

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

Departmental Organization

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Faculty of Arts and Science

BY-LAW NUMBER 1

RULES OF PROCEDURE IN THE FACULTY OF ARTS AND SCIENCE

NOTE: Passages enclosed in square brackets [] are descriptive or explanatory and are not part of the text of the Rules.

THE FACULTY BOARD

1. Membership

(A) The Faculty Board of the Faculty of Arts and Science consists of: The Dean and Associate Deans of the Faculty of Arts and Science, the Dean of the School of Graduate Studies and Research, Professors, Associate Professors, Assistant Professors and Lecturers of the Faculty and other persons who previously have been responsible in a Fall and Winter Term consecutively for a course offered within the Faculty and continue to be responsible for such a course and are not registered as undergraduate or graduate students at Queen's University, and those members of other Faculty Boards who are currently giving instruction to students registered in the Faculty of Arts and Science, and one member of the library staff appointed by the chief librarian for a period of two years. The Principal, the Vice-Principals, the Librarian, the Director of Information Technology Services, and the Registrar are *ex officio* members of the Faculty Board. Officers of the University named to committees may designate delegates from their senior staff to act in their place.

B) Elected students, one from each department of the Faculty, each student being elected by the Departmental Student Council. This member will normally be the Chair of the DSC Executive. [See By-Law 3, Article No. 1, para 1.]

C) The President, Vice-President and Academics Commissioner of the Arts and Science Undergraduate Society.

D) The Senators elected at large by the students in the Faculty of Arts and Science.

E) Four non-academic staff members chosen by the Nominating Committee for such a term as that Committee may determine.

2. **Functions** [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 the conditions of admission;
- B) To submit to the Senate names for both ordinary and honorary degrees;
- C) To arrange the timetable for classes and to edit the Faculty Calendars, 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 serve for three calendar years beginning September 1 and shall be eligible for re-election. The Chair shall be “ex-officio” a member of the Committee of Departments.

B) In the absence of the Chair, the Chair and Secretary shall invite a member of the Faculty, being an Associate or full Professor in rank, to preside.

4. **Secretary**

The Secretary shall be elected by the Faculty of Arts and Science and shall be a member of the Faculty Board. The Secretary shall:

- A) record the proceedings of the Faculty Board and shall circulate appropriately its agenda, minutes, reports and resolutions.
- B) see that minute books less than three years old be kept in the Faculty Office.
- C) see that official minutes older than three years be sent to Queen’s archives, and that a copy be kept in the Faculty Office for as long as is considered necessary.
- D) act as Secretary of the Committee of Departments.

The Dean will appoint an administrative secretary to assist the Secretary at Faculty Board and Committee of Departments.

The Secretary shall serve for three years beginning September 1, and shall be eligible for re-election.

MEETINGS

5. **Regular Meetings**

The regular monthly meeting of the Faculty Board shall be held at 3:30 p.m. on the second Friday of each month from September to May, inclusive, unless otherwise ordered by special motion or by the Dean of the Faculty.

6. **Special Meetings**

The Dean of the Faculty may at any time summon a special meeting, and shall do so whenever requested in writing by at least twenty members. In the absence of the Dean or the Dean's delegate, the Chair or the Secretary is authorized to summon a meeting in accordance with Article 23.

7. **Attendance Required**

Every department in the Faculty shall be represented at all regular and special meetings. The Head of a department is responsible for ensuring that the department is represented. A small department may, if necessary, be represented by a member of another department by arrangement. The Chair and Secretary of the Faculty Board may not be regarded as representing the department(s) of which they are members.

8. **Quorum**

Thirty members shall constitute a quorum of the Faculty.

9. **Visitors**

Visitors may be invited to meetings of the Faculty Board at the discretion of the Chair.

10. **Items of Business**

A) 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.

B) Curriculum items involving substantial changes in, and introduction of or deletion of, a concentration or program shall be presented as motions by a representative of the department or departments concerned. Such motions shall be referred to the Curriculum Committee for examination. Should these proposals require a net increase, or result from a net decrease, in the teaching resources of the department, the Curriculum Committee shall consult the Committee of Departments before making a recommendation on the proposal to the Faculty Board which shall make the final decision.

