

CONSTITUTION
of the
FACULTY of PROFESSIONAL STUDIES COUNCIL
of
ACADIA UNIVERSITY

Preamble

This Constitution is written under the appropriate terms and conditions of an Act respecting Acadia University Chapter 113 (1968) of the Laws of Nova Scotia (commonly called Bill 30), and subsequent amendments thereto, especially those resulting from the report *Into the Fourth Quarter*. The latter establishes the Faculty of Professional Studies as a sub-committee of the Senate of Acadia University, and gives the Council a formal position within the structure of the University, with specific rights and duties to perform. This Constitution is the formal instrument by which those rights and duties are to be carried to fruition. This Constitution, and any amendments thereto, are to be approved by the Senate. However, it is implied hereunder that the Senate may take no other action with respect to this Constitution or any amendment thereto.

I. NAME

The name of the organization shall be the Faculty of Professional Studies Council (referred to herein as "the Council").

II. MAILING ADDRESS

The Council's mailing address shall be The Secretary of the Faculty of Professional Studies Council, Acadia University, Wolfville, Nova Scotia, Canada. B4P 2R6.

III. OBJECTS

- (A) The Council may give consideration to all matters pertaining to academic policy within the Faculty of Professional Studies.
- (B) The Council may, if it so desires, express opinions in affairs of Acadia University (sometimes referred to herein as "the University.")
- (C) The Council may, if it so desires, deal with any matter which the Board of Governors, the Senate, or the Faculty of Professional Studies may request it to consider.

IV. MEMBERSHIP

- (A) From and after the enactment of this Constitution, membership of the Faculty of Professional Studies is deemed to be:

MEMBERS (VOTING)	ASSOCIATE MEMBERS (VOICE BUT NO VOTE)
<ul style="list-style-type: none"> ▪ Full-time faculty with academic appointment in the Faculty of Professional Studies (FPS) ▪ Half-time faculty with academic appointment in the FPS ▪ Instructors with academic appointment in FPS ▪ the Librarians for FPS ▪ the President if holding an academic appointment in FPS ▪ the Vice-President (Academic) if holding an academic appointment in FPS ▪ the Dean of the FPS ▪ Any Academic Director/Head with an academic appointment in FPS ▪ the FPS Administrative Manager ▪ One Support Staff member from each academic unit in FPS ▪ One full-time undergraduate student from each academic unit in the FPS selected by the students in each of the academic units. ▪ One graduate student selected by the Acadia Graduate Students' Association and rotated annually from the FPS graduate programs. 	<ul style="list-style-type: none"> ▪ the representative from the Faculty of ARTS ▪ the representative from the Faculty of Pure and Applied Science ▪ Support Staff in FPS excluding the voting reps ▪ One representative from A.E.C. ▪ Professors Emeriti in the FPS

- (B) Additional candidates for associate membership shall be nominated by an academic unit in the Faculty of Professional Studies. All additional associate members shall be elected by a simple majority of Council at the first regular meeting of Council of the academic year. Associate membership may also be withdrawn by a simple majority vote.
- (C) Any questions of or pertaining to the rights of an individual to membership in the Council shall be decided at the first Council meeting of each year. A person shall cease to be a member of the Council when his or her employment in the Faculty of Professional Studies is terminated. All members of the Council remain members while on leave, but may not serve on any committees of the Council during their absence.

V. THE YEAR

The year of the Council shall correspond to the academic year of Acadia University, presently 1 July to 30 June next.

VI. OFFICERS

- (A) The Officers of the Faculty of Professional Studies will consist of a Chair, a Vice-Chair, a Secretary, and an Elections Officer. The Elections Officer will conduct elections each April for the Chair and Vice-Chair to serve for the next academic year. The Elections Officer shall be elected annually by Council on nomination by the Nominating Committee of Council.
- (B) No two offices of the Council may be held simultaneously by the same person.
- (C) It shall be the duty of the Chair to preside over all meetings of the Faculty of Professional Studies Council.
- (D) The Vice-Chair shall act as Deputy to the Chair and serve whenever the Chair is prevented from so doing, or whenever the Chair wishes to participate in debate as an individual member of Council.
- (E) The Secretary to Council shall be the Administrative Manager of the Faculty of Professional Studies. The duties of the Secretary to Council are:
 - (a) to record, or have recorded, and distributed within seven (7) days after meetings proper minutes of all Council meetings
 - (b) assist the Chair with preparation and distribution of notices, meeting agendas, and all information pertaining thereto
 - (c) maintain and act as custodian of the records and membership rolls of Council, and to deposit the records of Council in the Acadia University Archives on an annual basis
 - (d) perform other duties as assigned by the Council.

