



CONCORDIA
UNIVERSITY
OF **EDMONTON**

General Faculties Council Bylaws

January 1, 2020

TABLE OF CONTENTS

PART 1. ENACTMENT, DEFINITIONS AND INTERPRETATION	4
A. Enactment	4
B. Bylaw Definitions	4
C. Amendments	7
D. Interpretation	8
PART 2. COUNCIL	9
A. Name	9
B. Primary Role of council	9
C. Council Year	9
D. Powers and capacity of the council	9
E. Council members	9
F. Responsibility of members	11
G. Frequency of council meetings	11
H. Council meetings	11
I. Notice of council meetings	12
J. Loss of quorum	12
K. Time and place of council meetings	12
L. Adjournment	12
M. Structure of meeting	12
N. Voting and eligibility to vote	12
O. Ballot	13
P. Chair and vice-chair of council	13
Q. Minutes of the meeting	13
PART 3. COMMITTEES	14
A. Establishment of standing committees	14
B. Standing committee membership, powers and Duties	14
C. <i>Ad Hoc</i> committees	16
D. Appointments to external bodies	16
PART 4. OFFICERS	17
A. Chair	17
B. Vice-chair	18
C. Recording secretary	18
D. Other members	18

E. Incapacity of member(s) to act	19
PART 5. CONFLICT OF INTEREST	19
APPENDIX 2.....	21
General Faculties Council	21
Roles & Responsibilities.....	23
APPENDIX 3A	25
Executive Committee.....	25
Roles & Responsibilities.....	26
APPENDIX 3B.....	27
Academic Student Discipline Committee	27
Roles & Responsibilities.....	28
APPENDIX 3C.....	29
Scholarship and Awards Committee.....	29
Roles & Responsibilities.....	30
APPENDIX 3D	31
Advancement in Rank Committee	31
Roles & Responsibilities.....	31
APPENDIX 3E.....	32
Academic Standards Committee	32
Roles & Responsibilities.....	33
APPENDIX 3F.....	34
Research Ethics Board	34
Roles & Responsibilities.....	34
APPENDIX 3G	35
Research and Faculty Development Committee	35
Roles & Responsibilities.....	35

Whereas the Board of Governors of Concordia University of Edmonton has requested that, wherever possible, the University's governance structure duplicate the governance structure of public post-secondary institutions established in the *Alberta Post-Secondary Learning Act* (the "Act");

And whereas the Act provides for the establishment and composition of a General Faculties Council;

And whereas the General Faculties Council has deemed it desirable to make certain regulations respecting the calling of meetings, the quorum and conduct of business at those meetings and generally as to the conduct of its affairs;

And whereas Section 26 of the Act provides for the powers of General Faculties Council by providing to it, subject to the authority of the Board, responsibility for the academic affairs of the university;

Now therefore the General Faculties Council resolves that:

PART 1. ENACTMENT, DEFINITIONS AND INTERPRETATION

A. ENACTMENT

1. The General Faculties Council, consents to the enactment of these Bylaws by a motion passed at General Faculties Council on January 9, 2015.
2. All prior resolutions and procedures of the formerly constituted faculty council, including Sections 3.3.1, 3.3.2, 3.3.3. 3.3.4 of the Faculty Handbook, and Section 4 of the Faculty Guidebook are hereby rescinded in order to give effect to this Bylaw.

B. BYLAW DEFINITIONS

1. **"Academic Staff", "Academic Staff member" or "member of the Academic Staff"** shall mean employees of the University who hold appointments as Professors, Associate Professors, or Assistant Professors. For the purposes of these Bylaws, persons holding Sessional, Adjunct, Visiting, or Emeritus appointments shall not be considered to be Academic Staff.
2. **"Adjunct Professor"** shall mean an individual, appointed by the President on the recommendation of a Dean following an assessment by a Faculty committee, who participates in the University's teaching or research activities in a way which reflects a commitment over time, while fully committed to a position outside the University or to a non-academic position in the University. Such appointments may be made at the Adjunct Professor, Adjunct Associate Professor or Adjunct Assistant Professor level, based on the individual's qualifications and experience which would be the equivalent of University appointments to the professorial rank.

3. **“Advisory Member”** shall mean a resource member to the Council or a Committee who is a non-voting member.
4. **“Alternate Member”** shall be an individual who attends committee meetings when the committee member is not available to attend or has a conflict of interest. Alternate Members have full voting privileges, when attending in place of a committee member. Alternate Members may attend all meetings unless there is a conflict, including those at which the committee counterpart is present, but have no voting privileges in such cases. All Agendas and Minutes may be circulated to all committee and all Alternate Members.
5. **“Alternate Vote System”** means a voting process wherein voting is done by a preferential ballot, on which all candidates are ranked 1,2,3, et cetera or identified as unacceptable. If an absolute majority of the committee deems a given candidate unacceptable, then that candidate is eliminated. For the remaining candidates, the number of first preferences (“1’s”) are calculated. If a given candidate has an absolute majority of these, then said candidate is chosen. If no candidate has an absolute majority, then the candidate with the fewest first preferences is eliminated, and the second (or subsequent) preference of his/her supporters are added to those of other candidates. This procedure shall be repeated until one candidate has an absolute majority of preferences. Whenever two candidates are ties on terms of preference, and only one may carry on, then the Chair shall break the tie.
6. **“Appointed”** shall mean appointed to a position defined in these Bylaws, by Resolution of Council either in the receipt of a recommendation from a Faculty Council or following a selection process provided in these Bylaws. Appointments shall be the first action item in the agenda of each Council meeting.
7. **“Appointed Members”** shall mean those Members of Council whose appointments are made pursuant to these Bylaws.
8. **“Board”** shall mean the Board of Governors of the University.
9. **“Bylaws”** shall mean the Concordia University of Edmonton General Faculties Council Bylaws.
10. **“Chair”** shall mean the Chair of the General Faculties Council.
11. **“Committee”** shall mean a standing or ad-hoc committee established by the General Faculties Council under Part 3 of these Bylaws.
12. **“Committee Chair”** shall mean chair of any Committee of the Council.
13. **“Concordia Students’ Association (CSA)”** shall mean Students’ Association of Concordia University of Edmonton.