C) Curriculum items not involving new concentrations or programs shall be directed to the Secretary of the Faculty Board who shall refer them to the Curriculum Committee. The Curriculum Committee shall report to the Faculty Board the disposition of the proposals, within its terms of reference, in time for publication in the Calendar of the Faculty of Arts and Science.

11. **Order of Business**

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

Dean's Report
Question Period
Communications

Business Arising from the Minutes

i) Motions referred to more than one committee (reports on such motions will be received concurrently and discussed together)

ii) Motions referred to one committee

Other Reports of Committees

New Motions

New 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*.

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. **Mode of Address**

Every member of the Faculty Board shall rise when addressing the Chair.

16. **Style of Address**

In addressing or referring to members of the Faculty Board, members will use the following styles: the style of "Mister" shall be used for men, and the preferred style of "Ms" shall be used for women, unless otherwise indicated.

MOTIONS

17. **Notice of Motion**

All motions shall be preceded by a notice of motion which is to be given in writing at a previous meeting of the Faculty or appear on the written agenda circulated by the Secretary. Otherwise, motions and resolutions shall not be proceeded with, except with the consent of two-thirds of the members of the Faculty Board present.

18. **Action on Motions**

A) All motions of substance shall be in writing.
B) No question or motion shall be debated or put unless it has been seconded.
C) When the motion is seconded, it shall be stated by the Chair before debate.
D) All motions of substance shall be referred to a committee for report, except that the rule of reference to a committee may be waived with the consent of two-thirds of the Faculty Board present. The Secretary shall keep a record of motions so referred, and be prepared to inform the Faculty Board about the state of such motions until they have been reported.

19. **Procedure**

A) The Chair shall put all motions and amendments under discussion in reverse order to that in which they are moved.
B) When a motion is under debate, no motion shall be received unless (i) to amend, (ii) to refer to committee or to waive the rules of reference, (iii) to put the question, (iv) to postpone, (v) to adjourn.
C) Ordinarily no member shall speak more than once to the same question (and then no longer than ten minutes unless permitted by the Faculty), except the mover who shall have the right of replying after all the members who choose to speak have spoken. Members may at any time, with the permission of the Chair, explain a material part of their remarks which may have been misunderstood.
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.

20. **Record of Voting**

When a vote or division is taken in the Faculty Board, any member may require that the numbers be recorded in the Minutes.

COMMITTEE OF THE WHOLE

21. **Definition**

The Faculty Board may at any time form itself into a committee of the whole body. A motion made in committee of the whole is not seconded, and the rule limiting the number of times a member may speak (see Art. 19 (c)) is withheld except that no member may speak more than once to any question until every other member choosing to speak shall have spoken.

22. **Procedure**

A committee of the whole is ordinarily appointed by a motion "that this Faculty reconstitute itself as a committee of the whole to consider a certain proposed resolution respecting [a specified subject]". When the matters referred to a committee of the whole have been considered, the Faculty Board is re-established and receives a report from the Chair, who shall then accept a motion arising from this report.

AGENDA, MINUTES, REPORTS

23. **Agenda**

A) The agenda for each regular meeting shall be prepared by the Secretary in consultation with the Dean and Associate Deans of the Faculty and the Chair. The Secretary shall cause a copy of the agenda to be made available to each member of the Faculty Board at least forty-eight hours before the meeting.

B) Notice of regular meetings, together with a request for items for the agenda shall be made available to the members of the Faculty Board at least one week before each meeting. Notice of special meetings, together with the agenda, shall be made available to the members of the Faculty Board at least forty-eight hours before the meeting.

C) The first item of business in a regular meeting of the Faculty Board shall be the consideration of the agenda as circulated. At the same time as the agenda is adopted, the 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.

24. **Minutes to be Circulated**

Minutes of any meeting shall be made available to all members of the Faculty Board prior to the following meeting. Complete minutes and committee reports, after they have been formally received by the Faculty Board, should be available to any member of the University on request to the Secretary of Faculty of Arts and Science, except for:

- A) notes of discussion which are excluded from the public record by procedural motion, and
- B) confidential reports.

