

**BY-LAWS OF THE
FACULTY OF ARTS AND SCIENCE**

**By-Law No. 1
Rules of Procedure in the Faculty of Arts and Science**

**By-Law No. 2
Standing Committees of the Faculty Board
of the Faculty of Arts and Science**

**By-Law No. 3
Undergraduate Student Representation**

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BY-LAW NUMBER 1
RULES OF PROCEDURE IN THE FACULTY OF ARTS AND SCIENCE
THE FACULTY BOARD

1. Membership

A) Academic Staff

- (i) All members of the academic staff in the Faculty as defined in Article 1.3 (a), (b), (c) and (d) of the Collective Agreement.
- (ii) Those members of other Faculty Boards who are currently giving instruction to students registered in the Faculty of Arts and Science
- (iii) The Head of the Engineering and Science Library and the Head, Learning and Research Services, Stauffer Library, or their delegates, *ex officio*.

B) Students

- (i) The Undergraduate DSC Chairs (or delegate) as selected by the Arts and Science Undergraduate Society (ASUS) in accordance with the procedures set out in the DSC Charter. Co-chairs of any given unit will receive only one vote between them.
- (ii) The Presidents or their delegates of the Concurrent Education Students' Association (CESA), the Computing Students' Association (COMPSA) and the Physical and Health Education & Kinesiology Students' Association (PHEKSA), or their successors.
- (iii) The President, Vice-President, and the Academics Commissioner of the Arts and Science Undergraduate Society.
- (iv) The ASUS Senators.
- (v) The current student representatives on the Faculty of Arts and Science Graduate Councils.
- (vi) The Vice-President (Graduate) of the Society of Graduate and Professional

All members (*ex-officio* and elected) shall have voting rights unless otherwise stated.

2. Functions [NOTE: *The following list of functions is revised from a by-law of the Board of Trustees, which established the Faculty Board in 1913.*]

- A) To recommend to the Senate programs of study leading to degrees, and for-credit diplomas and certificates, and the conditions of admission;
- B) To submit to the Senate names for both ordinary and honorary degrees;
- C) To recommend the sessional dates, subject to the approval of the Senate;
- D) To control registration subject to the approval of the Senate;
- E) To deal with class failures;
- F) To exercise academic supervision over students;
- G) To make such recommendations to the Senate as the Faculty may deem expedient for promoting the efficiency of the University;
- H) To pass such regulations and by-laws as may be necessary for the exercise of the functions of the Faculty.

These functions shall be exercised by the Faculty Board either by motion duly moved and passed, or by by-law.

3. Chair

- A) The Chair shall be an Associate or full Professor and shall be nominated by the Nominating Committee and elected by the Faculty Board. Elections shall be made from a maximum of three names presented by the Nominating Committee. The Chair shall be elected for a three-year term beginning July 1 and shall be eligible for re-election. The Chair shall be *ex-officio* a member of the Committee of Departments.

(iii) Ensure that minute books older than three years be sent to Queen's Archives,

Items for the agenda shall be requested by the Secretary and shall be submitted not less than ten days before the regular Faculty Board meeting.

11. Order of Business

A) At each regular meeting, the business shall be presented in the following order:

- Adoption of Agenda
- Adoption of Minutes
- Business Arising from the Minutes
- ASUS Report
- Dean's Report
- Question Period
- Communications
- Reports of Committees
- New Motions
- Other Business

B) At each special meeting, the business shall be confined to the agenda.

12. Question Period

At each regular meeting, there shall be a question period, which shall not exceed fifteen minutes. Questions shall be of such a character as to elicit information about the operations of the Faculty on matters of sufficient importance to claim the attention of the Faculty Board.

13. Points of Order

A) The Chair may speak on points of order in preference to other members, and shall decide on all questions of order, subject to appeal to the Faculty on motions regularly seconded.

B) When called upon to decide on a point of order or practice, the Chair shall, if requested by any member of the Faculty Board, state the rule applicable to the case; and where the rules governing the procedure of the Faculty do not cover the point of order or procedure raised, *Bourinot's Rules of Order* (in its most recent edition) shall be the authority and shall govern except as described in part C) of this article.

C) The motion "I move the previous question" shall follow *Robert's Rules of Order* rather than *Bourinot's Rules of Order*.

14. Duration of Meetings

No meeting of the Faculty Board shall continue more than two hours unless two-thirds of the members present agree to continue with the business of the meeting.

15. Style of Address

In addressing or referring to members of the Faculty Board, members will use the following styles: the style of "Mister" and "Ms." shall be used, or the member's preferred gender or non-gendered descriptor if known.