14. **“Council”** shall mean General Faculties Council.
15. **“CUCAFA”** shall mean the Concordia University College of Alberta Faculty Association.
16. **“Elected”** shall mean elected by vote of members of Council in accordance with the Bylaws.
17. **“Executive Committee”** shall mean the General Faculties Council Executive Committee.
18. **“Faculty Council”** shall have the meaning and comprise the individuals as set out in s. 28(1) of the Act.
19. **“Faculty Member”** shall mean a member of the Academic Staff, as defined above.
20. **“Full-time Academic Staff”** shall mean Academic Staff members holding full-time probationary, continuing, or term appointments for periods of one year or more as employees of the University:
 - a. For the purposes of these Bylaws, Full-time Academic staff on leaves of any kind are counted as Full-time Academic Staff and assigned to the faculty or school to which they are appointed even though they are ineligible to serve as ex-officio, elected or appointed members of GFC (see Part 2, Section E.12 of the Bylaws).
 - b. However, senior administrators who are members of Council by virtue of their offices, Emeritus appointments, Sessional Lecturers, persons holding term contracts of less than one-year duration, Visiting Professors or persons holding post-retirement contracts shall not be considered to be Full-time Academic Staff.
21. **“Graduate Students’ Association (GSA)”** shall mean the Graduate Students’ Association of Concordia University of Edmonton.
22. **“Largest Remainder Method with Hare Quota”** For the purposes of these Bylaws, the Hare quota is determined by dividing the total number of full-time academic staff by the number of elected positions, rounded to two decimal places. For example, if there were 403 full-time academic staff and 26 elected positions, the quota would be $403/26 = 15.50$. The largest remainder system involves determining the number of positions allocated to each faculty in whole numbers and then determining the remainder for each. For example, if the quota were 15.50 and a faculty had 70 academic staff ($70/15.50 = 4$ with a remainder of 8), it would receive 4 positions. Most positions will be awarded based on full quotas but any remaining positions shall be awarded first to the faculty with the largest remainder, and so on until all positions have been allocated. Should two faculties be tied with the same remainder when only one position is left, the position shall go to the faculty with the largest total undergraduate and graduate credit hours taught in the previous fall semester.

23. **“Majority”** shall mean the smallest whole number that is greater than 50.0% of the total.
24. **“Member”** or **“Members”** shall mean member(s) of the General Faculties Council.
25. **“Non-Academic Staff”** shall mean an employee of the University other than an Academic Staff member.
26. **“Post-Secondary Learning Act (“the Act)”** shall mean the Post-Secondary Learning Act, Statutes of Alberta, 2003, Chapter P-19.5 as amended. [Post-Secondary Learning Act](#)
27. **“President”** shall mean the President of the University.
28. **“Quorum”** shall exist when a majority of the Members are in attendance in person, by telephone, or video link. From May to the end of August, students are not counted towards the membership base for the definition of quorum; however they may attend Council as members and count towards quorum.
29. **“Resolution”** shall mean a motion passed by a simple majority of those voting, not including abstentions, at a duly constituted meeting of the Council, except where these Bylaws expressly require a different proportion of votes, in which case that proportions shall govern.
30. **“Secretary”** shall mean the Secretary to General Faculties Council, who shall be someone from the University Secretariat.
31. **“University”** shall mean Concordia University of Edmonton.
32. **“Vice-Chair”** shall mean the Vice-Chair of General Faculties Council.

C. AMENDMENTS

1. These Bylaws or any of them may be amended by a Resolution of the Council passed by a vote of two thirds (2/3) of the votes cast at any duly constituted meeting of the Council, at which notice of bylaw amendments was given.
2. Any Member may propose amendments to these Bylaws by submitting a written amendment to Executive Committee. Executive Committee shall ensure that an amendment complies with the Act. Executive Committee may suggest changes to the proposed amendment, which may or may not be accepted by the Member. If the Member does not accept the proposed changes, Executive Committee may provide written comments with the proposed amendment when it is placed on Council Agenda.

3. Ongoing editorial amendments needed to these Bylaws such as typos, committee administrative resource changes and updated position titles do not require a Resolution or approval at Council. Editorial amendments will be made by the Secretary of Council. Changes will be brought forward to the next Council meeting for information.

D. INTERPRETATION

1. Unless otherwise defined in these Bylaws, words and expressions have the same meaning as those defined in the Act.
2. Wherever these Bylaws suggest that any matter is to be governed by or in accordance with any section(s) of the Act, or words to that effect, it means that the Bylaws are incorporating the noted section(s) of the Act as though they apply to the University, irrespective of the fact that the Act itself or any portion of it may not otherwise legally govern the University, and on the express condition and understanding that the Board may further amend any such provisions regardless of the state of the Act at any given time.
3. To the extent any part of these Bylaws is found to be unenforceable or invalid, the balance of the Bylaws shall be interpreted as if such part had not been included.

PART 2. COUNCIL

A. NAME

The name of this body shall be the General Faculties Council of Concordia University of Edmonton.