25. **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.

26. **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

27. **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.

[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.]

28. **Chairs of Standing Committees**

Unless otherwise provided, the Dean shall appoint the Chair of each standing committee from the membership of the committee. The Chair shall serve for one year and shall be eligible for reappointment.

29. **Secretaries of Committees**

Each committee, other than the Committee of Departments, shall select its Secretary from its own membership.

30. **Standing Committees**

A) Standing committees are formed to recommend on recurring business.

B) A standing committee is established, and its membership and terms of reference determined, by resolution of the Faculty Board.

C) Members of DSC's will normally provide the student membership for committees of the Faculty Board. The Nominating Committee, however, may use its discretion in nominating for committees of the Faculty Board students registered in the Faculty of Arts and Science who have not been elected to DSC's. 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 members who serve on standing committees shall be chosen from those who are already members of the Faculty Board.

D) Once established, a Standing committee serves continuously. Except for the Committee of Departments, there will be progressive changes in membership.

E) Each Standing committee shall report to the Faculty Board at least once a year.

31. **Sub-Committees**

Committees of the Faculty Board may establish sub-committees, and may co-opt to them members not on the parent committee.

32. **Special Committees**

A Special Committee is formed to consider a particular question. A Special committee is established, and its membership, Chair and terms of reference determined by the Faculty Board, Dean or Chair. A Special committee shall serve until discharged by the Faculty Board.

33. **Elections**

A) The Nominating Committee shall present nominations to all Standing Committees and elective offices within the jurisdiction of the Faculty Board and of teaching members of Faculty Board to the Senate. The report of the Committee nominating teaching members of Faculty Board to Senate shall be circulated with the agenda for the regular January meeting. The report presenting nominations to the various elective committees and offices of Faculty Board shall be circulated with the agenda for the regular March meeting. For all reports from the Nominating Committee containing nominations, the Chair shall call for further nominations from the floor and, when there are no more, shall declare nominations closed. If an election is necessary it shall be held immediately.

B) Student members of committees of Faculty Board shall be appointed by the Arts and Science Undergraduate Society. The list of student members shall be presented to Faculty Board by the Nominating Committee for information.

34. **Quorum**

One half of the elected membership constitutes a quorum during the academic year, and one half of the elected teaching membership constitutes a quorum outside the academic year.

OTHER REGULATIONS

35. **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.

36. **Distribution of *Rules of Procedure***

The Secretary of the Faculty shall prepare copies of the *Rules of Procedure* in the latest revised form and shall distribute these to members of the Faculty Board as required from time to time. The Secretary shall ensure that all new members of the Faculty Board receive a copy of the *Rules of Procedure* in the latest revised form.

37. **Establishment**

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

BY-LAW NUMBER 2

STANDING COMMITTEES OF THE FACULTY BOARD OF THE FACULTY OF ARTS AND SCIENCE

(See also By-Law Number 1, *Rules of Procedure*, Articles 27-30)

1. Definitions

A) A Department of the Faculty shall be deemed to be any department which receives a formal departmental announcement, with masthead and description of courses in the current *Calendar* of the Faculty of Arts and Science.

B) For purposes of nomination to committees of the Faculty, the **Departments of Humanities** shall be deemed to comprise the Departments of:

Art	German Language & Literature
Classics	History
Drama	Music
English Language & Literature	Philosophy
Film Studies	Religious Studies
French Studies	Spanish & Italian Languages & Literatures

The **Departments of Social Sciences** shall be deemed to comprise the departments of:

Commerce	Political Studies
Economics	Psychology
Geography	Sociology
Physical and Health Education	Women's Studies

The **Departments of Natural Sciences and Mathematics** shall be deemed to comprise the departments of:

Anatomy & Cell Biology	Mathematics & Statistics
Biochemistry	Geological Sciences and Geological Engineering
Biology	Microbiology & Immunology
Chemistry	Pharmacology & Toxicology
Computing & Information Science	Physics and Physics Engineering
Environmental Studies	Physiology

