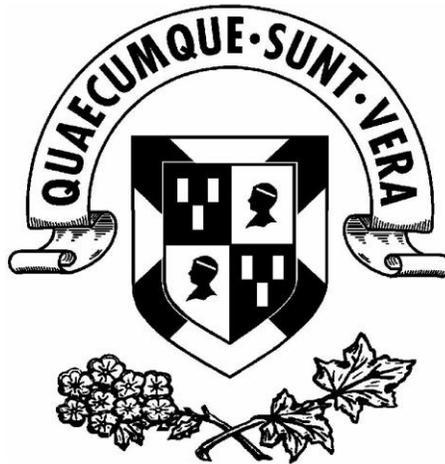


**BY-LAWS**  
**OF**  
**ST. FRANCIS XAVIER UNIVERSITY**

Antigonish, Nova Scotia

The Governors of St. Francis Xavier University, Antigonish, Nova Scotia, under and by virtue of the powers conferred upon it by Chapter 29, Statutes of Nova Scotia, 2014, and amendments thereto, "An Act to amend and consolidate the acts relating to St. Francis Xavier University" does hereby make and publish the following by-laws.

(First published October 30, 1970, amended to June 10, 2016)



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## PART I

### SECTION 1

#### Definitions:

**Article I.** In these by-laws, unless the context otherwise requires,

- (a) “**Act**” means Chapter 29, Statutes of Nova Scotia, 2014, *The St. Francis Xavier University Act* and any amendments thereto;
- (b) "**Board**" means Governors of St. Francis Xavier University, Antigonish, Nova Scotia;
- (c) “**Conflict of Interest**” shall refer to any instance where a Governor has existing or reasonably foreseeable financial or other interests that impair or appear to impair his or her independent, unbiased judgement in the discharge of his or her responsibilities to the University; or where a Governor is aware that a member of his or her family has financial or other interests that would impair or appear to impair the Governor’s independent, unbiased judgement in the discharge of his or her responsibilities to the University. For the purposes of this provision, a ‘family member’ is defined as a spouse, parent, sibling, or child of the Governor; a parent, sibling, or child of the spouse of the Governor; or the spouse of a child of the Governor or the Governor’s spouse. Also for the purposes of this provision, a ‘spouse’ includes persons married to each other; or persons who have gone through a form of marriage and have lived together as spouses within the preceding twelve months; or persons who are living together as spouses;
- (d) "**Faculty**" means the following members of the University:
  - (1) the President, the Vice-President(s) of the University, the Associate Vice President(s), the Deans and Assistant Deans of faculties, the Registrar of the University, the Directors of Academic Departments and Schools and the University Librarian;
  - (2) Professors, Associate Professors, Assistant Professors, and Lecturers of the University; and
  - (3) any other persons specifically designated as faculty members through either an individual appointment by the President or by a vote of the Faculty as provided in Part II, Section 1, Article II.
- (e) “**Governor**” means a member of the Board;

- (f) **"University"** means St. Francis Xavier University at Antigonish, Nova Scotia;

## **SECTION 2**

### **Board of Governors:**

- Article I.** The Board of Governors is constituted in accordance with the Act.
- Article II.** Officers of the Board shall be: Chair, Vice-Chair and Secretary.
- Article III.**
- (a) The Chair shall be appointed by the Board at its annual meeting and shall hold office for a term of three years or until a successor is appointed.
  - (b) The Chair shall preside at all meetings of the Board, and of the Executive Committee. The Chair shall perform such duties as may be required under the Act and the by-laws and those assigned by the Board.
- Article IV.**
- (a) The Vice-Chair shall be appointed by the Board at its Annual Meeting and shall hold office for a term of one year.
  - (b) In the absence of the Chair, the Vice-Chair shall preside at all meetings of the Board and of the Executive Committee and exercise all power and perform all duties of the Chair.
  - (c) Where there is an anticipated vacancy in the Chair position and notice of the vacancy is given in the year prior to the final year of the current Chair's term, the Board member who is recommended and approved as the incoming Chair shall serve as the Vice-Chair for the final year of the current Chair's term.
- Article V.**
- (a) The Secretary shall be appointed by the Board at its Annual Meeting and shall hold office for a term of one year.
  - (b) The Secretary shall:
    - (1) maintain a record of all proceedings of the meetings of the members of the Board and its Standing Committees, give notice of all meetings to members of the Board, and in general perform all other duties incidental to the office of Secretary, subject to the control of the Board.

- (2) have custody of the corporate seal, and affix the same upon all contracts and instruments requiring the seal.

**Article VI.** (a) The Vice President Finance and Administration of the University shall be ex officio Treasurer of the Board

(b) The Treasurer shall:

- (1) be charged with the custody of all papers and documents relating to the financial interests of the Board.
- (2) deposit all funds of the University in the University's name in such bank as the Board shall designate or approve.
- (3) render to the Board and Faculty whenever requested and at least once a year, an accurate account of all the transactions undertaken as Treasurer, and of the financial condition of the University.
- (4) perform such other duties as usually pertain to or are assigned to this office.

**Article VII.** (a) The Board shall hold at least three meetings in each year, such meetings to be held generally in the months of February, June and October, at such times and places as may be determined by the officers of the Board. The June meeting shall be the Annual General Meeting.

(b) At any meeting of the Board, the Chair, or in the absence of the Chair, the Vice-Chair shall preside. In the absence of the Chair and the Vice-Chair, the members of the Board present shall appoint one of its members to act as Chair.

(c) The order of business at the Annual General Meeting shall be:

- (1) The reading of the Minutes of the last Annual General Meeting.
- (2) Business arising therefrom.
- (3) Financial reports.
- (4) Report of the President of the University.
- (5) Report of the Executive Committee.
- (6) New business.
- (7) Appointments to Board.
- (8) Election of Chair and other officers.
- (9) Appointment of auditor.