MOTIONS

16. Notice of Motion

- A) With the exception provided for in (B), all motions shall be preceded by a notice of motion, which shall appear on the written agenda circulated by the Secretary. All notices of motion shall include the text of the motion.

- B)
 - (i) Motions may be added to the agenda during a meeting provided that two-thirds of the members of Faculty Board present approve of the addition.

 - (ii) For any motion added to the agenda to pass, it must be approved twice by a simple majority: at the meeting of Faculty Board at which it was moved, and at an additional meeting.

 - (iii) If an additional meeting is required as a result of a vote under (ii), it will normally be held on the Friday following, unless two-thirds of the members of Faculty Board present agree to hold the second vote at a different time.

17. Action on Motions

- A)

D) No rule governing the procedure of the Faculty Board shall be suspended unless two-thirds of the members present shall consent thereto. Nor shall any rule be repealed or amended without notice of motion given during a previous meeting.

19. Record of Voting

When a vote or division is taken in the Faculty Board, any member may require that the

items for the agenda, and any material to be included as an attachment to the agenda must be submitted by that time.

(ii) The Secretary shall inform Faculty Board of any item that was proposed for the agenda but not included.

D) The Secretary shall post the final agenda and all attachments on the Arts and Science website three working days before the regular meeting of Faculty Board, and shall also send the text of the final agenda, and the link to all attachments, to the Faculty Board listserv three working days before the meeting.

E) The first item of business of any meeting of Faculty Board shall be the consideration of the agenda as circulated. At the same time as the agenda is adopted, Faculty Board shall decide which, if any, part of the meeting shall be closed to persons who are not members, declaring at the same time why the meeting is to be closed. In addition, at other times a meeting may be closed by a simple majority vote as a result of a motion acceptable to the Chair.

23. Minutes

24. Confidential Material

All personal reports on students and other confidential matters contained in minutes, reports, or agenda are to be clearly so marked, and are to be treated as confidential documents at all times.

25. Reports

Copies of all reports shall accompany the agenda of the relevant meeting. Otherwise the report shall not be proceeded with, except with the consent of two-thirds of the members of the Faculty Board present.

COMMITTEES

26. Terms of Reference

A committee is bound by its terms of reference. If a committee finds it desirable to extend or reduce an enquiry beyond the terms of reference which it has been assigned, it shall obtain from the Faculty Board express authority to do so. A motion to concur in a recommendation for extension or reduction of a committee's terms of reference requires notice.

[NOTE: Committee Representation outside the Faculty of Arts and Science: The Faculty of Arts and Science is represented on the Senate and on Standing Committees of the Senate, and on the Council of the School of Graduate Studies. A member of the Faculty of Arts and Science who is instructing in another Faculty is also a member of that Faculty Board.]

27. Chairs of Standing Committees

Unless otherwise provided, the Dean shall appoint the Chair of each standing committee

who have not been elected to DSCs. Any such student member of a Faculty committee who has not been elected to the Faculty Board by a DSC will not be deemed a member of the Faculty Board. Non-academic staff (f) -0.0 0 0 5e
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OTHER REGULATIONS

34. Introduction, Revision, and Amendment of By-Laws

By-Laws may be introduced or revised on motion after due notice, and such motion shall be referred to the Standing Procedures Committee. All By-Laws shall be given two readings by the Faculty Board. All By-Laws shall be signed by the Chair and the Secretary of the Faculty Board.

35. Distribution of the By-Laws

The Secretary of the Faculty shall prepare copies of the By-Laws in the latest revised form and shall maintain them online on the Faculty website. The Secretary shall ensure that all new members of the Faculty Board receive access to a copy of the By-Laws in the latest revised form.

36. Establishment

A By-Law shall take effect on its being approved by the Faculty Board.

(iii) Departments of Natural Sciences and Mathematics:

Biology
Chemistry
Computing
Geological Sciences & Geological Engineering
Mathematics & Statistics
Physics, Engineering Physics, and Astronomy

2. STANDING COMMITTEES

Standing Committees are established, and membership and terms of reference determined, by resolution of the Faculty Board in order to recommend on recurring business (By-law 1, Article 30.A & B). Each Standing committee shall report to the Faculty Board at least once a year (By-law 1, Article 30.E).