2. Standing Committees

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

Committee of Departments
Board of Studies

Curriculum Committee
Academic Orientation Committee
Nominating Committee
Procedures Committee
Committee on Non-Academic Discipline
Committee on Study Abroad and Student Exchanges
Computing Committee

3. **THE COMMITTEE OF DEPARTMENTS**

A) **Membership**

The Principal, the Vice-Principal (Academic), the Dean and Associate Deans of the Faculty of Arts and Science, the Dean of the School of Graduate Studies and Research, the Registrar, the Chair and Secretary of the Faculty. Each department of the Faculty shall have one representative, who shall be the Head of the department or a representative chosen by the Head. Any Department Head included in the above list of non-departmental members shall name another member of the department to represent it.

B) **Officers**

The Dean of the Faculty shall be Chair of the Committee of Departments, and the Secretary of the Faculty its Secretary.

C) **Terms of Reference**

- i) to consider and make recommendations upon matters concerning the well-being of the Faculty;
- ii) to consider and advise upon policy for the development of the Faculty, and to examine proposed changes in departments and departmental programs;
- iii) to undertake the correlation of intramural and extramural studies;
- iv) to determine recipients of awards and to approve rules for determining those awards which are within the competence of the Faculty; also to make recommendations to the Senate on awards policy and on terms of awards;
- v) to present to the Faculty Board for recommendation to Senate the names of students qualifying for degrees and the class of degree to be awarded;
- vi) to recommend to the Dean, on behalf of the Faculty Board, names of candidates for honorary degrees;
- vii) to supervise the composition of the Calendars and the Timetable of the Faculty of Arts and Science;
- viii) to consider and make recommendations upon such matters as are referred to it.

D) **Standing Sub-committees**

The Committee of Departments shall have standing sub-committees on i) Awards; ii) Degrees; iii) Development.

i) **AWARDS COMMITTEE** **Membership**

The Associate Dean (Studies) and the Assistant Registrar (Student Awards) *ex-officio*; and three members appointed by the Chair of the Committee of Departments, one from each of the constituencies: Humanities, Social Sciences, and Natural Sciences and Mathematics. Appointed members need not be members of the Committee of Departments. Appointed members will serve for three years, retiring in rotation initially established by lot.

Officers

The Chair of the Committee of Departments shall appoint the Chair annually from the appointed members.

Terms of Reference

- a) to advise the Committee of Departments on awards policy and on the terms of the awards;
- b) to recommend to the Committee of Departments the names of winners of Faculty awards;
- c) to announce to recipients the granting of awards.

ii) DEGREE COMMITTEE

Membership

The Dean or delegate and the Associate Dean (Studies), *ex officio*; and three members appointed by the Chair of the Committee of Departments from the members of the Committee of Departments, one from each of the constituencies: Humanities, Social Sciences, and Natural Sciences and Mathematics. Appointed members will serve for three years, retiring in rotation initially established by lot.

Officers

The Chair of the Committee of Departments shall appoint the Chair annually from the appointed members.

Terms of Reference

- a) to act on behalf of the Committee of Departments as an appeal committee in the matter of degrees;
- b) to report to the Committee of Departments and to the Faculty Board as required by those bodies;
- c) to act on behalf of the Faculty Board to approve the Degree Lists.

iii) DEVELOPMENT COMMITTEE

Membership

The Dean and Associate Dean of the Faculty of Arts and Science, and the Dean of Graduate Studies and Research, *ex-officio*; and six members of the Faculty appointed by the Chair of the Committee of Departments for a period of three years, two from each of the constituencies: Humanities, Social Sciences, and Natural Sciences and Mathematics; the President of the Arts and Science Undergraduate Society and a representative of the non-academic staff, chosen for such a term as the Nominating Committee may determine.

Officers

The Chair of the Committee shall be, or shall be appointed by, the Chair of the Committee of Departments.

Terms of Reference

To keep under review the policies for the development of the Faculty of Arts and Science.