- (d) A special meeting of the Board shall be convened whenever ordered by the Chair or the President or by any six Governors who submit to the Secretary a request in writing for such special meeting specifying the purpose for which it is to be convened.
- (e) Notice of any meeting of the Board must be sent to all Governors not later than five days before the date of the meeting and, in the case of a special meeting, must state the purpose of the meeting.
- (f) At any special meeting, the Board shall deal with such matters as may be set forth in the Notice calling such special meeting, the Chair of the meeting having the right to designate the order in which any matters set forth in such notice should be dealt with.
- (g) A majority of the members of the Board shall constitute a quorum at any meeting of the Board.
- (h) At all meetings of the Board each question shall be decided by a majority of the votes cast on the question. The Chair shall not have a vote, but in the case of an equality of votes, the Chair shall be entitled to a casting vote.
- (i) Except to the extent otherwise provided for herein, the Chair shall have discretion with regards to establishing meeting procedures. Robert's Rules of Order, as from time to time published, shall be used to resolve any procedural disagreements of the Board.
- (j) The failure to give notice of a regular or special meeting to any Governor or any irregularity in connection with the giving of notice or the conduct of a meeting shall not invalidate the proceedings of the meeting.
- (k) The agenda for any meeting shall be prepared by the Secretary and shall be approved by the Chair.
- (l) All matters for inclusion in the agenda for meetings of the Board shall be submitted in writing to the Secretary fourteen days prior to the day of the meeting at which they are to be presented. Late submissions for agenda business will be subject to the approval of the Chair.
- (m) A consent agenda may be presented by the Chair at the beginning of a meeting. Items may be removed from the consent agenda on the request of any Governor. Items not removed may be adopted by general consent without debate. Removed items may be taken up either immediately after the consent agenda or placed later on the agenda at the discretion of the Chair.

- (n) If an urgent matter requires action by the Board, or it is deemed expedient not to convene the Board in person, the Chair of the Board may determine that any item or items be considered by the Board or a Committee of the Board by teleconference, videoconference or other such technology. Any meeting held by means of teleconference, videoconference or other such technology must be conducted in a manner that enables all participants in the meeting to hear the deliberations of the meeting at the same time and to actively participate.
- (o) With the prior approval of the Chair any Governor of the Board may, subject to logistical constraints, participate in a meeting of the Board of Governors by means of teleconference, videoconference or other such technology. A Governor participating in a meeting by such means shall be deemed to be present at the meeting. A request to participate in a meeting by teleconference, videoconference or other such technology must be made to the Secretary at least five days prior to the meeting in question.
- (p) A Governor who has a Conflict of Interest in a proposed contract or agreement with the University or in some matter to be considered by the Board shall declare his or her interest and shall not be entitled to participate in the deliberations or any vote related thereto. Unless otherwise determined by the Board, such Governor shall withdraw from the meeting during the discussion and shall not vote on any motion relating thereto.

**Article VIII.** (a) The Standing Committees of the Board shall be: the Executive Committee, the Governance and Nominating Committee, the Audit Committee, the Finance Committee, the Buildings & Grounds Committee and the Investment Committee (the Standing Committees).

- (b) The chairperson of every Standing Committee shall be appointed by the Board. Faculty and student representatives on the Board are not eligible to serve as chairpersons of Standing Committees.
- (c) In the absence of the chairperson at any regularly called meeting of a Standing Committee, a quorum of the committee members present may appoint a chairperson "pro tempore".
- (d) A majority of the members of a Standing Committee shall constitute a quorum.

**Article IX.** (a) The Executive Committee shall consist of the following members of the Board: the Chair, the Vice-Chair, the President, the Secretary, the Treasurer, the Bishop, the Academic Vice-President & Provost, the President of the

Students' Union, the President of the Alumni Association, the Chairpersons of each Standing Committee and up to 2 other members elected by the Board.

- (b) Subject to the policies of the Board, the Executive Committee shall have power to deal with any and all matters pertaining to the Board which may arise between meetings of the Board and shall report regularly to the Board.
- (c) The Human Resources Committee shall consist of the following members of the Executive Committee: the Chair, the Vice Chair and the Chairpersons of each Standing Committee.
- (d) The Human Resource Committee shall meet with the President at least annually to review performance objectives and administer contract provisions related to the employment of the President.

**Article X.**

- (a) The Governance & Nominating Committee shall consist of a minimum of seven members of the Board which shall include: one of the Alumni appointees, one of the Clergy appointees, one of the Faculty appointees, one of the Student appointees and 3 other members elected by the Board. The Secretary shall be an ex-officio non-voting member;
- (b) The Governance and Nominating Committee shall:
  - (1) monitor and recommend changes in the governance documents of the Board.
  - (2) manage the election of Board Governors and office holders.
  - (3) recommend to the Board the name or names of persons to be elected pursuant to Section 7 (m) of the Act.
  - (4) recommend to the Board the name or names of persons to serve on committees of the Board.

**Article XI.**

- (a) The Audit Committee shall consist of four members of the Board none of which shall be ex-officio, Faculty or student members of the Board.
- (b) The Audit Committee shall meet with the President and officials designated by the President and the auditors of the University to:
  - (1) discuss the general scope of the audit.
  - (2) receive and discuss the annual financial statements and submit these to the Board for approval.
  - (3) receive and discuss with the auditors of the University their annual report on controls and procedures.

- (c) The Audit Committee shall recommend to the Board the appointment of the auditors for the University, and to fix their remuneration.

**Article XII.** (a) The Finance Committee shall consist of a minimum of seven Board members which shall include: the President, the Treasurer, one of the student appointees, one of the Faculty appointees and three other Governors elected by the Board.