VII. MEETINGS

- (A) There shall be a minimum of two meetings of Council each year; one in November, and one in April. Also, the Council shall meet at the call of the Chair or, in the absence or indisposition of the Chair, at the call of the Vice-Chair and the Secretary, or whenever eight members of Council, in writing to the Secretary, request that a meeting be called;
- (B) Procedure at all meetings of the Council, and of the Committees of Council, shall be guided by Roberts Rules of Order (latest edition). The agenda, including all notices of motion (other than amendments to the Constitution), shall be distributed to all members of Council or, in the case of standing committees, to the members of the committee, seven days in advance of the meeting;
- (C) The quorum for all meetings of Council shall be twenty-five percent of the voting members of Council, to be determined each year on the date of Council's first meeting of the year.
- (D) All decisions made by the Council prior to the coming into force of this Constitution shall be binding upon the Council after the date of ratification of this Constitution. Notwithstanding anything in the foregoing, any previous action or decision of Council which is altered, amended, or repealed by anything which is written in any article of this Constitution shall, if it be in contravention of or repugnant to any part of this Constitution, be void when this Constitution is ratified.

VIII. COUNCIL COMMITTEES

- (A) There shall be eight Council committees:
 - (a) Dean and Directors/Head
 - (b) Planning
 - (c) Nominating
 - (d) The Distinguished Teaching Award
 - (e) Award for Research Excellence and Outstanding Research Project
 - (f) Community Engagement Service Award
 - (g) Student Planning
 - (h) Staff Planning
- (B) Governing Principles
 - (a) Except where the Chair is already determined, the Chair of each committee shall be elected annually by the members of the committees at their first meeting after July 1

- (b) It shall be considered to be the right of any member of Council to request an appearance before, or make submission to, any committee of Council
 - (c) All committees of Council may establish sub-committees to assist them with their functions, and they may also co-opt assistance whenever they believe it to be desirable and in the best interests of all concerned. Council must be informed at the next Council meeting of the establishment of any and all sub-committees.
- (C) Dean and Directors Committee shall consist of the Dean, who shall chair the committee, the Director/Head of each academic unit in the Faculty of Professional Studies, and the Administrative Manager of the Faculty of Professional Studies.
- (D) The Planning Committee shall be chaired by the Dean or the Chair of Faculty Council, and consist of:
- (a) the Directors and Head of each academic unit
 - (b) the Administrative Manager of the Faculty of Professional Studies
 - (c) the Chair of the Faculty of Professional Studies Council
 - (d) one faculty representative from each academic unit elected for a three-year term
 - (e) two student representatives, not from the same academic unit, from the Faculty of Professional Studies Student Planning Committee
 - (f) one representative from the Faculty of Professional Studies Support Staff Planning Committee.
- (E) The Nominating Committee shall consist of the Directors and Head of each academic unit.
- (a) The duties and responsibilities of the Nominating Committee shall be:
- (i) to present to the April meeting of Council nominations for Council, Senate and University committee vacancies (including Faculty representatives to the University Review Committee but excluding the Faculty representative to the Board of Governors) as well as the nominations for the Elections Officer
 - (ii) to appoint one or more people to adjudicate grant awards if the elected representatives are not eligible
 - (iii) to act upon such other matters as may from time-to-time be referred to it by Council.
- (b) The procedures for the Nominating Committee shall be to:
- (i) review qualifications for vacant positions and determine potential candidates. Individuals wishing to suggest candidates to, or to be themselves considered for nomination by, the Nominating Committee, should submit the name(s) to Nominating Committee members in writing
 - (ii) invite candidates to serve until one agrees
 - (iii) present nominations to Council where additional nominations will be invited.
- (c) Faculty Council will confirm the nominations or an election will be held expeditiously by the Elections Officer if additional names are put forward.

- (F) The Distinguished Teaching Award Committee shall consist of eight members:
 - (a) Dean of the Faculty of Professional Studies
 - (b) Directors and Head from each academic unit in the FPS
 - (c) Chair of the Senate Faculty Support Committee
 - (d) Acadia Students' Union FPS Student Senator

The Distinguished Teaching Award Committee will review all nominations, develop a short list of those worthy of the award, and from the short list determine the best candidate. The award will not necessarily be awarded every year.

- (G) The Award for Research Excellence and the Award for Outstanding Research Project Selection Committee shall consist of six members, elected every three years:
 - (a) one member from each academic unit
 - (b) one Dean of Research & Graduate Studies
- (H) The Community Engagement Service Award adjudication committee consists of the Directors/Head of the five academic units.
- (J) The Student Planning Committee shall consist of six members, one from each academic unit within the Faculty of Professional Studies and the Acadia Students' Union representative for the Faculty of Professional Studies.
- (K) The Staff Planning Committee shall consist of all members of the Faculty of Professional Studies administrative staff.

IX. ad hoc COMMITTEES

The Council may establish any number of ad hoc committees to study and report on any matter within the Council's competence. The membership of such committees shall be determined by Council at the time the Committee is established.

X. COMMITTEE REPORTS

At the April Council meeting of each year all Council committees and all ongoing *Ad-hoc* committees shall report in writing to Council on their activities.