4. THE BOARD OF STUDIES

A) Membership

Nine teaching members of the Faculty Board selected 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 September 1 of each year. Two student members serving a one year term: a member of the ASUS executive and an Arts and Science student appointed by the executive. When scheduling meetings, a concerted effort will be made to accommodate students' schedules. The student members shall assume their duties on May 1 of each year. The Board will be supported by the Assistant to the Associate Dean (Studies) and a secretary appointed by the Faculty Office.

B) Terms of Reference:

The Board of Studies (the Board) is established by the Faculty of Arts and Science and created by Faculty Board:

i) to hear and dispose of student appeal decisions by the Associate Dean (Studies), including but not limited to student enrolment decisions, registration, accommodation, incomplete grades, deferred exams, term grades, final exams, final grades, findings of academic dishonesty, findings of misconduct in an academic setting, requirements to withdraw and other comparable decisions determined by the Associate Dean (Studies);

ii) to serve as the final body of academic appeal in the Faculty of Arts and Science for decisions made by the Associate Dean (Studies);

iii) to recommend, where appropriate, to Senate that a student be required to withdraw from the University for academic dishonesty or misconduct in an academic setting; and

iv) to make recommendations to the Associate Dean (Studies) regarding matters of policy arising from a proceeding by the Board.

5. CURRICULUM COMMITTEE

A) Membership

The Dean and Associate Deans of the Faculty of Arts and Science, the Registrar, *ex officio*; nine teaching members of the Faculty Board elected for a period of three years, six undergraduate student members of the Faculty: three teaching members and two undergraduate students from each of the three constituencies: Humanities, Social Sciences, and Natural Sciences and Mathematics; and one graduate student at large elected by the Faculty Board. One member shall be elected each year from each group and retiring members shall not be eligible for re-election for one year after the expiration of their term. Student members are eligible for

re-election on the expiration of their term. New members shall assume their duties on September 1 of each year.

B) Terms of Reference

- i) to consider and make recommendations upon such matters as are referred to it;
- ii) to examine programs of instruction, degree programs, interdisciplinary studies and methods of instruction, and to make appropriate recommendations to the Faculty Board;
- iii) to study proposals and to advise departments on proposals for new concentrations or programs referred to it by the Faculty Board under By-Law 1, 10 (ii); and to report to the Faculty Board, for approval, its recommendation on these proposals in time for inclusion in the *Calendar* of the Faculty of Arts and Science.
- iv) to approve changes in structure and course offerings within existing concentrations or programs submitted to the committee from the department(s) concerned and to report this action to the Faculty Board for ratification before the changes are implemented within the department concerned.
- v) to approve changes in courses offered outside of existing concentrations 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 examine and advise upon the academic implications of programs and regulations initiated outside the University.

6. THE ACADEMIC ORIENTATION COMMITTEE

A) Membership

The Dean or delegate, the President of the Arts and Science Undergraduate Society or delegate, and the Academic Coordinator of the Arts and Science Undergraduate Society's Orientation Committee, the Academic Coordinator of the Physical and Health Education Students Association's Orientation Committee, the Academic Coordinator of the Concurrent Education Students Association's Orientation Committee, and the Academic Coordinator of the Computing Students Association's Orientation Committee, and the Director of the School of Physical and Health Education or delegate ex-officio; three teaching members of the Faculty Board and one representative of the non-academic staff elected for a period of three years and one student member elected for a period of two years. One member of the teaching staff shall come from each of the three constituencies: Humanities, Social Sciences and Natural Sciences and Mathematics. Elected members shall retire in rotation and shall not be eligible for immediate re-election. New members shall assume their duties on November 1 of each year. All members (ex-officio and elected) shall have voting rights.