- (b) The Finance Committee shall:
  - (1) monitor the University's financial operations.
  - (2) oversee annual and long-range operating budgets.
  - (3) oversee and approve the use of financial instruments including lines of credit and debt obligations.
  - (4) ensure administration identifies and manages risks which have financial impact on the University.

**Article XIII.** (a) The Buildings & Grounds Committee shall consist of a minimum of seven Board members which shall include: the President, the Treasurer, one of the student appointees, one of the Faculty appointees, the Chair of the Finance Committee and two other Governors elected by the Board.

- (b) The Buildings & Grounds Committee is responsible for the stewardship and development of all physical assets of the University. The Committee oversees campus planning efforts associated with:
  - (1) deferred maintenance needs, resource requirements and priorities.
  - (2) development and execution of design and construction projects.
  - (3) management of real property needs, whether owned or leased, from acquisition through disposal.

**Article XIV.** (a) The Investment Committee shall consist of a minimum of four members of the Board which shall include: the President, the Treasurer and two other Governors elected by the Board.

- (b) The Investment Committee shall:
  - (1) provide stewardship of endowment and trust funds.
  - (2) establish and adhere to investment policies, standards, and procedures for the investment and management of the endowment and trust funds.
  - (3) provide oversight of total portfolio management.
  - (4) report to the Board at each regular meeting.
- (c) The Investment Committee may appoint advisors as required for the management and monitoring of fund investments.

- (d) The Investment Committee may appoint an Internal Investment Management Team (Team) to manage the investment of all or a portion of the endowment and trust funds. The Investment Committee shall establish the qualifications required for membership on the Team and the term of appointments of members of the Team. Members of the Team may be Governors or non-Governors.
- (e) The Board may grant indemnity to members of the Team for all acts done in the lawful execution of their duties.

- Article XV.**
- (a) The University takes pride in the Catholic heritage and character that have formed a vital part in its history.
  - (b) The Board in its policies shall continue to foster that Catholic heritage and character in a manner so as to preserve the traditions of the University and in particular by the commitment to excellence in the pursuit of truth and knowledge, by its involvement in the cause of social justice, by making available various programs of Catholic studies, by providing for Catholic chaplaincy activities, and by the encouragement of ecumenism and inter-faith dialogue.
  - (c) At the same time, the Board shall respect any applicable legislation and its contractual obligations with its students, faculty and other employees, particularly as these provisions relate to non-discrimination and academic freedom.

### **SECTION 3**

#### **The Chancellor:**

- Article I.** The Chancellor shall be appointed by the Board for a term of three years.
- Article II.** The duties of the Chancellor shall be prescribed by the Board from time to time.
- Article III.** The Chancellor shall preside and be the Conferring Officer at Convocation.
- Article IV.** The Chancellor, together with the President, shall sign all honorary degrees conferred by the University.

## SECTION 4

### **The President:**

**Article I.** The role and duties of the President are as prescribed in Section 12 of the Act.

**Article II.** The President shall be appointed by the Board. A Selection Committee of eight members composed of three members of the Board appointed by the Board, two members of the Faculty elected by the Faculty, a member of the student body appointed by the Students Union, the Bishop and the Chair as chairperson shall recommend to the Board the name of the person selected by it for President. Such recommendation, in writing, shall be delivered to the Secretary within eight months of the date of the constitution of the Selection Committee and failing any recommendations on its part within such period of eight months, the Board may proceed with the appointment.

In the event that the candidate recommended by the Selection Committee is not appointed by the Board, the Board shall:

- a) invite the Selection Committee to reconvene and recommend another person within a time limit specified by the Board; or
- b) in the event the Selection Committee refuses to recommend another person, the Board may then appoint a new Selection Committee and direct it to make a recommendation within a time limit specified by the Board.

**Article III.** The term of office of the President shall be determined as follows:

- (a) The President shall normally hold office for a period of six years from the date of appointment. However should the terminal date of this appointment fall within an academic year, the Board shall extend the term of office to the end of that academic year.
- (b) Notwithstanding (a) above, the Board may appoint a President for a period of less than six years, or may continue a President in office for a period of less than one year pending the appointment of a successor.
- (c) A President who has completed his term shall be eligible for reappointment.

**Article IV.** The President shall be responsible for carrying out all matters pertaining to the operation of the University and without limiting the generality of the foregoing, shall:

- (a) have the authority to establish policies and regulations for the effective operations of the University, provided that these policies do not conflict with the Act or with the Bylaws of the University.
- (b) present a report to the annual meeting of the Board of the operations of the University for the previous year.
- (c) have the authority to convoke special meetings of the Faculty, of the Senate and of any committees of these same bodies.
- (d) sign all degrees, diplomas, and certificates, including honorary degrees, conferred by the University.
- (e) appoint or have appointed academic and administrative staff and assign or have assigned such duties to them as may be deemed proper, subject to whatever conditions or restrictions may be specified by these Bylaws.
- (f) have the right to appoint special committees provided that these do not infringe on the jurisdiction of the Board, the Faculty, the Senate, or their respective Standing Committees.

## **SECTION 5**

### **The Vice-President(s):**

**Article I.** The Vice-President(s) shall be appointed by the President. They shall be responsible for the discharge of the authority delegated to them by the President.

**Article II.** In the absence of the President, the Academic Vice-President & Provost shall be the chief executive officer of the University.

## **SECTION 6**

### **Amendment of By-Laws:**

**Article I.** These by-laws may be repealed or amended by a majority vote of the members present at any annual meeting of the Board or at a special meeting thereof duly called for that purpose, thirty days' notice having been given. With the notice

calling such special meeting, there shall be enclosed a copy of the proposed repeal or amendment.