B. PRIMARY ROLE OF COUNCIL

1. Council is established as one of the two governing authorities of the University, along with the Board of Governors. The primary role of Council is to be responsible for the academic affairs of the University, subject to the authority of the Board.
2. In fulfilling this role, Council shall promote the University's teaching, research, and scholarship consistent with Mission/Vision/Values Framework.

C. COUNCIL YEAR

A Council Year begins July 1 and ends on June 30 of the following year, in keeping with the timelines of Alberta Advanced Education.

D. POWERS AND CAPACITY OF THE COUNCIL

1. The powers of the Council shall be those described in Section 26 of the Act, and may only be exercised at a duly constituted meeting of Council at which quorum is present, unless otherwise required by these Bylaws.
2. Every Resolution of Council is effective:
 - a. On the date the Resolution was made, if there is no effective date in the Resolution; or
 - b. On the date stated in the Resolution to be the effective date.

E. COUNCIL MEMBERS

1. Membership of Council shall be as provided by Sections 23, 24 and 25 of the Act.
2. Each Faculty Council shall adopt a method for their respective elected Faculty representatives to the Council.
3. *Ex-officio* Members of Council or its Committees shall be Members only so long as they hold the University office that entitles them to be *ex-officio* Members.
 - the president, who is the chair;
 - the vice-presidents;
 - the dean of each faculty;
 - the chief librarian;
 - the director of extension, or if none, the officer performing comparable functions;
 - the registrar
 - Assistant Vice-President Research, or if none, the individual in charge of the research

office.

4. In accordance with Sections 24(2) of the Act, and in any event at the March meeting of Council, the Registrar shall provide the information and make determinations required by Section 24. In so doing, the Registrar shall:
 - a. Provide the number of Full-Time Academic Staff in each Faculty and School effective the previous January 31, excluding senior administrators who are members of Council by virtue of their offices.
 - b. Provide the total number of elected members to be on Council which shall be twice the number of persons who are members of Council by virtue of their offices, and
 - c. Determine and assign to each Faculty the number of Members, using the Largest Remainder Method with Hare Quota, that may be elected by each Faculty.
5. Students nominated pursuant to Section 23(c) or appointed pursuant to Section 25 of the Act shall take office at the time designated for the changeover of officers of the CSA or GSA (normally May 1), as appropriate. Student Member terms shall end at the time designated for the changeover of officers of the CSA or GSA (normally April 30), as appropriate.
6. There are three categories of Appointed Members: Appointed ex-officio Members, Appointed Academic Staff Members, and Appointed Non-Academic Staff Members.
7. The following shall be the Appointed *ex-officio* Members of the Council, and shall serve for as long as they hold office:
 - a. GFC Nominee to the Board of Governors
 - b. President of the CUCAFA
8. The following shall be the Appointed Academic Staff Members of the Council, and shall normally be nominated in June for a two-year term:
 - a. One Sessional/Adjunct Instructor
9. There shall be two Appointed Non-Academic Staff Members of the Council, who shall normally be nominated in June for two-year terms, staggered to provide continuity (where possible).
10. Procedure for Appointed Members
At the first meeting of each Council year, as set out in Section 25 of the Act - the members referred to in Section 23(a) who are members by virtue of their offices, the elected members of the Academic Staff referred to in Section 23(b), and the three student members referred to in Section 23(c) shall move a motion to appoint the appointed members to GFC: Appointed *ex-officio* Members, Appointed Academic Staff Members, and Appointed Non-Academic Staff Members.
11. In exercising their powers and discharging their duties under the Act, the Members shall:

- a. Act honestly and in good faith with a view to the best interests of the University; and
- b. Exercise with care, diligence and skill that a reasonably prudent person would exercise in comparable circumstances.

12. A person shall cease to be a Member upon:

- a. The resignation of the Member from Council, in writing to the Chair;
- b. The expiration of an elected or appointed term;
- c. The expiration of, or effective date of resignation from, an ex-officio appointment;
- d. The effective date of termination of appointment to the University, whether such termination is by resignation, expiration of appointment or other cause.

13. Members of the Academic Staff on leave of any kind are ineligible to serve as members of Council or on its committees.

14. A vacancy on the Council does not impair the ability of the remaining Members to act.

15. The *ex officio* Members of Council shall be permitted to send alternates to the meetings of Council, who shall have full voting rights and the right to propose motions. Other Members may not send alternates to meetings of Council.

F. RESPONSIBILITY OF MEMBERS

- 1. The Members of Council shall, subject to the provisions of the Act:
 - a. Manage or supervise the academic and business affairs of Council;
 - b. Establish the policies of the Council; and
 - c. Exercise all powers of the Council.

G. FREQUENCY OF COUNCIL MEETINGS

- 1. The Council shall hold a minimum of four meetings per year unless the Executive Committee deems it unnecessary due to lack of Agenda items.
- 2. The Executive Committee may call a special meeting of the Council on the request of the Chair or the Vice-Chair, should the need arise.
- 3. A special meeting may also be called upon petition by two-thirds (2/3) of the Members, excluding students in the summer months (see definition of quorum).

H. COUNCIL MEETINGS

- 1. A Council Meeting shall be duly constituted when Members, in accordance with Part 2, Section I.2 of these Bylaws, receive notice of the meeting, and a quorum of Members is present.
- 2. All Council meetings shall be open unless Council resolves to go into closed session.

3. When Council is in closed session, the closed session ends with the adjournment of the Meeting or following a Resolution to return to open session, whichever occurs first.

I. NOTICE OF COUNCIL MEETINGS

1. The Secretary shall propose dates for regular Council Meetings for the forthcoming three (3) years in May of each year, subject to reschedule or cancellation by the Executive Committee. See Appendix 1.
2. A Notice of Meeting, including date, time, agenda, and location, shall normally be provided to Members four (4) working days prior to the meeting date.