B) Terms of Reference:

- i) to develop and recommend to the Faculty Board an academic orientation program that introduces incoming students to the nature of learning in a university environment, consisting of academic activities during the Summer Orientation to Academe and Registration program (SOAR) and Orientation Week;

- ii) to supervise SOAR's program of academic advising and preregistration;
- iii) to work with the Faculty's Coordinator of New Student Programs and the ASUS, CESA, PHESA and COMPSA Orientation Committees to implement the aforementioned academic orientation programs;
- iv) to recommend to Faculty Board the form of any publications to be distributed on behalf of the Faculty to the incoming students;
- v) to develop and recommend to Faculty Board before the end of February the approximate time schedule for the academic components of Orientation Week, in conjunction with the ASUS, CESA, PHESA and COMPSA Orientation Committees;
- vi) to report to Faculty Board on its activities in November and February of each year;
- vii) to consider and make recommendations upon such matters as are referred to it.

7. **NOMINATING COMMITTEE**

A) **Membership**

The Nominating Committee shall consist of thirteen members: six teaching members of the Faculty Board elected for a period of three years, six student members of the Faculty elected for a period of one year and a representative of the non-academic staff, chosen for such a term as the Nominating Committee may determine; two teaching members and two students from each of the three constituencies: Humanities, Social Sciences, and Natural Sciences and Mathematics. The teaching members shall serve for three years and shall retire in rotation, and shall not be eligible for immediate reappointment. Student members are eligible for re-election on the expiration of their term. The President and Vice-President of the Arts and Science Undergraduate Society are to be, *ex officio*, two of the six student members of the Nominating Committee, and an appropriate balance of the Departments of Humanities, Departments of Social Sciences, and Departments of Natural Sciences and Mathematics is to be maintained in the annual nominations for the remaining four student positions on the Committee.

B) **Terms of Reference**

- i) The Nominating Committee shall present in January of each year nominations from among the teaching members of the Faculty Board to the Senate. 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 committees and offices of the Faculty Board.
- ii) The Nominating Committee shall make nominations to fill irregular vacancies at any time when so instructed. The Nominating Committee may at its discretion nominate a single candidate for any such vacancy.
- iii) The Nominating Committee shall inform the nominee(s) before presenting their names to the Faculty Board.

8. **PROCEDURES COMMITTEE**

A) **Membership**

The Dean or delegate, the Chair of the Faculty Board, *ex officio*; three 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, and a representative of the non-academic staff, chosen for such a term as the Nominating Committee may determine. Three student members elected by the Faculty Board for one-year terms, one member from each of the constituencies, Humanities, Social Sciences, and Natural Sciences and Mathematics.

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-laws;
- ii) to consider and make recommendations upon such matters as may be referred to it.

9. COMMITTEE ON NON-ACADEMIC DISCIPLINE

A) Membership

The Chair of the Board of Studies, the Chair of the Curriculum Committee, the Chair of the Procedures Committee, *ex officio*; two additional members of Faculty Board (to be appointed annually by the Chair of the Faculty Board), at least one of whom shall be a student. Where a member of the standing committee is not available to sit on a particular case or is subject to challenge for apprehended bias, *ad hoc* substitutions shall be made by the Chair of Faculty Board or, if this is inappropriate, by the Dean of the Faculty. The Chair shall be elected by the Committee.

B) Terms of Reference

- i) to decide serious cases of non-academic discipline when unacceptable behaviour occurs in the context of a specific component of the academic program in which the student is registered or in an academic or academic-related setting.
- ii) shall have the power to decide and shall report decisions to the Faculty Board. The Committee shall be guided by "Proposed Guidelines for the Handling of Non-Academic Discipline by Faculty Boards" as adopted by Senate in February 1984.

10. COMMITTEE ON STUDY ABROAD AND STUDENT EXCHANGES

A) Membership

The Dean, Associate Dean (Studies), Faculty Exchange Coordinator and Study Abroad Adviser, International Programs Office, Director, International Centre, Coordinator of International Exchanges, Admissions, Delegate, Student Awards Office, Coordinator of International Programs, International programs Office (chair), *ex officio*; three members of the teaching staff, representing as far as possible the Humanities, Social Sciences, and Natural Sciences and Mathematics for three year terms; three students, including one who has already been on exchange for one-year term, and one exchange student currently at Queen's for a one-year term; the third student shall be a delegate of the Arts and Science Undergraduate Society for a two-year term.