**Article II.** When the proposed amendment refers to any Article in Part II of these by-laws,

- (a) thirty days' notice of the proposed amendment(s) shall be given to the Faculty; and
- (b) the result of a vote by the Faculty on the proposed amendment(s) shall be made known to the Board before its vote is taken.

## PART II

### SECTION 1

#### The Faculty:

- Article I.** The Faculty shall be composed of those members of the University indicated in Part I, Section 1, Article I(d) of these By-laws.
- Article II.** The Faculty may, by a two-thirds majority, admit an individual person or persons to the privileges of the Faculty. Appointments made by Faculty will specify the term of the appointment.
- Article III.** The Faculty shall:
- (a) have the right to establish rules of procedure to govern the conduct of its affairs;
  - (b) have the right to discuss any or all matters affecting the welfare of the University and to present its views to the appropriate authorities for consideration and possible action;
  - (b) approve diplomas, certificates and degrees in course; and
  - (c) elect to the Board of Governors, to the Senate and to relevant Committees, the representatives to which it is entitled.
- Article IV.**
- (a) The Faculty shall meet in regular sessions at least four (4) times during the academic year.
  - (b) A Chair to conduct Faculty meetings shall be elected, for a two year term commencing on May 15 in the year of election, by the Faculty upon receipt of nominations from the Committee on Nominations.
  - (c) A Secretary to record the minutes of Faculty shall be elected, for a two year term commencing on May 15 in the year of election, by the Faculty upon receipt of nominations from the Committee on Nominations. The election of Secretary will take place in the alternate year to the election of Chair.
  - (d) The Chair and Secretary of the Faculty shall continue in office until they are replaced.

- (e) Special meetings of the Faculty
  - (1) may be called at the discretion of the President or the Chair of the Faculty and
  - (2) shall be called by the Secretary of the Faculty at the written request of any five members of the Faculty.
- (f) Notices of meeting
  - (1) shall be sent to members of the Faculty no later than forty-eight (48) hours before the time of meeting, and
  - (2) shall specify the business of the meeting.
- (g) The quorum for a meeting of the Faculty shall be fifty (50) members.

**Article V.** With the exception of matters included under Part II, Section 2, Article IV, Paragraph (d) and Paragraph (g), the Faculty shall have the power of veto over the actions of the Senate, provided the following procedure is adhered to:

- (a) A special meeting of the Faculty shall be called by the Secretary of the Faculty to consider the veto of a specific Senate decision, resolution, or motion upon the presentation of a written petition of any ten (10) members of the Faculty, provided that:
  - (1) such petition is submitted to the Secretary of the Faculty within four (4) working days of distribution and receipt of the report of the Senate meeting in question, and
  - (2) such a meeting is called within four (4) days of the request with at least forty-eight (48) hours notice to Faculty members.
- (b) Upon the receipt of such a petition, the Secretary of Faculty shall notify the Chair of the Senate, who will thereupon take reasonable steps to delay the implementation of the challenged Senate decision, resolution, or motion pending the outcome of the meeting of the Faculty.
- (c) For discussion and voting on a veto, a quorum of the Faculty shall be constituted of 50 percent of its members.
- (d) A resolution or motion for veto shall be put in such a manner that the decision to veto is indicated by "Aye" votes. (e.g. "It is resolved that the Faculty exercise the power of veto over the following resolution of the Senate ...")

- (e) In order to "carry", a Faculty motion proposing veto of a Senate decision, resolution or motion must receive the affirmative votes of two-thirds of the votes cast.
- (f) The Chair of the Senate shall be notified in writing by the Secretary of the Faculty within three (3) days of the result of a Faculty vote which vetoes a decision, resolution or motion of the Senate. Upon receipt of such the Chair of the Senate shall declare the said Senate decision, resolution or motion null and void.

## SECTION 2

### **The Senate:**

**Article I.** The Senate shall be composed of the following:

- (a) Thirty-two (32) Faculty members, excluding persons holding positions named in (b);
- (b) The President, the Academic Vice President & Provost, the Vice President Finance & Administration, the Head of Student Services, the Director of Coady International Institute, the Associate Vice-President Research, the Deans of Science, Arts, Business and Education, the University Librarian and the University Registrar.
- (c) The Vice President of the Students' Union of the University, and five other students elected by the student body of the University.
- (d) The immediate past Chair of Senate.
- (e) A librarian selected by the Library staff for a three-year term.

**Article II.**

- (a) The Faculty members of the Senate (cf. I,(a) above) shall be elected by the Faculty for a three-year term.
- (b) A Faculty member who has completed a three-year term on the Senate shall be ineligible for re-election until a year has elapsed.
- (c) When a vacancy occurs through resignation or incapacity to act on the part of a Faculty member, this vacancy shall be filled for the remaining portion of the term at the next general or at a special meeting of the Faculty.

- Article III.**
- (a) The Senate shall have responsibility for the academic policy and programs of the University, the Extension Department, the Coady International Institute and of any other entities administered by the University that are engaged in academic teaching and research.
  - (b) The Senate shall determine the academic priorities and programming of the University and recommend its findings to the President.
  - (c) The Senate shall be involved in routine administrative decisions only to the extent provided for in Article IV.

**Article IV.** The Senate shall have the following jurisdiction and functions:

- (a) the planning of student enrolment;
- (b) the establishment and revision of admission procedures, admission requirements and academic regulations as defined in the Academic Calendar;
- (c) the planning for Faculty complement with respect to qualification and the identification of priorities and making of recommendations with regards to the planning for Faculty complement with respect to both numbers and allocation;
- (d) the determination of policy regarding student affairs including establishing and maintaining policies and procedures related to academic discipline and the making of non-academic discipline regulations known as the Community Code;
- (e) the identification of priorities and making of recommendations with regards to the planning of physical facilities insofar as they affect academic requirements and intellectual culture on campus;
- (f) the policy and planning of research chairs and strategic research priorities;
- (g) the selection of candidates for honorary degrees; and
- (h) the regulation of academic dress and University ceremonial.