J. LOSS OF QUORUM

1. A meeting that begins with a quorum shall be deemed to continue with a quorum until the Meeting is adjourned, or a Member challenges quorum and less than a majority of Members then holding office are present at the time of the challenge.
2. A meeting at which quorum is challenged and lost shall be deemed adjourned at the time that quorum is challenged.

K. TIME AND PLACE OF COUNCIL MEETINGS

Meetings of Council shall normally be held on a Friday of the month chosen by the Chair, Vice-Chair or Executive Committee.

L. ADJOURNMENT

Any meeting of the Council may be adjourned at any time and from designated time to designated time. No meeting of Council shall proceed past 1:00 p.m. unless a majority of those Members present shall vote to continue for a specified period of time.

M. STRUCTURE OF MEETING

1. All regular items are normally dealt with in a Consent Agenda. All members of Council are able to have an item brought out of Consent Agenda before the meeting or when the Agenda is approved.
2. Normally, a minuted question period of up to twenty (20) minutes shall follow the President's Report.

N. VOTING AND ELIGIBILITY TO VOTE

1. Each Member present (in person, telephone, or by video link) at a meeting shall have one (1) vote. The Chair may exercise his/her vote only to break a tie.

2. Voting shall be conducted by a show of hands unless any Council Member requests a ballot vote (those attending by telephone or video link can vote by a verbal aye or nay in private to the Secretary).
3. Unless otherwise specified, all Resolutions receiving a majority of affirmative votes of Council Members present (in person, by telephone, or by video link) and casting votes, shall be carried, except in the case of changes to the Bylaws, as stated in Part 1, Section C.2 of these Bylaws.
4. Voting by proxy is not permitted.
5. Robert's Rules of Order shall govern in all cases in which they are applicable and not in conflict with these Bylaws.

O. BALLOT

1. If a ballot is required under Part 2, Section N.2 above, the Chair shall appoint a Returning Officer, who shall normally be the Secretary but in any case shall not be a voting Member.
2. The Returning Officer shall distribute ballots to all Council Members present.
3. Ballots shall be returned at the call of the Chair to the Returning Officer.
4. The Returning Officer shall count the votes in the presence of the Chair and announce the count.

P. CHAIR AND VICE-CHAIR OF COUNCIL

1. The Chair shall be the President of the University.
2. The Vice-Chair shall be the Vice-President Academic & Provost of the University.
3. If the Chair is not present in person at the meeting, the Vice-Chair shall chair. Should the Vice-Chair be unable to chair, then a designated member of the Executive Committee shall then chair.

Q. MINUTES OF THE MEETING

1. The Secretary shall prepare the minutes of a Council meeting and shall present the minutes to the Chair of that meeting as soon as reasonably practicable after that meeting for interim approval by the Chair.
2. The Minutes of the Meeting as approved by the Chair of that meeting shall be presented to the next meeting of the Council to be adopted following such modifications and corrections as Council deems necessary.

3. Minutes of any meeting of the Council purporting to be approved by the chair of that meeting shall be receivable as prima facie evidence of the matters stated in such minutes, until such time as Council adopts the Minutes. The Minutes as adopted and ratified by the Council shall be receivable as prima facie evidence of the matters stated in such Minutes.

PART 3. COMMITTEES

A. ESTABLISHMENT OF STANDING COMMITTEES

1. Council may establish Standing Committees from time to time and in relation to any committee may:
 - a. Determine the name of the Committee;
 - b. Determine the number of members of the Committee and any other conditions pertaining to the composition of the Committee;
 - c. Appoint or rescind the appointment of members of the Committee;
 - d. Determine the officers of the Committee;
 - e. For any office of a committee, appoint a person by name or by position to hold that office or rescind such an appointment;
 - f. Determine the powers and duties of the committee;
 - g. Determine the powers and duties of the officers of the committees; and
 - h. Dissolve the committee.
2. Those designated as Advisory members of a Committee are non-voting members.
3. Unless otherwise specified, Standing Committees shall be subject to the same procedural rules as Council.
4. Unless otherwise specified, the Secretary shall be secretary to all Committees.
5. Committee Chairs shall prepare a report of activities undertaken by their Committees during the Council year and file it with the Secretary for review by the Executive Committee at its September meeting and Council as items for information at its October meeting.
6. At the October meeting of Council the Secretary will identify any Standing Committee that has not met during the preceding year.

B. STANDING COMMITTEE MEMBERSHIP, POWERS AND DUTIES

1. General
 - a. Committee terms are stated for each committee. All terms are renewable once.
 - b. The Chair of each committee may invite other individuals as resources to the Committee as required or requested, but such individuals shall not have any standing on the

Committee beyond advisory status unless so given by Council pursuant to these Bylaws.

2. Election Procedures

a. Executive Committee - Members of the Executive Committee shall be elected following nominations from the floor at the October meeting of Council.

- i. In the event that one or more nominations are made from the floor and accepted by the nominee, Council will conduct an election for that position at the meeting by a show of hands after inviting the candidates (if present) to leave the room.
- ii. Council uses "approval voting" which allows members to vote in favour of any one or more of the nominated candidates. The candidate or candidates receiving the largest number of votes will be declared elected for that position or positions.
- iii. When the Chair has determined that there are no more nominations from the floor and votes have been held for all contested positions, Council may elect by acclamation the remaining slate in its entirety with a motion that all nominations cease.

b. Standing and Other Committees – Members of all other Standing Committees of Council shall normally be elected at the time the Committee is formed, and thereafter annually at the May meeting of Council or as required to fill vacancies.

