

Faculty of Business Administration

Constitution of the Faculty Council

1. Functions

The functions of the Faculty Council (Council) of the Faculty of Business Administration (Faculty) shall be:

- 1.1. To approve, for recommendation to the appropriate body, all regulations, courses, and programs of study pertaining to credit courses offered by the Faculty, and
- 1.2. To discuss and make recommendations upon any other academic matter affecting the Faculty.

2. Membership

2.1. The voting membership of Council shall be:

- 2.1.1. The President of the University,
- 2.1.2. The Provost and Vice-President (Academic) of the University,
- 2.1.3. The Dean of the Faculty,
- 2.1.4. All persons holding tenured, tenure track or contractual appointments in the Faculty,
- 2.1.5. Academic Staff Members in Co-operative Education assigned to the Faculty of Business Administration,
- 2.1.6. One representative, elected by the per-course instructors, on a term basis for each of the Winter and Fall terms,
- 2.1.7. The Director of the MER Program,
- 2.1.8. The Registrar or delegate,
- 2.1.9. The Librarian or delegate, and
- 2.1.10. Student representatives allocated on the following basis;
 - 2.1.10.1. Faculty Ph.D. program – one representative,
 - 2.1.10.2. Faculty M.Sc. program – one representative,
 - 2.1.10.3. M.B.A. Program – one representative,
 - 2.1.10.4. B.Comm. – one representative per graduating class,
 - 2.1.10.5. Faculty B.B.A. – one representative per 1,250 course registrations over the preceding year (rounded up),
 - 2.1.10.6. iBBA – one representative.

2.1.10.7. Memorial University of Newfoundland Students' Union (MUNSU) – one representative. The representative must be enrolled in one of the Faculty's undergraduate degree programs.

2.2. The non-voting membership of Council shall be:

2.2.1. Representatives from other units as defined in the Bylaws,

2.2.2. The Senior Administrative Officer of the Faculty,

2.2.3. The Director of the Gardiner Centre,

2.2.4. The Manager of Academic Programs,

2.2.5. The Manager of International Programs,

2.2.6. The Manager of Accreditation,

2.2.7. The Recording Secretary, and

2.2.8. Others whom Council may decide to admit, as determined by the Bylaws.

2.3. To support the duties of Council, non-voting guests may be invited by the Dean or by a vote of Council.

3. Committees

3.1. Council shall have the power to establish standing and *ad hoc* committees and to delegate to those committees such of its functions as Council deems appropriate. The membership of *ad hoc* committees shall be elected by Council for a period Council deems appropriate.

3.2. The Terms of Reference and composition of standing committees of Council shall be set forth in the Bylaws.

4. Officers

4.1. The officers of Council shall be:

4.1.1. The Dean (ex officio) as Chair,

4.1.1.1. The Dean shall chair meetings of Council.

4.1.1.2. The Dean may call a special meeting of Council as stated in the Bylaws.

4.1.2. A Vice-Chair elected from the members of Council defined by Section 2.1.4 of this document,

4.1.2.1. In the absence of the Dean, the Vice-Chair shall chair meetings of Council.

4.1.2.2. The Vice-Chair shall serve a term of one year.

4.1.3.A Secretary elected from the members of Council defined by Section 2.1.4 of this document

- 4.1.3.1. The Secretary shall maintain a roster of membership.**
- 4.1.3.2. The Secretary shall provide Council a list of all committees and their membership.**
- 4.1.3.3. The Secretary shall issue written notice of all regular and special Council meetings.**
- 4.1.3.4. The Secretary shall issue written notice of motions requiring notice.**
- 4.1.3.5. The Secretary shall prepare the agenda for all regular and special meetings of Council.**
- 4.1.3.6. Up to ten calendar days prior to a regularly scheduled Council meeting, the Dean and Secretary may decide together if the meeting should be cancelled.**
- 4.1.3.7. The Secretary shall maintain a repository of approved and signed Council minutes and make them available, as appropriate, to members of Council.**
 - 4.1.3.7.1. In the absence of the Recording Secretary, the Secretary shall transcribe the minutes.**
 - 4.1.3.7.2. When minutes have been approved by Council, the Secretary shall so note on them.**
 - 4.1.3.7.3. When minutes have been approved with corrections, the Secretary shall ensure that the corrections are made.**
 - 4.1.3.7.4. The Secretary shall sign the official copy of approved minutes.**
- 4.1.3.8. The Secretary may call a special meeting of Council as stated in the Bylaws.**
- 4.1.3.9. The Secretary shall provide Committees with relevant information from Council.**
- 4.1.3.10. The Secretary shall sign official Council documents and correspondence.**
- 4.1.3.11. The Secretary shall distribute official Council documents and correspondence as appropriate.**
- 4.1.3.12. The Secretary shall maintain a repository of official Council documents and correspondence and make them available, as appropriate, to members of Council.**
- 4.1.3.13. The Secretary shall receive and distribute correspondence on behalf of Council,**
- 4.1.3.14. The Secretary serves (*ex officio*) as a member of the Nominating Committee.**
- 4.1.3.15. The Secretary shall serve a term of one year.**

4.1.4.A Chair of Faculty Forum elected from the members of Council defined by Section 2.1.4 of this document.

4.1.4.1. The Chair of Faculty Forum shall, in consultation with the Dean and Council, identify topics for Faculty Forums throughout the academic year.

4.1.4.2. The Chair of Faculty Forum shall Chair Faculty Forums.

4.1.4.3. The Chair of Faculty Forum shall provide a report of the results of each Faculty Forum to Council in a timely manner.

4.1.4.4. The Chair of Faculty Forum shall serve a term of one year.

5. Elections

5.1. Elections for committees and officers shall take place in the last regularly scheduled meeting of Council in the academic year. If that meeting is cancelled, the election will take place in the first meeting of the following academic year.

5.1.1. Unless elections were postponed under Article 5.1, electees shall take office on the first day of the following academic year.

5.1.2. If elections were postponed under Article 5.1, electees shall take office immediately.

5.1.3. Notwithstanding Articles 5.1.1 and 5.1.2, electees to the following committees shall take office as per the Collective Agreement:

5.1.3.1. Promotion and Tenure Committee,

5.1.3.2. Search Committees for New Appointments,

5.1.3.3. Search or Review Committees for the Dean or an Associate Dean.

6. Meetings

6.1. Meetings of Council shall be held as stated in the Bylaws.

6.2. A quorum is met provided that:

6.2.1. At least twenty-five percent of the voting members are present, and

6.2.2. Members from Clause 2.1.4 constitute a majority of the voting members present.

7. Bylaws

7.1. Proposed amendments to the Bylaws shall be submitted in writing and circulated to all members of Council not less than 14 calendar days prior to the meeting at which they will be discussed.

7.2. Amendments to the Bylaws shall be by a two-thirds majority of those present and voting.

8. Amendments to the Constitution

8.1. Notice of Motion of proposed amendments to the Constitution shall be provided at a regularly scheduled meeting of Council prior to the proposed amendments being circulated to members.

8.2. Proposed amendments to the Constitution shall be submitted in writing and circulated to all members of Council not less than 14 calendar days prior to the regularly scheduled meeting of Council at which they will be discussed.

8.3. Amendments to the Constitution shall be by a two-thirds majority of those present and voting.

8.4. Amendments to the Constitution shall be ratified by the Senate and by the Board of Regents before taking effect.

(Approved by Faculty Council, October 14, 2016)