faculty of Fine and Applied Arts, ensuring representation, structured meetings, and clear roles and responsibilities.

1. DEFINITIONS

- 1.1. Key terms in these bylaws follow definitions in the *Act*.
- 1.2. Other Clarifications:
 - a) “Faculty” (upper-case “F”) refers to the Faculty of Fine and Applied Arts.
 - b) “faculty” (lower-case “f”) refers to instructional employees of the Faculty.
 - c) “Student” refers to a person currently enrolled in credit courses in the university and registered in one of the programs in the Faculty.
 - d) “University” means Capilano University.

2. COMPOSITION OF THE FACULTY

- 2.1 For All-Faculty meetings, the Faculty will be composed of the following:
 - a) **The Dean** of the Faculty of Fine and Applied Arts
 - b) **The President** or a delegate of the University
 - c) **All faculty** appointed in the Faculty, including instructors, lab supervisors, special appointees, librarians and instructional associates
 - d) **Directors and managers** of special units in the Faculty
 - e) **Divisional Supervisors** employed in the Faculty
 - f) **Technicians and support staff** (except Divisional Supervisors) as non-voting representatives
 - g) **One (1) student from each School** within the Faculty as a non-voting representative
 - h) **The Registrar** as a non-voting member

3. POWERS AND DUTIES OF THE FACULTY

The powers and duties of a Faculty are broadly set out in Section 40 of the *University Act*. (See Appendix 1.)

4. CHAIR AND VICE CHAIR

- 4.1. The Dean is the Chair of the Faculty.
- 4.2. A Vice-Chair is elected from the Faculty for a one-year term with no term limits, serving in the absence of the Chair.

5. ALL-FACULTY MEETINGS

- 5.1 Meetings are held at least two (2) times per year. A minimum of fourteen (14) days' notice will be given before these meetings.
- 5.2 Agendas are prepared by the Chair and distributed at least seven (7) days before the scheduled meeting.
- 5.3 Minutes are recorded, circulated at least seven (7) days before the subsequent meeting, and archived by the Dean's Administrative Lead.
- 5.4 The quorum of All-Faculty meetings consists of twenty-five percent (25%) or twenty (20) members of the Faculty of FAA, whichever is less.

6. EXTRAORDINARY MEETINGS OF THE FACULTY

- 6.1. In matters of urgency, extraordinary meetings will be called by:
 - a) The Chair (Dean); or
 - b) The Vice-Chair in combination with the School Chairs/Coordinators, or a written petition of at least fifty percent (50%) of voting members.
- 6.2. Notice of extraordinary meetings will be given at least seven (7) days prior to the meeting.
- 6.3. Minutes of extraordinary meetings will be taken and circulated prior to the subsequent regular meeting of the Faculty.
- 6.4. Extraordinary meetings of the Faculty will normally be closed to the University community.

7. CONDUCT OF BUSINESS

- 7.1. Meetings are governed by *Robert's Rules of Order*.
- 7.2. Normal resolutions or motions require a simple majority to pass. Amendments to these Bylaws require a two-thirds (2/3) majority of voting members present to pass.
- 7.3. The Faculty Council and sub-committees are established to conduct ordinary business.
- 7.4. The Faculty delegates the powers and duties of the Faculty Council and sub-committees, but these do not include matters on which the Senate requires a decision from the whole Faculty.

8. FACULTY COUNCIL

- 8.1. The Faculty of Fine and Applied Arts Council is the working academic governance body for the Faculty of Fine and Applied Arts and is responsible for the Faculty's academic governance, planning, and management and for making recommendations to the Faculty, the Senate, and the University administration where appropriate.

8.2. Composition of the Faculty Council

- a) **The Dean** of the Faculty of Fine and Applied Arts
- b) **The Vice-Chair** of the Faculty
- c) **Chairs of the Schools and Program Coordinators** or equivalent positions (a maximum of one representative for each program department)
- d) **Five (5) Convenors** employed within the Faculty
- e) **Four (4) administrative staff** employed within the Faculty, prioritizing lead staff in schools
- f) **Staff representation** from the Director of the Bosa Centre, the Manager of the BlueShore Centre for the Performing Arts, and Divisional Supervisors or their equivalent positions
- g) **Up to four (4) students** (one from each school) elected by students in the Faculty for one (1) year and
- h) **Non-voting staff representatives** (guests) invited to attend meetings and proceedings that are relevant to staff

8.3 Chair and Vice-Chair

- 8.3.1 The Chair of the Faculty Council is the Dean.
- 8.3.2 The Vice-Chair of the Faculty is the Vice-Chair of the Faculty Council.
- 8.3.3 The Vice-Chair will serve as Chair in the absence of the Chair.