- i. In preparation for the May meeting of Council, the Executive Committee is required to prepare a slate of members for Standing Committee vacancies. This will be accomplished through an open call for nominations. If there are more nominations than vacancies an electronic vote of members will occur. The slate of nominees will be included with the agenda for the May meeting for Council to approve.
- ii. If all available positions have not been filled, the Executive Committee may move a motion to open nominations from the floor.
 1. In the event that one or more nominations are made from the floor and accepted by the nominee, Council will conduct an election for that position at the meeting by a show of hands after inviting the candidates (if present) to leave the room.
 2. Council uses "approval voting" which allows members to vote in favour of any one or more of the nominated candidates. The candidate or candidates receiving the largest number of votes will be declared elected for that position or positions.

3. When the Chair has determined that there are no more nominations from the floor and votes have been held for all contested positions, Council may elect by acclamation the remaining slate in its entirety with a motion that all nominations cease.

4. Standing Committees

The following are the Standing Committees of Council, subject to change in accordance with the Bylaws:

a. Executive Committee

Members of the Council Executive Committee must be members of Council. Academic Staff Members can continue to serve on the Executive Committee for three months following the expiry of their term on Council.

Membership, Roles and Responsibilities are found in Appendix 3A

b. Academic Student Discipline Committee

Membership, Roles and Responsibilities are found in Appendix 3B

c. Scholarship and Awards Committee

Membership, Roles and Responsibilities are found in Appendix 3C

d. Advancement in Rank Committee

Membership, Roles and Responsibilities are found in Appendix 3D

e. Academic Standards Committee

Membership Roles and Responsibilities are found in Appendix 3E

f. Research Ethics Board

Membership, Roles and Responsibilities are found in Appendix 3F

g. Research and Faculty Development Committee

Membership, Roles and Responsibilities are found in Appendix 3G

C. *AD HOC* COMMITTEES

1. Council may by Resolution establish *Ad hoc* Committees for limited terms as Council may deem necessary.
2. The procedures shall be in accordance with Part 3, Section A.1 of these Bylaws.
3. Council shall establish the date or event that results in the dissolution of the Committee at the time this Committee is established.
4. Each *Ad hoc* Committee shall report to Council at the end of its mandate. If the Committee mandate extends beyond one year, the Committee shall report to Council annually and at the end of the Committee mandate.
5. An *Ad hoc* Committee may become a Standing Committee by an amendment to these Bylaws.

D. APPOINTMENTS TO EXTERNAL BODIES

1. Council shall, when it deems necessary, nominate members for appointment to external bodies. The Executive Committee shall recommend candidates to Council for ratification.
2. Council may, on the request of a third party, appoint a person to represent Council's interests in relation to the business or activity of a third party. Such appointments shall be done on a case by

case basis, for the term and under the conditions Council may determine at the time the request is considered. Any such appointment shall be subject to the provisions that follow:

- a. Executive Committee shall review each request and make recommendations to Council regarding whether the request should be filled, what conditions should be attached to the appointment, and who should be appointed.
- b. Council will not automatically make such an appointment because an appointment has been requested.
- c. The appointment shall be to represent Council's interest only.
- d. Council may rescind the appointment at any time and such right of rescission of the appointment shall be a condition of the appointment in all cases.

PART 4. OFFICERS

A. CHAIR

1. According to Section 23 of the Act, the President shall be the Chair. To the extent that the Act is amended to require another person to be the Chair of Council under the Act, so too shall the Chair of Council be changed accordingly.
2. The Chair:
 - a. Shall provide leadership to the Council;
 - b. Is accountable to the Council;
 - c. Shall act as spokesperson for Council decisions, where the Council determines such to be appropriate; and
 - d. Shall at all times maintain an independent perspective to represent, to the best of the Chair's ability, the interests of the Council and other stakeholders.
3. The Chair shall:
 - a. When present, preside at all meetings of the Council and Executive Committee;
 - b. Call the meeting to order at the appointed time;
 - c. Announce in its proper order the business which should come before Council;
 - d. Assign the floor to members who desire to speak;
 - e. State all motions that have been proposed and seconded and to restate, in the best possible form without changing the meaning, any motion not clearly phrased, providing such changes be acceptable to the proposer;
 - f. Explain the effect of a motion, if necessary;
 - g. Restrict discussion to the question before Council;
 - h. Answer all parliamentary inquiries and to decide points of order and questions of privilege as soon as they arise, and where helpful, to comment on the matter before Council;
 - i. Restate the exact question upon which the Council is to vote when discussion on a question has ceased or has been closed by a motion to that effect, and to put the question to vote;

- j. State the vote and the result of the vote; and
- k. Perform all other duties usually pertaining to this office.

B. VICE-CHAIR

1. The Vice-Chair shall be the Vice-President Academic & Provost.
2. The Vice-Chair shall perform the duties and exercise the powers of the Chair in the event that the Chair is absent or unable to act.

C. RECORDING SECRETARY

1. The Recording Secretary shall be the Secretary to the General Faculties Council. The Secretary shall keep at the Council Office all records of Council for that purpose, including:
 - a. Minutes of all meetings of the Council and meetings of committees established by the Council;
 - b. A record of all votes and Resolutions of the Council and committees established by the Council;
 - c. A register of the Council;
 - d. Official list of those members that may vote;
 - e. Report to the September meeting of the Council a list of all standing committees which have not met in the preceding year;
 - f. The Council policies, as approved from time to time by Council, on the Council website and on the institutional policy website;
 - g. Such other records as the Council may instruct be kept from time to time.
2. The Recording Secretary shall:
 - a. Keep minutes of all meetings of the Council;
 - b. Take notes in order to furnish the exact wording of the motion or motions before Council;
 - c. Search the minutes for information which may be requested by officers or members;
 - d. Bring to each meeting a copy of the Bylaws together with a list of the members;
 - e. Carry on the official correspondence of the Council;
 - f. Report to General Faculties Council; and
 - g. Provide for the use of the Council the latest edition of Robert's Rules of Order.