The following shall be the standing committees of the Faculty of Arts and Science (see By-Law 1, Article 30):

Committee of Departments
Procedures Committee
Nominating Committee
Curriculum Committee
Board of Studies
Academic Integrity and Conduct Panel
Academic Orientation Committee
Awards Committee

The Nominating Committee shall present nominations to all Standing Committees within the jurisdiction of the Faculty Board for the approval at Faculty Board (as per By-law 1, Article 33).

Student members of standing committees of Faculty Board shall be appointed by the Arts and Science Undergraduate Society (By-law 1, Article 33.B), and normally are drawn from members of DSCs (By-law 1, Article 30.C). The Nominating Committee, however, may use its discretion in nominating for committees of the Faculty Board 9.84 cm BI 0.2 (nt) 0.S61.40'

Unless otherwise provided, the Dean shall appoint the Chair of each standing committee from the membership of the committee itself (By

4. PROCEDURES COMMITTEE

A) Membership

- the Dean or delegate;
- the Chair of the Faculty Board, *ex officio*;
- three (3) members of the teaching staff elected by the Faculty Board for three-year terms, one member being from each of the constituencies: Humanities, Social Sciences, and Natural Sciences and Mathematics;
- three (3) undergraduate student members of the Faculty as determined by the ASUS executive;
- a representative of the non-academic staff, chosen for such a term as the Nominating Committee may determine.

B) Terms of Reference

- (i) to review from time to time the procedures of the Faculty Board and to recommend to the Faculty Board changes in by-

(ii) At the regular March meeting of the Faculty Board the Nominating Committee will present nominations from among all members of the Faculty Board to the elective positions of all of the standing committees and offices of the Faculty Board.

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- (v) to approve changes in courses offered outside of existing plans submitted to the committee from the department concerned and to report these to the Faculty Board for ratification before they are implemented within the department concerned;
- (vi) to study and advise upon problems of inter-faculty instruction, and to confer with the Curriculum Committees of other Faculties;
- (vii) To receive reports of new offerings of existing courses from departments and to submit summary reports of such to Faculty Board.

7. BOARD OF STUDIES

A) Membership

- Nine (9) faculty members shall be elected for a period of three years, three from each of the constituencies: Humanities, Social Sciences, and Natural Sciences and Mathematics. New members shall assume their duties on July 1 of each year.
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Decisions about the academic progress of students are made by the Associate Dean

- preside over every hearing of the Panel;
- ensure consistency of decisions;
- ensure hearings are conducted fairly and with due process;
- not vote in a hearing, except in the case of a tie;
- write the Panel’s final decision for communication to the student; and
- convey any recommendations of the Panel to the Associate Dean (Studies).

All Panel hearings shall be heard by four (4) members and must include one faculty member from each of the following constituencies: Humanities, Social Sciences, and Natural Sciences and Mathematics. One of the faculty members shall be the Chair of the Panel.

The fourth member of the Panel will normally be a student member. If no student member is available, however, then a faculty member (known as the “alternate”) will be selected.

B) Terms of Reference

Decisions about matters of academic integrity and misconduct in an academic setting are made by the Associate Dean (Studies), who has full knowledge of the circumstances, familiarity with the particular Faculty and/or university regulations, and experience in dealing with issues in the larger Faculty context. This process is in accordance with the Senate’s Policy on Student Appeals, Rights and Discipline, which recognizes that “decisions should generally be made by those who are most familiar with the context”.

The Academic Integrity and Conduct Panel (hereafter called the “Panel”) is established by the Faculty of Arts and Science and created by Faculty Board to

- (i) review, hear, and decide on student appeals of decisions of the Associate Dean (Studies) in findings and/or sanctions of a departure from academic integrity,
- (ii) make recommendations to the Associate Dean (Studies) regarding matters of policy arising from Panel discussions and hearings; and
- (iii) serve as the final body of academic appeal within the Faculty of Arts and Science in matters of academic integrity.

9. ACADEMIC ORIENTATION COMMITTEE

A)

- the Academic Coordinator of the Concurrent Education Students Association's Orientation Committee, *ex-officio*;
- the Academic Coordinator of the Computing Students Association's Orientation Committee, *ex-officio*;
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The Dean shall appoint the Chair annually from the appointed members.

(C) Terms of Reference

(i) to

BY-LAW NUMBER 3
UNDERGRADUATE STUDENT REPRESENTATION

1. Student Representation on Faculty Board

In order to secure effective cooperation in the work of departments, and in order to secure representative student membership on Faculty Board, student representatives will be appointed to Faculty Board by the Arts and Science Undergraduate Society (ASUS) in

SIGNATURES

Richard Ascough
Chair, Faculty Board

Patrick Costigan
Secretary, Faculty Board