XI. SENATE REPRESENTATION

- (A) The Faculty of Professional Studies has ten members of Senate. They are:
 - (a) the Dean of the Faculty (permanent member)

(b) the Director/Head of each academic unit in the Faculty of Professional Studies (ex-officio members)

(c) one additional member elected from each of the Kinesiology, Business and Education Schools in the Faculty of Professional Studies by the members of that academic unit, and one member at large elected by the Faculty of Professional Studies. If any unit is unable to fill the Senate position by June 30th, an additional member will be elected from the FPS

Academic units shall advise the Secretary to the Faculty of Professional Studies Council as to their appointees by June 30 each year;

XII. ELECTIONS OFFICER

(A) The Elections Officer shall set all necessary dates for elections.

(B) The duties of the Elections Officer shall be

(a) to conduct in April of each year, the election of the Chair and Vice Chair of Council to serve for the following academic year

(b) to conduct an election for a Faculty representative to the Board of Governors. All members of Faculty shall be eligible to serve on the Board of Governors except those who, in any capacity, regularly attend meetings of the Board of Governors, including the Executive Committee of the Board

(c) to conduct other elections as may from time to time be referred to the Elections Officer.

(C) Nominations

Nominations shall not close before one week after the call for nomination has been distributed.

(D) Elections

(a) Voting eligibility and procedure

(i) Faculty elections will be by secret ballot and normally will be held in April of each year

(ii) Electronic nominations and election processes under the auspices of the Elections Officer, constitute sufficient means for nominations and secret ballots

(iii) There shall be no proxy votes

(iv) Elections shall not close until three (3) working days (72 hours) after the ballots have been distributed

(v) Each member of Council shall have as many votes as there are vacancies to be filled, but no member may give more than one vote to any candidate
Where voters cast fewer votes than the number of vacancies to be filled, such ballots shall still be counted.

(b) Voting Process

(i) Single Vacancy: Where there is a single vacancy to be filled, the winning candidate shall be the one who receives the majority of votes cast:

1. Where there is only a single nominee, that nominee is elected by

acclamation

2. Where there are two nominees, there shall be a single ballot to determine the winner
3. Where there are three nominees and the leading candidate after the first ballot has not received a majority of the votes cast, there shall be a second ballot between the two leading candidates to determine the winner
4. Where there are four or more nominees and the leading candidate after the first ballot has not received a majority of the votes cast, there shall be a second ballot between the three leading candidates. If the leading candidate after the second ballot has not received a majority of the votes cast, there shall be a third ballot between the two leading candidates to determine the winner.

(ii) Two or More Vacancies:

Where there are two or more vacancies to be filled, the winning candidates must receive a majority of the votes cast. A majority in such instances is the total number of votes divided by twice the total number of vacancies to be filled with the addition of one to the result. If this final total is not a whole number, the next higher whole number is taken.

1. Where no candidates are elected after the first ballot, the second and, if necessary, subsequent ballots shall include one more candidate than there are vacancies to be filled. Those candidates with the highest vote totals will be included on the second and subsequent ballots
2. Where one or more candidates are elected after the first ballot, but one or more vacancies remain to be filled, the second, and if necessary, subsequent ballots shall include one more candidate than there are vacancies to be filled. Those candidates with the highest vote totals among the remaining candidates will be included on the second and subsequent ballots.
3. Where more candidates receive a majority of votes (as defined above) than vacancies exist, those candidates with the higher vote totals shall be declared elected.
4. Where there are two or more vacancies of different duration, those candidates who are elected on an earlier ballot or with more votes on the same ballot shall receive the longer term of office.

(iii) The Elections Officer shall not vote in Council elections except to break ties. All ties shall be broken by a vote of the Elections Officer, using only one vote per round of balloting.

XIII. AMENDMENTS

The Council may, by Special Resolution which shall be distributed fourteen (14) days in advance of the next meeting of Council, amend or repeal any article of this Constitution provided that all amendments, either additions or deletions, are consistent with the statutes of Nova Scotia and more particularly Chapter 113 (1968) of the statutes of Nova Scotia, and with the Constitution of Senate. All amendments of this Constitution must be approved by two-thirds of the Council, present and voting, in the form of a special resolution before any such amendment comes into force. A vote on any such amendment shall be conducted by secret ballot, unless the members present agree unanimously that a secret ballot is not necessary.

XIV. INTERPRETATION

In all articles of this Constitution, the singular shall include the plural, and the plural, the singular. Whenever reference is made in this Constitution to any statute or The Council may, by Special Resolution which shall be distributed fourteen (14) days in advance of the next meeting of Council, amend or repeal any article of this Constitution provided that all amendments, either additions or deletions, are consistent with the statutes of Nova Scotia and more particularly Chapter 113 (1968) of the statutes of Nova Scotia, and with the Constitution of Senate. All amendments of this Constitution must be approved by two-thirds of the Council, present and voting, in the form of a special resolution before any such amendment comes into force. A vote on any such amendment shall be conducted by secret ballot, unless the members present agree unanimously that a secret ballot is not necessary.

- XV. This Constitution, known as the "2018 Constitution of the Faculty of Professional Studies," became effective on the first day of July 2018.

Updated July 2018