D. OTHER MEMBERS

1. The duties of all other Members shall be as prescribed by the Council or called for by the terms of their engagement. All members appointed by the Council shall carry out such directions as they may receive from Council.
2. Members shall not delegate their vote or voice on Council or any of its Committees to another individual, other than as permitted by these Bylaws.

E. INCAPACITY OF MEMBER(S) TO ACT

1. If any Member is unable to perform his or her duties for any reason, another Member may perform the duties of that Member as the Council may from time to time appoint for that purpose.
2. Except as provided in the immediately preceding paragraph, a Member shall not, under any circumstances, delegate his or her voice or vote to any other person, other than as permitted by these Bylaws.

PART 5. CONFLICT OF INTEREST

The University is establishing, through its Board, a Conflict of Interest and/or Commitment Policy. As this policy is approved, those Members of Council identified in the policy, as it may be amended from time to time, shall adhere to this policy and those Members of Council not specifically identified shall adhere to the spirit of the policy. It shall be the responsibility of the Chair to ensure administration of this policy.

APPENDIXES



GENERAL FACULTIES COUNCIL

Member	Role	Relationship	Faculty	Term End
By Virtue of Office – Ex-Officio (as per GFC Bylaws Part 2. E. 3.)				
	Chair	President		
	Member	Vice-Presidents		
	Member	Dean of each faculty		
	Member	Chief Librarian		
	Member	Director of Extension, or if none, the officer performing comparable functions		
	Member	Registrar		
	Member	Assistant Vice-President Research		
Elected Members				
Student members (as per GFC Bylaws Part 2. E. 5.)				
	Member	CSA President or designate		
	Member	CSA Member		
	Member	GSA President or designate		
Faculty members (as per GFC Bylaws Part 2. E. 2. and 4.)				
	Member	Academic Staff Members – number to be determined according to GFC Bylaws Part 2. E. 4.		
Appointed members				
<i>Ex-officio</i> (as per GFC Bylaws Part 2. E. 7.)				
	Member	President, CUCAFA		
	Member	GFC Nominee to the Board		
Academic (as per GFC Bylaws Part 2. E. 8.)				
	Member	Adjunct/Sessional	At-large	2-year
Non-Academic Staff (as per GFC Bylaws Part 2. E. 9.)				
	Member	Non-Academic Staff	At-large	2-year
	Member	Non-Academic Staff	At-large	2-year
Advisory Non-Voting				
	Advisory	University Secretariat	University Secretariat	

Coordinator: University Secretariat

Scribe: University Secretariat

Quorum: 50% of the voting membership including the Chair and excluding vacancies

Ex-Officio (including appointed *ex-officio*) may send delegate

Elected or Appointed may not send delegate

ROLES & RESPONSIBILITIES

1. Subject to the authority of the Board of Governors, the General Faculties Council is responsible for the academic affairs of the university and, without restricting the generality of the foregoing, and has the authority to:
 - a. Exercise any power of a faculty council that the general faculties council (GFC) considers desirable to exercise;
 - b. Consider and make decisions on the reports of the faculty councils as to the programs of study in the faculties;
 - c. Determine all programs of study to which clause 2 does not apply that are to be offered by the University for Credit toward the requirements for any degree or diploma;
 - d. Determine the timetables for examinations and for lectures and other instruction in each faculty;
 - e. consider and make decisions on the reports of faculty councils as to the appointment of examiners and the conduct and results of examinations in the faculties;
 - f. provide for the granting and conferring of degrees other than honorary degrees;
 - g. provide for the preparation and publication of the university calendar
 - h. Hear and determine appeals from the decisions of faculty councils on applications, requests or petitions by students and others;
 - i. consider all matters reported to it by any faculty council and communicate its opinion or action on those matters to the faculty council concerned;
 - j. determine the date for the beginning and end of lectures in the university and also the beginning and end of each university term;
 - k. make rules and regulations for the management and operation of libraries;
 - l. recommend to the board the establishment of faculties, schools, departments, chairs and programs of study in the university in any subject that the general faculties council thinks fit;
 - m. make rules and regulations respecting academic awards;
 - n. determine standards and policies respecting the admission of persons to the university as students;
 - o. make recommendations to the board with respect to affiliation with other institutions, academic planning, campus planning, a building program, the budget, the regulation of residences and dining halls, procedures in respect of appointments, promotions, salaries, permanent appointment and dismissals, and any other matters considered by the general faculties council to be of interest to the university;
 - p. authorize lecturing and teaching on the university premises by persons other than members of the staff of the university;
 - q. authorize a school to have a school council of the same nature and with the same powers, duties and functions as a faculty council and, in its discretion, revoke any authority given.

2. The general faculties council has general supervision of student affairs at a university and in particular, but without restricting the generality of the foregoing, the general faculties council may
 - a. Subject to a right of appeal to the board, discipline students attending the university, and the power to discipline includes the power
 - i. To fine students,
 - ii. To suspend the right of students to attend the university or to participate in any student activities, or both, and
 - iii. To expel students from the university,
 - b. Delegate its power to discipline students in any particular case or generally to any person or body of persons, subject to any conditions with respect to the exercise of any delegated power that it considers proper;
 - c. Give to a student organization of the university the powers to govern the conduct of students it represents that the general faculties council considers proper.
3. Any powers to govern the conduct of students given to a student organization in 2c. are subject to the overriding control of the board, the president and the general faculties council.
4. Any recommendations from the general faculties council to the board must be transmitted through the President.
5. A general faculties council may delegate any of its powers, duties and functions as it sees fit and may prescribe conditions governing the exercise or performance of any delegated power, duty or function, including the power of sub delegation.