- Article V.**
- (a) The Senate shall normally meet monthly from October to April inclusive.
  - (b) The Chair of the Senate may call special meetings of the Senate provided forty-eight (48) hours notice is given to the members and that the agenda for such meeting is specified in the notice of meeting.
  - (c) The Chair shall call a meeting of the Senate upon receipt of a written request of five (5) members of the Senate and shall give due notice as in (b) above.
  - (d) The Senate shall establish rules of procedure to govern the conduct of its affairs.

### **SECTION 3**

#### **Faculties:**

- Article I.**
- (a) In accordance with Section 2 (f) of the Act, a faculty is a group of Departments of the University concerned with a major division of knowledge and, without limiting the generality of the foregoing, includes Arts, Science, Business and Education.
  - (b) Additional faculties may be established by the President with approval of the Senate.
- Article II.** Each faculty shall be composed of the Departments designated by the President pursuant to Part II, Section 5, Article I.
- Article III.** Under the general direction of the Dean, each faculty shall be obligated to advance the efficient functioning of the Departments within the faculty and more specifically to:
- (a) integrate the courses of studies with the general objectives of the University and the specific objectives of the Departments involved.
  - (b) meet at least twice in each academic year for the discussion of business pertaining to the faculty.
- Article IV.**
- (a) At the final meeting of each academic year each faculty shall elect a Chair and a Secretary for conduct of its business in the ensuing year.
  - (b) The officers appointed under the provision of paragraph (a) shall hold office until their successors have been elected.

- (c) A special meeting of each faculty may be called
  - a. at the discretion of the Dean
  - b. by the chair at the written request of any five members of that faculty
- (d) The quorum for meetings of a faculty shall be 15% of the full time Faculty members of such faculty.

**Article V.** Each faculty may appoint its own standing and special committees, but the appointment of such committees shall not limit the powers or jurisdiction of any other group, or of any other appointee described in these by-laws.

## **SECTION 4**

### **Deans of Faculties:**

**Article I.** (a) The Dean of each faculty shall be appointed by the President normally after considering the recommendations of a Review/Search Committee.

- (b) The term of appointment for a Dean will normally be six years with the possibility of re-appointment.

**Article II.** The Deans shall exercise general control of and supervision over the academic activities of their respective faculties. More specifically they shall:

- (1) be primarily responsible for the academic excellence of their faculty;
- (2) have final approval on hiring of all faculty members based on recommendation from respective Department Chair;
- (3) be responsible for the broad planning of the development of the faculty in matters affecting instruction and research;
- (4) in consultation with their Committee on Studies, supervise the content and teaching of all courses;
- (5) supervise the assignment of courses to students and subsequent changes therein;
- (6) be concerned with the academic performance and the counselling of students;

- (7) co-ordinate the common use of special facilities and equipment by more than one Department;
- (8) sign all degrees, diplomas and certificates awarded for studies in their faculty;
- (9) where deemed desirable, recommend to the Senate and the President the formation of new departments;
- (10) convoke meetings of the Committee on Studies and preside over meetings of same; and
- (11) report to Senate on the academic status of their faculties and on plans for future development.

## **SECTION 5**

### **Departments and Interdisciplinary Programs:**

- Article I.** The Faculty members, who are appointed to give instruction in the various subjects or fields of study or to conduct research, shall be organized for administrative purposes into Departments. These Departments shall be designated by the President in consultation with the Dean of the appropriate faculty and with the Senate.
- Article II.** An Interdisciplinary Programme (IDP) may be established by the President, with approval of Senate, in order to facilitate the study of subjects which have coherence, but which cannot be adequately explored from a single disciplinary perspective. Any IDP so created shall be considered a Department for the purposes of Section 3 of this Part II.
- Article III.** (a) A Chair of each Department/Coordinator for each IDP shall be appointed by the President normally for a three-year term, upon the recommendation of the Chairs/Coordinators Selection Committee, who shall have had an opportunity to receive input from all members of the Department/IDP and senior students in the Department/IDP.
- (b) A Chair/Coordinator shall be eligible for re-appointment.
- Article IV.** The Chair/Coordinator shall be responsible within the Department/IDP for carrying out the policies and programmes of their respective faculty.

**Article V.** The Chair/Coordinator shall:

- (a) convoke at least two meetings of the Department/IDP Coordination Committee (IPCC) during the academic year for the discussion of the objectives of the Department/IDP and the implementation of these objectives;
- (b) in consultation with the Dean and with the Department/IDP determine the courses of instruction to be offered by the Department/IDP in each academic year and allocate instructors for these courses;
- (c) have general supervision over the instruction and research in the Department/IDP;
- (d) provide academic counselling and supervision for all students enrolled in programs in the Department/IDP;
- (e) be responsible for the recruitment and selection of qualified faculty members in the Department/IDP and recommending appointment of same to the respective Dean; and
- (f) be responsible for the preparation of relevant material for the Academic Calendar.

**Article VI.** With the approval of the Dean and after consultation with the Department/IDP Faculty members, the Chair may recommend deletion, addition, modification or substitution of courses of instruction offered by the Department/IDP to the faculty's Committee of Studies.