8.4 Meetings of the Faculty Council and Conduct of Business

- 8.4.1 The Faculty Council will meet at least once a month between August 15 and June 15.
- 8.4.2 A schedule of meetings will be set annually and distributed in August.
- 8.4.3 Extra meetings may be called by the Chair.
- 8.4.4 Agendas are prepared by the Chair with the help of the administrative support provided through the Dean's office, and they are distributed at least five (5) working days before the scheduled meeting.
- 8.4.5 Any member can request an item for the agenda to the Chair, consistent with the scope, function, and duties of the Faculty Council.
- 8.4.6 *Robert's Rules of Order* processes will guide meetings and decision-making.
- 8.4.7 Minutes are taken and circulated in draft to the committee no later than ten (10) days after each meeting.
- 8.4.8 Quorum is 50% (set annually at the August meeting) and must include the Chair or Vice-Chair in the absence of the Chair. Resolutions or motions require a simple majority to pass.
- 8.4.9 Meetings are typically held online to maximize participation.
- 8.4.10 Electronic voting may be conducted as deemed necessary or appropriate by the Chair and Vice-Chair.
- 8.4.11 Elections for staff positions on the Faculty Council will be for a two-year term, and members may stand for re-election for a four-year term.
- 8.4.12 Elections will be conducted through the Dean's office in June each year as needed, with terms commencing August 15.
- 8.4.13 Members are expected to fully participate, be prepared for meetings, attend regularly, and conduct themselves in a manner aligned with University policies (e.g. B.506 Standard of Conduct) and in a professional manner, consistently considering the interests of the entire Faculty in the business of the Council.

8.5 Powers and Duties of the Faculty Council

- 8.5.1 The powers and duties of the Faculty Council are delegated to it by the Faculty.
- 8.5.2 The Faculty Council will:
 - a) develop and maintain a set of Faculty rules and procedures for the governance of the

Faculty (in accordance with the *Act* and subject to the approval of the Faculty and subsequent ratification by the Senate);

- b) make recommendations to the Senate on academic matters, including courses and programs;
- c) provide advice and recommendations to the dean for annual integrated planning;
- d) facilitate information sharing within the Faculty and with other University bodies; and
- e) form standing committees and ad-hoc working groups as needed.

9. REVIEW

These Bylaws will be reviewed one (1) year after initial approval by the Senate and subsequently every five (5) years.

10. REFERENCES

[B.506 Standard of Conduct](#)

[University Act](#)

Version date: May 13, 2025

Review date: June 3, 2026

APPENDIX 1

The scope and mandate of the Fine and Applied Arts Faculty Council (FAA-FC) are broadly set out in the *University Act* (Part 8 – Faculties) as outlined below:

Faculties

- 39** 1. The faculties of each university may be constituted by the board on the recommendation of the Senate
2. A dean of a faculty is the chair of the faculty.

Powers and duties of faculty

- 40** A faculty has the following powers and duties:
- a) to **make rules governing its proceedings**, including the determination of the quorum necessary for the transaction of business
 - b) to provide for **student representation** in the meetings and proceedings of the faculty
 - c) subject to this Act and to the approval of the Senate, to **make rules for the government, direction and management of the faculty and its affairs and business**
 - d) to determine, subject to the approval of the Senate, the **courses of instruction in the faculty**
 - e) subject to an order of the president to the contrary, to **prohibit lecturing** and teaching in the faculty by persons other than appointed members of the teaching staff of the faculty and persons authorized by the faculty, and to prevent lecturing or teaching so prohibited
 - f) subject to the approval of the senate, to **appoint for the examinations** in each faculty examiners, who, subject to an appeal to the senate, must conduct examinations and determine the results
 - g) to deal with and, subject to an appeal to the senate, to **decide on all applications and memorials** by students and others in connection with their respective faculties
 - h) generally, to **deal with all matters assigned to it by the board or the senate**.

Approval of rules

- 41** A general rule made by a faculty is not effective or enforceable until a copy has been sent to the senate and the senate has given its approval.

Advice to the president

- 42** Any of the faculties may advise the president in any matter affecting the interests of the university, whether academic or disciplinary, but that advice does not limit the powers and authority of the president.