EXECUTIVE COMMITTEE

Member	Role	Relationship	Faculty	Term End
Voting				
Ex-Officio				
	Chair	President		
	Member	Vice President Academic	Academic Administration	
Elected				
	Member	Academic Staff Member, Member of GFC, Elected by GFC		2-year
	Member	Academic Staff Member, Member of GFC, Elected by GFC		2-year
	Member	Academic Staff Member, Member of GFC, Elected by GFC		2-year
	Member	Academic Staff Member, Member of GFC, Elected by GFC		2-year
Advisory/Non-Voting				
	Advisory	University Secretary	University Secretariat	

Coordinator: University Secretariat

Scribe: University Secretariat

Quorum: 50% + 1 of the voting membership including the Chair and excluding vacancies

Ex-Officio may send delegate

Elected may not send delegate

ROLES & RESPONSIBILITIES

1. Review the organization and procedures of Council and its committees, and report with appropriate recommendations for improved effectiveness;
2. Set the agenda for meetings of Council, ensuring that agenda materials are sufficiently developed to afford fruitful debate at Council;
3. Any business that could have been transacted at the original meeting, but was not, shall be considered at the next Meeting of the Executive Committee for inclusion at a subsequent Council meeting;
4. Prepare for presentations to Council, slates of nominees for both standing and *ad hoc* committees, excluding nominees for Executive Committee itself, and other university bodies as may be requested or required;
5. The Executive Committee may not act on behalf of the Council in establishing procedures regarding appointment, promotion or dismissal of employees.
6. Council meetings will take place year round. The Council may designate to the Executive Committee the authority for the Executive Committee to act on behalf of the Council during the months of May, June, July and August. To exercise designation, Council shall pass a resolution at the April meeting.
 - a. The Executive Committee shall notify the members of the meetings of the Executive Committee prior to any meetings; and
 - b. If the Executive Committee deems it necessary, a meeting of the full Council will be called to deal with business of significance.

The powers and duties of the Executive Committee may be limited as provided by Resolution of the Council from time to time, and notwithstanding the preceding paragraph, in particular the Executive Committee shall not:

1. Remove any member of the Executive Committee; or
2. Amend the Bylaws.



ACADEMIC STUDENT DISCIPLINE COMMITTEE

Member	Role	Relationship	Faculty	Term End
Voting				
Ex-Officio				
	Chair	Vice President Academic	Academic Administration	
	Vice-Chair	Vice-President Student Life & Learning	Student Services	
Elected				
	Member	Academic Staff Member	Nominated by Executive Committee	2-year
	Member	Academic Staff Member	Nominated by Executive Committee	2-year
	Alternate Member	Academic Staff Member	Nominated by Executive Committee	2-year
Undergraduate Discipline				
	Member	Undergraduate Student	Nominated by CSA	1-year
	Alternate Member	Undergraduate Student	Nominated by CSA	1-year
Graduate Discipline				
Ex-officio				
	Member	Dean of Graduate Studies	Academic Administration	
Nominated by GSA				
	Member	Graduate Student	Nominated by GSA	1-year
	Alternate Member	Graduate Student	Nominated by GSA	1-year
Advisory/Non-Voting				
	Advisory	University Secretary	University Secretariat	

Coordinator: University Secretariat

Scribe: University Secretariat

Quorum: 50% + 1 of the voting membership including the Chair and excluding vacancies

Ex-Officio may send delegate

Elected may not send delegate

ROLES & RESPONSIBILITIES

1. Hear, investigate and decide on complaints about a student's academic misconduct in accordance with the Policy on Academic Honesty published in the University Calendar Section 9.2.5.



SCHOLARSHIP AND AWARDS COMMITTEE

Member	Role	Relationship	Faculty	Term End
Voting				
Ex-Officio				
	Chair	Vice President Academic	Academic Administration	
	Member	Dean of Graduate Studies	Academic Administration	
Elected				
	Member	Academic Staff Member, Elected by GFC	Arts	2-year
	Member	Academic Staff Member, Elected by GFC	Science	2-year
	Member	Academic Staff Member, Elected by GFC	Education	2-year
	Member	Academic Staff Member, Elected by GFC	Management	2-year
	Member	Undergraduate Student		1-year
	Member	Graduate Student		1-year
Advisory/Non-voting				
	Advisory	Financial Aid Coordinator	Financial Aid Office	
	Advisory	University Secretary	University Secretariat	

Coordinator: University Secretariat

Scribe: University Secretariat

Quorum: 50% + 1 of the voting membership including the Chair and excluding vacancies

Ex-Officio may send delegate

Elected may not send delegate

ROLES & RESPONSIBILITIES

1. Recommend to Council policy for the administration and acceptance of student awards;
2. In accordance with policy approved by Council, select the recipients of student awards; and
3. Serve as awards committee.