## SECTION 6

### **Committees on Studies of Faculties:**

- Article I.** For each faculty, there shall be a Committee on Studies composed of seven members. The faculties of Business and Education shall have a joint Committee on Studies – Professional Studies.
- Article II.**
- (a) Each Committee on Studies shall be composed of
    - (1) the Dean of faculty, ex officio;
    - (2) four members elected by their own faculty to serve three-year terms; and
    - (3) two students.
  - (b)
    - (1) The terms of the elected members shall be staggered so as to provide continuity of membership on the Committee.
    - (2) A Committee member who has just completed three years of service shall be ineligible for re-election until one year has elapsed.
- Article III.** The Executive Sub-committee of each Committee on Studies shall be comprised of the members of the Committee described in Article II(a)(1) and (2) above.
- Article IV.** Each Committee on Studies shall be the body responsible for the implementation of academic policies and regulations adopted by the Senate for its faculty.
- Article V.**
- (a) Specifically, each Committee
    - (1) shall be responsible for the material respecting its faculty to be included in the Academic Calendar;
    - (2) may recommend to the Senate requirements for admission to its faculty;
    - (3) may recommend to the Senate amendments to academic requirements of the University; and
    - (4) shall be an advisory body to the Dean in matters not specifically mentioned above.
  - (b) The Executive Sub-committee of each Committee on Studies shall

- (1) have the power to approve exemptions from academic requirements when circumstances warrant it;
- (2) recommend to the Faculty the candidates qualified for certificates, diplomas, and degrees in course;

**Article VI.** The Dean of each faculty shall preside at meetings of that faculty's Committee on Studies and each Committee may appoint its Secretary.

**Article VII.** Meetings of each Committee on Studies may be called by the Dean, and shall be called upon the request of two members of the Committee.

- Article VIII.**
- (a) Joint meetings of Committees on Studies to deal with matters of common concern to the faculties shall be convoked by the Academic Vice-President & Provost; the Academic Vice-President & Provost shall designate a Chair pro tem for such meetings.
  - (b) Decisions or recommendations originating in such joint meetings of the Committees on Studies shall be reported to the appropriate bodies by the Academic Vice-President & Provost.

## **SECTION 7**

### **Committee on Graduate Studies:**

**Article I.** A Committee on Graduate Studies shall be established for development, policy coordination and strategic administration of graduate studies at the University.

- Article II.**
- (a) The Committee shall consist of
    - (1) The Associate Vice President, Research and Graduate Studies (AVPRGS), who shall serve as Chair and reports to the Vice President Academic & Provost;
    - (2) Deans of all faculties in which there are graduate programs;
    - (3) One (1) member elected by the faculty of Education for a 3 year term;
    - (4) One (1) member elected by the faculty of Science for a 3 year term;
    - (5) Three (3) members elected by the Faculty for 3 year terms, one of whom must come from the faculty of Arts or the faculty of Business and;
    - (6) A graduate student, selected by the Students' Union for a 1 year term;

- (b) Excepting the Chair and the Deans, no more than one (1) elected Faculty member may be from any single Department.
- (c) Committee members who have completed their term of service will be ineligible for immediate re-election, with the exception of the graduate student member, who may be renewed for a second year.

**Article III.** The responsibilities of the Committee shall be

- (a) to recommend to the Senate appropriate academic policies for graduate studies programs, new graduate studies degree proposals, graduate studies courses and academic requirements for graduate degrees;
- (b) to examine faculty or departmental requests for the development of new, or adjustment to existing, graduate programs;
- (c) to review issues concerning graduate studies or graduate students as referred by the AVPRGS, a Dean, a Department Chair, or a Graduate Coordinator;
- (d) to recommend candidates for graduate degrees to the University Faculty;
- (e) to determine the conditions for award of graduate support, e.g. fellowships, scholarships, etc.
- (f) to make decisions regarding applications for graduate awards, including funding provided through internal and external scholarships;
- (h) to be responsible for the preparation of sections of the University Calendar that pertain to graduate studies and;
- (h) to provide annually, through its Chair, a report to the Faculty on the activities of the Committee and on plans for future development.

**Article IV.** (1) The Committee on Graduate Studies shall meet at least twice each year.

- (2) Meetings may be called at the discretion of the Chair and shall be called at the request of any two voting members of the Committee.

## **SECTION 8**

### **University Chaplain:**

- Article I.** The University Chaplain shall be responsible for the spiritual welfare of the students.
- Article II.**
- (a) In consultation with an Advisory Committee the Chaplain shall plan a program to ensure that Christian witness will be an effective force in University life.
  - (b) At the beginning of each academic year the Chaplain shall submit to the Senate for approval the names of three Faculty members and three students as members of the Advisory Committee to assist him in his charge.
  - (c) The Chaplain may recommend to the President the appointment of assistant chaplains of various denominations.
- Article III.** Specifically the University Chaplain shall
- (a) arrange for religious services for the University community;
  - (b) be responsible for student retreats, conferences, and services of a religious nature;
  - (c) be responsible for the provision of faculty advisors to religious organizations on the campus.

## **SECTION 9**

### **Director of Student Life:**

- Article I.** The Director of Student Life shall be appointed by the President based on a recommendation from the Head of Student Services.
- Article II.** The Director of Student Life shall be responsible for:
- (a) The preparation of regulations for the provision of good order in the University Community (the Community Code) to be presented to the Senate for ratification and passage.

- (b) Arranging meetings of the Discipline Committee, Appeals Committee and the Judicial Board to review the Community Code and suggest changes thereto, as necessary, for approval by the Senate.
- (c) Carrying out the disciplinary duties assigned by the Senate in the Community Code including the exercise of summary powers.

**Article III.** The Director of Student Life shall:

- (a) Arrange for meetings of the Discipline Committee, Judicial Board and Appeals Committee at the end of each term and at other times as required;
- (b) Report to Senate on the activities of the Discipline Committee, Judicial Board and Appeals Committee as required;
- (c) Submit a report to the Faculty at the end of each academic term.

## **SECTION 10**

### **Non-Academic Discipline:**

**Article I.** Non-Academic discipline matters, as set out in the University's Community Code, shall be under the supervision of the Director of Student Life with ultimate responsibility vested in the Senate.

