

# CONSTITUTION AND BYLAWS OF THE FACULTY COUNCIL, FACULTY OF NURSING

## Constitution of the Faculty Council of the Faculty of Nursing

### **FUNCTIONS**

The functions of the Faculty Council of the Faculty of Nursing shall be to approve for recommendation to Senate, all regulations, courses and programs of study of the Faculty of Nursing, and to discuss, and make recommendations for, any other academic and administrative matters affecting the Faculty

### **MEMBERSHIP**

The membership of the Faculty Council shall be:

#### Voting Members of Faculty Council

- a. The Dean and the Associate Deans of the Faculty of Nursing, and all other persons holding tenure or tenure-track faculty positions or regular term or teaching term contractual appointments of 12-months or longer in the Faculty of Nursing;
- b. Ex-officio members: the President and Vice-Chancellor or delegate, the Provost and Vice-President (Academic) or delegate, the University Registrar or delegate, the University Librarian or delegate;
- c. Retired faculty members holding the rank of Professor Emeritus;
- d. A representative from the Centre for Innovation in Teaching in Learning (CITL);
- e. A minimum of two (2) undergraduate students and one (1) graduate student;
- f. Invited representatives of other faculty and academic councils;
- g. Others whom the Faculty Council may decide to invite and admit.

### Non-Voting Members of Faculty Council

- a. One representative from the College of Registered Nurses of Newfoundland and Labrador (CRNNL);
- b. The Senior Administrative Officer in the Faculty of Nursing;
- c. The Communications Coordinator in the Faculty of Nursing;
- d. The Learning Resource Centre (LRC) Staff, Faculty of Nursing; and
- e. The Recording Secretary of Faculty Council.

### **COMMITTEES**

1. The Faculty Council shall establish such Standing Committees as it deems appropriate and determine the Terms of Reference of such Standing Committees.
2. The Faculty Council shall establish ad hoc committees and delegate to these committees whatever functions it deems appropriate.
3. The members of standing committees and ad hoc committees will be elected by the Faculty Council.

### **OFFICERS**

The officers of the Council shall be the Dean of the Faculty who shall be Chair, the Associate Deans who shall be the Vice-Chairs, a Nominations Officer elected by Faculty Council for a term of two years (renewable) and a Recording Secretary (non-voting) to be appointed by the Dean of the Faculty of Nursing. One of the Vice-Chairs shall act as Chair in the Chair's absence.

### **MEETINGS**

1. Meetings of the Faculty Council shall be held as stated in the By-laws.
2. A quorum of the Faculty Council meetings shall be 50% of the membership as defined in clause II (a) and who are not on long-term leaves including sabbatical leave.
3. Meetings shall be conducted under Robert's Rules of Order.
4. Members may participate by teleconference.
5. Members unable to be present may vote by proxy by submitting their vote in writing or an email to the Secretary prior to the Faculty Council meeting.

### **BY-LAWS**

By-laws may be drawn up and amended by a two-thirds majority of those voting provided that the proposed By-law or amendment has been submitted in writing and circulated to all members not less than fourteen days prior to an ordinary meeting of the Council.

## AMENDMENTS TO THE CONSTITUTION

Amendments to the Constitution shall be by two-thirds majority vote of those voting providing that notice of the proposed amendment has been given at an ordinary meeting of the Faculty Council and that the proposed amendment has been submitted in writing and circulated to all members not less than 14 days prior to the meeting of the Council. Amendments to the Constitution require approval of the Board of Regents, following recommendation of the Senate.

*Approved by Senate, December 9, 2003*

*Revisions approved by Academic Council April 17, 2015*

*Revisions approved by Senate on June 9, 2015 and Board of Regents July 9, 2015*

*Revisions approved by Academic Council May 15, 2020*

### **By-Laws of Faculty Council of the Faculty of Nursing**

#### **Meetings of Faculty Council**

The Faculty Council shall ordinarily meet once each month during the academic year. Extraordinary meetings may, upon appropriate notification, be called by the Chair and may also be called following petition to the Chair of at least four members of the Faculty Council, provided reasonable notice has been given.

The last meeting of the winter semester shall be designated as the meeting for election and appointment of members of the Standing Committees.

Joint meetings of the committees of the Faculty Council may be held with any of the Councils of other Faculties or Divisions in the University when deemed desirable or necessary by the officers of the Faculty Council and the appropriate officials of the other Faculties or Divisions.

The Secretary of the Faculty Council shall be responsible for the preparation and circulation of the minutes of the meetings and of the agenda, in consultation with the Chair, at least 72 hours before the meetings.

The voting members of the Faculty Council shall be categories II (voting members) (a), (b), (c), (d), (e), (f), and (g).

Joint meeting of the Committees of Faculty Council may be held when deemed desirable or necessary by the Chair of these committees and/or the officers of the Faculty Council.

The Dean and Associate Dean (Undergraduate Programs) shall be ex-officio members of all MUN Faculty of Nursing standing committees relevant to undergraduate programs.

The Dean and Associate Dean (Graduate Programs) shall be ex-officio members of all MUN Faculty of Nursing standing committees relevant to graduate programs.

The Dean and Associate Dean (Research) shall be ex-officio members of all MUN Faculty of Nursing standing committees relevant to research.

Undergraduate student representatives shall be elected by the Nursing Society. Graduate student representatives will be elected by the graduate student body.

Special committees and ad hoc committees may be appointed by the Faculty Council and/or the Chair from time to time, as may be deemed desirable or necessary.

Membership of committees should be elected so that at least 50% of the members on any committee have been members of Faculty Council for at least three (3) years.

Resignation from committees of Faculty Council will be directed to the Chair of Faculty Council for approval.

The last meeting of the academic year shall be designated as the meeting for presenting a written report by standing committees to the members of the Faculty Council.

*Approved at Academic Council, September 19<sup>th</sup>, 2003*  
*Revisions approved at Academic Council, June 21, 2013*  
*Revisions approved at Academic Council, May 15, 2015*  
*Revisions approved at Academic Council, May 15, 2020*