



Faculty of Arts and Sciences Bylaws

Approved by the Faculty on April 2020
Ratified/Approved by Senate on April 6, 2021

PREAMBLE

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

1. DEFINITIONS

- 1.1. Key terms in these bylaws follow definitions in the Act.
- 1.2. Other clarifications:
 - 1.2.1. "Faculty" (upper-case "F") refers to the Faculty of Arts and Sciences.
 - 1.2.2. "faculty" (lower-case "f") refers to instructional employees of the Faculty.
 - 1.2.3. "student" refers to a person currently enrolled in credit courses in the university and registered into one of the programs in the Faculty.
 - 1.2.4. "University" means Capilano University.

2. COMPOSITION OF THE FACULTY

For the purposes of All-Faculty meetings, the Faculty will be composed of the following:

- 2.1 The Dean of the Faculty of Arts and Sciences;
- 2.2 The President or delegate;
- 2.3 All faculty appointed in the Faculty of Arts and Sciences: including but not limited to instructors, lab supervisors, special appointees, librarians and instructional associates;
- 2.4 Such other members of the teaching or administrative staff of the Faculty or University. 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; and,
- 2.5 Two students as non-voting representatives.
- 2.6 The Registrar as a non-voting member.

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 ALL FACULTY MEETINGS

- 5.1 The Faculty will hold a minimum of two regular meetings per year, normally in the spring and the fall terms. 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 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 Dean's Administrative Lead.
- 5.4 Quorum of regular All Faculty meetings consists of twenty-five percent (25%) or thirty (30) members of the Faculty of Arts and Sciences whichever is the lower number.
- 5.5 Minutes of each meeting are circulated at the subsequent meeting.

6. EXTRAORDINARY ALL FACULTY MEETINGS

- 6.1 In matters of urgency extraordinary meetings may be called by:
 - 6.1.1 the Chair;
 - 6.1.2 the Vice-Chair in combination with the School Chairs;
 - or,
 - 6.1.3 written petition of at least 50% of voting members.
- 6.2 Notice of extraordinary meetings will be given seven (7) days prior to the meeting.
- 6.3 Minutes of extraordinary meetings will be taken and circulated at 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 All Faculty meetings will normally be open to members of the University community. The Chair will recognise 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 50% plus one to pass. Amendments to these Bylaws require a two-thirds majority 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. ARTS AND SCIENCES FACULTY COUNCIL

- 8.1 The Faculty of Arts and Sciences Council is the working academic governance body for the Faculty of the Arts and Sciences 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

The Faculty Council will be composed of the following:

- The Dean of the Faculty of Arts and Sciences
- The Vice-Chair of the Faculty
- The Chairs of the Schools
- The coordinators and convenors of Faculty functional areas
- Degree and program coordinators and convenors

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 Administrative Lead, 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 Administrative Lead.
- 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 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 50% plus one 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.

- 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. In general, the Faculty Council will:
- 8.5.1.1 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);
 - 8.5.1.2 Make recommendations to the Senate on relevant academic matters, including the addition of new courses and programs, discontinuance of existing courses, and revisions to existing courses and programs;
 - 8.5.1.3 Make recommendations to the Faculty regarding joint-curricular initiatives with other Faculties;
 - 8.5.1.4 Make recommendations to the Senate, Board, and University administration on relevant matters;
 - 8.5.1.5 Facilitate information sharing within the Faculty and both to and from other Faculties and the University;
 - 8.5.1.6 Form standing sub-committees to expedite the 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.;
 - 8.5.1.7 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 monthly 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.
- 9.2.2 Duties and responsibilities are set in the Sub-Committee's Terms of Reference.

9.3 Governance and Elections Committee

- 9.3.1 Meets monthly 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.

9.4 Research and Scholarship Committee

- 9.4.1 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.
- 9.4.2 Duties and responsibilities are set in the Sub-Committee's Terms of Reference.

10. REVIEW

- 10.1 These Bylaws will be reviewed one year after initial approval by the Senate and subsequently every five years.

Version date: June, 2020

Review date: June, 2025

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 they are 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.

University Act: http://www.bclaws.ca/Recon/document/ID/freeside/00_96468_01#part8