- Article II.**
- (a) The Discipline Committee shall consist of three (3) students and two (2) Faculty members, one (1) staff member and the Head of Student Services or designate.
    - (1) The student members on this committee shall be appointed by the Director of Student Life in consultation with the Students' Union for a term of one (1) year with the possibility of re-appointment.
    - (2) The Faculty members on this committee shall be elected by Senate for a term of three (3) years. No Faculty member may serve more than two (2) full terms consecutively.
    - (3) The staff member will be appointed by the President.
  - (b) The Committee shall elect a chair who shall be a staff or Faculty member of the Committee.
  - (c) Quorum for any sitting of the Discipline Committee shall consist of four (4) members, including two (2) Faculty members and two (2) student members. One of the members must be the Chair.

- (d) The Discipline Committee shall have responsibility to:
  - (1) hear and decide cases involving breaches of discipline by students and to determine outcomes; and
  - (2) meet jointly with the Judicial Board, the Appeals Committee and the Director of Student Life at least once each term to review the University discipline system and where deemed appropriate to recommend changes therein to the Senate.

**Article III.**

- (a) The Appeals Committee shall consist of:
  - (1) three (3) students appointed by the Director of Student Life in consultation with the Students' Union for terms of one (1) year with the possibility of re-appointment.
  - (2) two (2) Faculty members elected by Senate for a term of three (3) years. No Faculty member shall serve more than two (2) complete terms consecutively.
  - (3) one (1) staff member who shall be appointed by the President.
- (b) The Chair will be appointed by the Head of Student Services and shall be a Faculty or staff member of the Committee.
- (c) The quorum for any sitting of the Appeals Committee shall consist of the four members including two (2) Faculty or staff members and two (2) student members. One of the members must be the chair.
- (d) The Appeals Committee shall have responsibility to:
  - (1) hear appeals of a decision and outcome given by the Student Conduct Officer, Director of Student Life, or the Discipline Committee; and
  - (2) meet jointly with the Discipline Committee, the Judicial Board and the Director of Student Life at least once each term to review the University discipline system and where deemed appropriate, to recommend changes therein to the Senate.

**Article IV.**

- (a) The Judicial Board shall consist of:
  - (1) the Head of Student Services or designate who shall be chair.
  - (2) a Faculty member elected by Senate for a term of three (3) years.
  - (3) a staff member appointed by the President for a term of three (3) years.
  - (4) a student appointed by the Director of Student Life in consultation with the Students' Union for a one (1) year term.

- (b) The Judicial Board shall have responsibility to:
  - (1) hear high level conduct cases that include but are not limited to:
    - i. reported incidents of sexual violence, physical violence or threatening behaviour;
    - ii. incidents in which there has been a severe impact on individuals or the community;
    - iii. incidents in which, if found responsible, the respondent faces potentially severe outcomes, such as suspension or expulsion.
  - (2) meet jointly with the Discipline Committee, the Appeals Committee and the Director of Student Life at least once per term to review the University discipline system and where deemed appropriate, to recommend changes therein.

**Article V.**

- (a) Senate Appeals Committee shall consist of:
  - (1) No fewer than three members appointed by the Chair of Senate.
  - (2) The Chair of Senate.
  - (3) A student appointed by the Chair of Senate in consultation with the Students' Union.
- (b) None of the members shall have had previous involvement in the case.
- (c) The Senate Appeal Committee shall have responsibility to:
  - (1) review cases involving University suspension or expulsion.
  - (2) review the aspects of the case relevant to the sanction or discipline imposed.

**Article VI.**

- (a) No person is eligible to serve on either the Discipline Committee or the Judicial Board and the Appeals Committee at the same time.
- (b) Any full-time student or full-time Faculty member is eligible to serve on the Discipline Committee or the Appeals Committee provided that he or she is not a member of the Board of Governors, Students' Union Executive, Campus Police or residence staff.

## SECTION 11

### **Coady International Institute:**

- Article I.** The Coady International Institute (the Institute) shall be an integral part of the University and shall be operated under the authority of the Board.
- Article II.**
- (a) The Director of the Institute shall be appointed by the President for a term of 4-6 years.
  - (b) In the appointment of the Director, the President shall engage a Search Committee which shall consist of:
    - (1) the President, who shall act as Chair;
    - (2) two representatives of the Board;
    - (3) two representatives of the Coady International Institute staff;
    - (4) one external representative from the Advisory Body provided for in Article V(6) of this section and;
    - (5) one representative of the Faculty.
- Article III.**
- (a) The Director shall be responsible for the strategic direction, operating plan and program funding for the Institute.
  - (b) The Director of the Institute shall report to the President.
  - (c) The Director shall have authority to establish policies and regulations for the effective operation of the Institute, provided that these do not conflict with the Act or with these By-Laws.
  - (d) The Director shall inform the Faculty and Senate of the activities of the Institute.
- Article IV.**
- (a) The Director shall appoint all Institute staff in accordance with University hiring practices and collective agreements.
  - (b) The names of staff members considered eligible to be designated as Faculty members shall be submitted by the Director for consideration by the President, and such persons may be appointed to the Faculty as provided for in Part 1, Section 1, Article I (c) (3).
- Article V.**
- (a) The programs and leadership of the Institute shall be supported by an Advisory Body, a non-governing resource group composed of up to 11 persons as follows:
    - (1) the Director;
    - (2) the President;

- (3) two staff members named by the staff of the Institute;
  - (4) one member of Faculty appointed by the Faculty;
  - (5) one external member of the Board;
  - (6) up to five (5) appointees selected by the Director, including one Coady alumni and others, for their expertise in community and/or international development, partnerships, fundraising or other disciplines of importance to the strategic advancement of the Institute.
- (b) Members in categories 3, 4 and 5 shall serve for two-year terms. Members in category 6 shall serve for three year terms, renewable once at the discretion of the Director.
  - (d) The Advisory Body shall select from its members a Chairperson and a Secretary for a three-year period.
  - (e) The Advisory Body shall meet twice a year to review programs but may meet more often at the discretion of the Chair.
  - (f) Five members of the Advisory Body shall constitute a quorum provided the Institute is represented by the Director and one staff member.