B) Terms of Reference

- i) To make recommendations with respect to academic objectives, policies, the initiation, terms, and administration of student exchanges.
- ii) To work with the International Programs Office, Faculty Office, Registrar's Office (Records, Awards and Admissions), Residence Office, the International Centre, the Office of Advancement, and other parts of the university to establish appropriate arrangements for students coming to and going from Queen's so as to achieve the most efficient and beneficial exchange programs.
- iii) To establish processes for selecting candidates for exchanges and to conduct ongoing evaluation of the benefits, both for students and the university, of the exchanges.
- iv) To advise on such other aspects of international education as may from time to time be referred to it.

11. COMPUTING COMMITTEE

A) Membership

The Dean or delegate, *ex officio*; three members of the teaching staff elected by Faculty Board for three-year terms, consisting of one member each from: Humanities, Social Sciences, and Natural Sciences and Mathematics; one representative of the non-academic staff, chosen for a term to be decided by the Nominating Committee; three students elected by the Faculty, consisting of one student each from: Humanities, Social Sciences, and Natural Sciences and Mathematics. All members will have voting rights.

B) Terms of Reference

- i) To recommend to Faculty Board policies on computer use for administration, teaching and research in the Faculty.
- ii) To act as a liaison between the Senate Computing Committee and the Faculty.
- iii) To receive advice from computing representatives of individual Departments and other bodies in the Faculty.
- iv) To advise Faculty Board on the requirements, facilities, and services necessary to implement computing policy.
- v) To report and make appropriate recommendations on computer-related topics referred to it by Faculty Board.

BY-LAW NUMBER 3

DEPARTMENTAL ORGANIZATION

In order to secure effective cooperation in the work of departments, and in order to secure representative student membership on the Faculty Board, students are entitled to use the following procedures:

1. DEPARTMENTAL STUDENT COUNCILS (DSCs)

A. Departmental Student Councils All students registered in each course within the Faculty of Arts and Science in each department, or in each section of a course when a course is sectioned, will be given the opportunity to elect, in a regular class session, one student as Class Representative. Students in courses numbered under 200 will be given the opportunity to hold their elections in the first five weeks of classes. Students in other courses will be given the opportunity to hold their elections within the first three weeks of classes. If no student is chosen, the DSC Chair will make alternative arrangements to obtain class representation. The Class Representatives in each department, the Faculty Board Representative and the DSC Chair will together constitute the Departmental Student Council (DSC) for that department.

[NOTE: In a department where a student club exists, the DSC need not supersede the club; rather, the club may either be reconstituted to accommodate the electoral procedures that would entitle it to carry out the functions of the DSC, or continue as a club independent of the DSC in organization. It is recommended that the choice between a regular DSC and a reconstituted club be decided by the students in a vote by classes (as in 1.(A)) and totalled for the department.]

i) Nominations for elections to a DSC Executive will be prepared, and elections conducted, by students in cooperation with the department. [NOTE: it would be valuable if 1st year elections were to be introduced and conducted by senior students, in cooperation with the department.]

ii) Membership in a DSC is not limited to students registered in the Faculty of Arts and Science.

iii) When the enrollment in an unsectioned course is larger than 100, that course may elect additional members to its DSC in the proportion of one Class Representative to each 100, or fraction of 100 students.

iv) Functions of a DSC:
a) to elect a DSC Executive;
b) to elect students to serve on Departmental Committees and to serve on the Faculty Board.

c) to conduct, with the cooperation of the department, written course evaluations in all on-campus courses offered within the Faculty.

B. Departmental Student Council Executives (DSC Executives)

Each DSC will elect a DSC Executive, the size of which will be appropriate to the size and work of the department.

i) A DSC will elect the Chair of its Executive and may elect other officers.

