

Faculty of Global and Community Studies Bylaws

Approved by the Faculty on April 2, 2020

Ratified/Approved by Senate on May 12, 2020

PREAMBLE

The structure, composition, powers and duties of the Faculty are established by Sections 39-42 of the *University Act* (the Act) which requires university Faculties to establish rules for the governance, direction, and management of affairs and business with representation from the membership.

1. DEFINITIONS

- 1.1 Key terms in these bylaws follow definitions in the Act.
- 1.2 Other clarifications:
 - 1.3 “Faculty” (upper-case “F”) refers to the Faculty of Global and Community Studies.
 - 1.4 “faculty” (lower-case “f”) refers to instructional employees of the Faculty.
 - 1.5 “student” refers to a person currently enrolled in credit courses in the university and registered into one of the programs in the Faculty.
 - 1.6 “staff” refers to administrative support employees of the Faculty.
 - 1.7 “University” means Capilano University.

2. COMPOSITION OF THE FACULTY

The Faculty is composed of the following:

- a) The Dean of the Faculty of Global and Community Studies;
- b) The President or designate;
- c) All faculty appointed in the Faculty of Global and Community Studies including instructors, lab supervisors, special appointees, librarians and instructional associates;
- d) Such other members of the teaching or administrative staff of the Faculty or University as the Faculty shall appoint in conformity with rules determined by the Faculty and approved by the Senate; staff are non-voting members of the Faculty;
- e) Five (5) students (one per school) as non-voting representatives; and
- f) The Registrar as a non-voting member of the Faculty.

3. POWERS AND DUTIES OF THE FACULTY

Section 40 of the Act sets the powers and duties, and limits to these powers and duties (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 two-year term. The Vice-Chair serves as the Chair in the absence of the Dean, or when the Dean steps outside of the role of the Chair in a regular meeting of the Faculty.

5. REGULAR MEETINGS OF THE FACULTY

- 5.1 The Faculty will hold a minimum of three (3) regular meetings per year, one (1) per academic semester. A minimum of fourteen (14) days' notice will be given prior to these meetings.
- 5.2 Agendas are prepared by the Chair and published and distributed to all members of the Faculty at least seven (7) days before the scheduled meeting.
- 5.3 Minutes of these regular Faculty meetings are taken, circulated, and archived by the Assistant to the Dean.
- 5.4 Quorum of regular Faculty meetings consists of twenty-five percent (25%) or twenty (20) members (in person or by proxy) of the Faculty of Global and Community Studies, whichever is the lower number.
- 5.5 Minutes of each meeting will be circulated at the subsequent meeting.

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 written petition of at least fifty percent (50%) of voting members.
- 6.2 Notice of extraordinary meetings will be given at least (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 Regular meetings of the Faculty will normally be open to members of the University community. The Chair will recognize at the beginning of meetings any non-members of the Faculty.
- 7.2 A meeting, or part thereof, may be held *in camera* subject to a majority vote by those present and eligible to vote.
- 7.3 *Robert's Rules of Order* will govern the conduct of all Faculty meetings.

- 7.4 Normal resolutions or motions require a simple majority of fifty percent (50%) plus one (1) to pass. Amendments to these Bylaws require a majority of two-thirds (2/3) of voting members present to pass.
- 7.5 To conduct its ordinary business in a timely and efficient way, the Faculty will establish a Faculty Council and relevant standing sub-committees.
- 7.6 The powers and duties of the Faculty Council and sub-committees are delegated to them by the Faculty, but will not include matters on which the Senate requires a decision of the whole Faculty.

8. FACULTY COUNCIL

- 8.1 The Faculty of Global and Community Studies Council is the working academic governance body for the Faculty of the Global and Community Studies 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:*
 - 8.2.1 The Dean of the Faculty of Global and Community Studies (*ex officio*, voting);
 - 8.2.2 The Vice-Chair of the Faculty (*ex officio*, voting);
 - 8.2.3 The Chairs or Coordinators of the Schools (*ex officio*, voting);
 - 8.2.4 Program convenors;
 - 8.2.5 Two (2) administrative staff employed within the Faculty (*ex officio*, voting), and
 - 8.2.6 Two (2) student representatives elective by students in the Faculty, for one (1) year.
- 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 Council is the Vice-Chair of the Faculty.
 - 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 a minimum of once per month between August 15th and June 15th.
 - 8.4.2 A schedule of meetings will be distributed at the beginning of the fall term.
 - 8.4.3 Agendas are prepared by the Chair with the help of Assistant to the Dean and distributed to the Faculty at least seven (7) days before the scheduled meeting.

- 8.4.4 Minutes are taken, produced, and archived by the Assistant to the Dean.
 - 8.4.5 Draft minutes of each meeting are circulated with the agenda for the subsequent meeting.
 - 8.4.6 Quorum for the Faculty Council meetings is set at fifty percent (50%) of voting members and must include the Chair or Vice-Chair in the absence of the Chair.
 - 8.4.7 Resolutions or motions require a simple majority of fifty percent (50%) plus one (1) to pass.
 - 8.4.8 Elections for elected positions will be conducted concurrently with elections for other elected positions in the Faculty, normally in the spring term in time for the next academic year's scheduling deadlines.
 - 8.4.9 Members of the Faculty Council are expected to act in the interests of the entire Faculty and to avoid conflicts of interest, in accordance with University Policy B.506.
- 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 In general, 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 Faculty regarding joint-curricular initiatives with other Faculties;
 - c) Make recommendations to the Senate, Board, and University administration on relevant matters;
 - d) Facilitate information sharing within the Faculty and both to and from other Faculties, service areas, and non-academic administrative areas of the University;
 - e) Form standing sub-committees to expedite conduct of its business and delegate limited authority to these committees. Sub-committees will conduct their business in accordance with their prescribed terms of reference. The terms of reference for the sub-committees will be approved by the Faculty upon the recommendation of the Faculty Council;
 - f) Form any *ad hoc* committees it deems necessary and expedient.

9. STANDING SUB-COMMITTEES OF THE FACULTY COUNCIL

9.1 *Curriculum Committee*

9.1.1 Meets monthly during the fall and spring terms. The meeting schedule is set by the Chair of the sub-committee and distributed by the Dean's office.

9.1.2 Duties and responsibilities are set in the sub-committee's terms of reference.

9.2 *Strategic Planning Committee*

9.2.1 Meets at least once during each fall and spring terms. The meeting schedule is set by the Chair of the sub-committee and distributed by the Dean's office.

9.2.2 Duties and responsibilities are set in the sub-committee's terms of reference.

9.3 *Government Enhancement Team*

9.3.1 Meets at least once during each fall and spring term. The meeting schedule is set by the Chair of the sub-committee and distributed by the Dean's office.

9.3.2 Duties and responsibilities are set in the sub-committee's terms of reference.

10. REVIEW

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

Version date: April 20, 2020

Review date: May 5, 2020

Appendix 1

Part 8 — Faculties

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 of which he or she is the dean.

Powers and duties of faculty

40 A faculty has the following powers and duties:

- a) to make rules governing its proceedings, including the determining 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 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.