## **SECTION 12**

### **The Extension Department:**

**Article I.** The Extension Department (Extension) shall be integral part of the University and shall be operated under the authority of the Board.

- Article II.**
- (a) The Director of Extension shall be appointed by the President for a term of 4-6 years.
  - (b) In the appointment of the Director, the President shall engage a Search Committee which shall consist of:
    - (1) the President, who shall act as Chair;
    - (2) the Director of the Coady International Institute;
    - (3) one member of the University Administration selected by the President;
    - (4) one representative of the Board of Governors;
    - (5) one representative of the Extension staff;
    - (6) one external representative from the Advisory Body provided for in Article V of this section and;
    - (7) one representative of the Faculty.

- Article III.**
- (a) The Director shall be responsible for the strategic direction, operating plan and program funding for Extension.
  - (b) The Director of Extension shall report to the President or designate.
  - (c) The Director shall have authority to establish policies and regulations for the effective operation of Extension, provided that these do not conflict with the Act or with these By-Laws.
  - (d) The Director shall inform the Faculty and Senate with respect to the activities of the Department.

- Article IV.**
- (a) The Director shall appoint all staff of the Extension Department in accordance with University hiring practices and collective agreements.
  - (b) The names of staff members considered eligible to be designated as Faculty members shall be submitted by the Director for consideration by the President, and such persons may be appointed to the Faculty as provided for in Part I, Section I, Article I (c) (3).

- Article V.**
- (a) The programs and leadership of the Extension Department shall be supported by an Advisory Body, a non-governing resource group composed of up to 11 persons as follows:
    - (1) The Director;
    - (2) The Director of the Coady International Institute;
    - (3) one staff member named by the staff of the Department;
    - (4) one member of Faculty appointed by Faculty;
    - (5) one member of the University Administration appointed by the President;
    - (6) one external member of the Board;
    - (7) up to 5 appointees selected by the Director for their expertise in outreach, economic development, adult education, leadership, partnerships, innovation or other disciplines of importance to the strategic advancement of the Department and the University.
  - (b) Members in categories 3, 4, 5 and 6 shall serve two year terms. Members in category 7 shall serve three year terms, renewable once at the discretion of the Director.
  - (c) The Advisory Body may select from time to time persons who will serve as external consultants on an ad hoc basis, relative to selected Extension Department activities and programs.

- (d) The Advisory Body shall select a Chair and Secretary for a two-year period.
- (e) The Advisory Body shall meet up to four times a year but may meet more often at the discretion of the Chair.
- (f) Six members of the Advisory Body shall constitute a quorum provided the Department is represented by the Director and one staff member.

## **SECTION 13**

### **University Budget Committee:**

- Article I.** The University Budget Committee shall consist of the following:
- (1) the Academic Vice-President & Provost who shall act as Chair;
  - (2) three persons appointed by the President for a term of three years with the possibility of re-appointment.
  - (3) three faculty representatives to be chosen by the University Faculty from faculty designated in Section I, Article I (c) (2) in Part I of these By-Laws, provided that such faculty representatives are members of the Senate at the time of their appointment.
  - (4) two student representatives appointed by the President of the Students' Union for a term of one year.
- Article II.** Faculty representatives on the University Budget Committee shall be elected annually on a three-year rotation system.
- Article III.** The University Budget Committee shall:
- (a) review the University Budget prior to its presentation to the Board of Governors;
  - (b) solicit and receive relevant information on the proposed resource allocation as represented in the budget;
  - (c) provide information through the Chair to members of the Faculty at an information meeting on the University budget and advise the Faculty on changes in proposed resource allocations as reflected in the budget.

## SECTION 14

### **Committee on Nominations:**

- Article I.** A Committee on Nominations shall be established by Faculty for nominating representatives of the Faculty to the Board, the Senate, the Committee for Selection of the President, the Committees on Studies, the Discipline Committee, the Appeals Committee, the Committee on Graduate Studies, the University Budget Committee, and to any other group who may wish to seek its assistance.
- Article II.**
- (a) The Committee shall be composed of seven members from the following categories:
    - (1) one from the lecturer or assistant professor levels
    - (2) one from the associate professor level
    - (3) one from the professor level
    - (4) four Faculty members at large
  - (b) Members of the Committee shall be elected annually by the Faculty. If there are more nominations than positions to be filled, election shall be by secret ballot.
  - (c) All members shall serve two-year terms of office on this committee, and shall not be eligible for immediate re-election.
- Article III.**
- (a) The Committee shall elect its own Chair and Secretary each year at its first meeting.
  - (b) The Chair, the Secretary, and two other members shall constitute a quorum.
  - (c) Normally, notice of positions to be filled shall be given to Faculty seven (7) days prior to the Committee meeting at which nominees will be considered for those positions.
- Article IV.** Reports of the Committee on Nominations shall be in the hands of the Chair of the appropriate electing body forty-eight (48) hours before meetings at which elections are to be held.
- Article V.** The Committee on Nominations shall:
- (a) provide, upon request, names of candidates for election, provided prior approval of these candidates has been obtained;
  - (b) meet at least once yearly for the following purposes:

- (1) a review of the jurisdiction and usefulness of all committees for which it nominates members; and
- (2) making recommendations to the appropriate bodies of the dismissal of certain committees, or of changes in their jurisdiction.