ADVANCEMENT IN RANK COMMITTEE

Member	Role	Relationship	Faculty	Term End
Voting				
Elected				
	Member	Full Professor, Elected by GFC	Arts	3-year
	Member	Full Professor, Elected by GFC	Science	3-year
	Member	Full Professor, Elected by GFC	Education	3-year
	Member	Full Professor, Elected by GFC	Management	3-year
	Member	Full Professor, Elected by GFC	At-large	3-year
Non-Voting				
Ex-Officio				
	Advisory	Vice President Academic	Academic Administration	

Coordinator: Vice President Academic

Scribe: to be chosen by the committee

Quorum: 50% + 1 of the voting membership including the Chair and excluding vacancies

Ex-Officio may send delegate

Elected may not send delegate

ROLES & RESPONSIBILITIES

1. To review any application for the advancement in rank of a faculty member and render a decision.

Additional Information is in the Collective Agreement, Section 11.



ACADEMIC STANDARDS COMMITTEE

Member	Role	Relationship	Faculty	Term End
Voting				
Ex-Officio				
	Chair	Vice President Academic	Academic Administration	
Elected				
	Member	Academic Staff Member, Elected by GFC	Arts	2-year
	Member	Academic Staff Member, Elected by GFC	Science	2-year
	Member	Academic Staff Member, Elected by GFC	Education	2-year
	Member	Academic Staff Member, Elected by GFC	Management	2-year
	Member	Undergraduate Student		1-year
	Member	Graduate Student		1-year
Advisory/Non-Voting				
	Advisory	Vice-President Finance and Operations	Finance and Operations	
	Advisory	Dean of Graduate Studies	Graduate Studies	
	Advisory	Dean of Arts	Arts	
	Advisory	Dean of Science	Science	
	Advisory	Dean of Management	Management	
	Advisory	Dean of Education	Education	
	Advisory	Registrar	Office of the Registrar	
	Advisory	Associate Registrar, Admissions	Admissions Office	
	Advisory	University Secretariat	University Secretariat	

Coordinator: University Secretariat

Scribe: University Secretariat

Quorum: 50% + 1 of the voting membership including the Chair and excluding vacancies

Ex-Officio may send delegate

Elected may not send delegate

ROLES & RESPONSIBILITIES

1. Receive and consider proposals from Faculty Departments regarding academic regulations including examination policy, program requirements, and curriculum changes, and make recommendations concerning these matters to Council;
2. Receive and consider policy proposals regarding admissions and transfer credit from the Admissions and Awards Committee, and make recommendations concerning these matters to Council;
3. With respect to all matters cited in 1. and 2., on its own account and as may be deemed useful, communicate with and make recommendations to the Faculty Departments;
4. Recommend to Council the establishment of new credit courses and programs;
5. Propose policy governing the publication of the University Calendar;
6. Develop procedures for the coordination, preparation, and publication of the University Calendar, including the final authorization of text relating to matters over which the Board of Governors has authority and which shall be included in the Calendar as the Board of Governors directs.
7. To recommend to Council changes in admission policies, including those reflecting grades, for approval by Council prior to implementation;
8. To make decisions regarding the admission of students, considering institutional capacities, resources and other factors which may be appropriate;
9. To recommend to Council changes in transfer credit policies, whether across the University or from another institution, for approval by Council prior to implementation;
10. To serve as an advisory board for the Vice President Academic for matters relating to the Campus Alberta Quality Council (CAQC);

NOTE: this committee will be dealing with both graduate and undergraduate curriculum. Please ensure your Academic Staff Member is familiar with all programs within your faculty.



RESEARCH ETHICS BOARD

Member	Role	Relationship	Expertise	Term End
Voting				
Elected				
	Member	Academic Staff Member, Elected by GFC	Ethics	2-year
	Member	Academic Staff Member, Elected by GFC	Relevant Law	2-year
	Member	Academic Staff Member, Elected by GFC	Relevant Research Discipline Covered by REB	2-year
	Member	Academic Staff Member, Elected by GFC	Relevant Research Discipline Covered by REB	2-year
	Member	Academic Staff Member, Faculty of Education, Elected by GFC	Relevant Research Discipline Covered by REB	2-year
	Member	Academic Staff Member, Faculty of Education, Elected by GFC	Relevant Research Discipline Covered by REB	2-year
	Member	Community Member	Community Member	2-year
Substitute Members				
		Academic Staff Member, Elected by GFC		
		Academic Staff Member, Elected by GFC		

Coordinator: University Secretariat

Scribe: University Secretariat



RESEARCH AND FACULTY DEVELOPMENT COMMITTEE

Member	Role	Relationship	Faculty	Term End
Voting				
Ex-Officio				
	Chair	Vice-President Academic	Research	
	Vice-Chair	Assistant Vice-President Research	Academic Administration	
Elected				
	Member	Academic Staff Member Elected by GFC	Arts	2-year
	Member	Academic Staff Member Elected by GFC	Science	2-year
	Member	Academic Staff Member Elected by GFC	Education	2-year
	Member	Academic Staff Member Elected by GFC	Management	2-year
	Member	Academic Staff Member Elected by GFC	Teaching in Graduate Program	
Advisory				
	Advisory	Research Ethics Board		
	Advisory	Manager, CIAR		
	Advisory	Dean of Science		
	Advisory	Research Services Officer		
	Advisory	University Secretariat	University Secretariat	

Coordinator: University Secretariat

Scribe: University Secretariat

Quorum: 50% + 1 of the voting membership including the Chair and excluding vacancies

Ex-Officio may send delegate

Elected may not send delegate

ROLES & RESPONSIBILITIES

1. Review initiatives and recommend to Council priorities and policies related to the research, scholarship and creative endeavors of the University as directed by the Vice President Academic and/or the Council;
2. Review, approve and report to Council the awarding of grants from the Concordia University of Edmonton Research Fund;
3. Review, approve and report to Council the awarding of grants from funding initiatives established by the Dean of Research; and
4. Recommend and review policy and mechanisms for encouraging and supporting faculty professional development.

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