[NOTE: some DSC's may wish to include all members of departmental committees and of committees of the Faculty Board in the DSC Executive; others may prefer to form a smaller Management Committee under its Chair. In either case, all elections are by the DSC; and the DSC Executive will not be entitled to appoint to any committee or duty a member not elected to that office by the DSC.]

ii) The Chair of the DSC Executive will normally be a member of the Faculty Board. [NOTE: Large DSC's may wish to elect an officer to manage the internal affairs of the DSC under the Chair's general direction.]

iii) A student may serve on the DSC Executive of only one department.

iv) It will be permissible for the Class Representatives of two or more related departments to form in cooperation with the departments concerned, a common DSC and to elect a common DSC Executive. In such cases, a Faculty Board member will be elected for each department.

2. STUDENT PARTICIPATION IN DEPARTMENTAL COMMITTEES

When a DSC requests participation in the work of the department, the department will form one or more committees composed of staff and students, the students being elected by their DSC. Such a committee or committees shall consider and evaluate departmental matters of concern to students and staff and make recommendations to the department on such matters, which shall include problems of study and course offerings, methods and quality of instruction and of the academic evaluation of students, and physical facilities. A department may form separate undergraduate and graduate committees.

Where the procedures established by the Senate for appointment, promotion and tenure of academic staff require consultation with a representative group of students and staff, the method of obtaining the advice of students shall be decided jointly by the Department Head and the DSC Executive.

[NOTE: The intention is that if a department has only one student-staff committee (an Undergraduate Studies committee), it would be a standing committee. It is not intended to impose a complex committee structure upon departments which have already established, or wish to operate under a more flexible system. Where a department functions through a group of standing or special committees on which elected students serve, the functions of the Undergraduate Studies Committee could be distributed into the appropriate existing committees either in place of or in addition to an Undergraduate Studies Committee.]

3. STUDENT PARTICIPATION ON FACULTY BOARD

A) By Friday of the sixth week of the Winter term, each DSC will elect from among its members, to take office on September 1 following, one member to the Faculty Board, and relay to the Secretary the name of this member, together with such information as is required by the Nominating Committee. If the DSC wishes to separate the offices of the Chair and the Faculty Board Representative, it may elect the Chair for the subsequent academic year at the same time.

[NOTE: The intention is to provide selection according to areas of knowledge, rather than according to the size of the departmental constituency.]

B) The President and Vice President of the Arts and Science Undergraduate Society shall be members of the Faculty Board.

C) The following standing committees of the Faculty of Arts and Science will have student members in the numbers noted:

Board of Studies - two, consisting of one member of the Arts and Science Undergraduate Society Executive plus one appointed by the Arts and Science Undergraduate Society Executive; the Curriculum Committee - six, plus one graduate student; Academic Orientation Committee - one (who is elected for a two year term), plus the President of the Arts and Science Undergraduate Society, and the Academic Coordinator of the Arts and Science Undergraduate Society's Orientation Committee, and the Academic Coordinator of the Concurrent Education Students Association's Orientation Committee, and the Academic Coordinator of the Computing Students Association's Orientation Committee, and the Academic Coordinator of the Physical and Health Education Students Association's Orientation Committee, *ex officio*;

Nominating Committee - four, plus the President and Vice President of the Arts and Science Undergraduate Society, *ex officio*;

Procedures Committee - three.

[NOTE: The Nominating Committee is required to nominate, for the Admissions, Academic Orientation, and the Procedures Committee, one student from the Humanities, one from the Social Sciences, and one from the Departments of Natural Sciences and Mathematics; for the Curriculum and Nominating Committees, two students from the Humanities, two from the Social Sciences, and two from the Departments of Natural Sciences and Mathematics, and to the Curriculum Committee, in addition, one graduate student.]

D) Student members of Faculty committees will be elected by the Faculty Board from a slate prepared by the Nominating Committee, and will serve until replaced.

[NOTE: By convention of the Faculty of Arts and Science, the Nominating Committee presents a slate including at least two names for each position, and additional nominations may also be presented from the floor.]

E) For purposes of this by-law, the Concurrent Education Students Association will be considered to be a DSC and will be entitled to appoint one person to sit on the Faculty Board. Students who are proposed by the Concurrent Education Students Association for nomination to the standing committees of the Faculty, shall be considered to represent the discipline division of their major area of study.

Ole Nielsen
Chair, Faculty Board

John Lazarus
Secretary, Faculty Board