

CONSTITUTION OF KING'S COLLEGE COUNCIL

(Approved by College Council November 2007)

1. There shall be a King's College Council composed of the Principal; all full-time faculty; all full-time Administrative and Professional Officers; the Rector of St. Peter's Seminary (or designate); Director, Campus Ministry; two representatives of the Board; nineteen students elected by Students' Council; four representatives of the non-academic staff and one representative of Alumni Association. Part-time faculty and administrators will have voice, but no vote.
2. College Council may designate official observers with voice but not vote in such numbers as it deems appropriate.
3. Subject to the provisions of any affiliation agreement entered into by the College; having regard for the provisions of the *Conditions of Appointment for Faculty* document, the *Conditions of Employment for Members of the King's College Staff Association*, and the *King's College Professional and Administrative Officers' Association Terms and Conditions of Employment*; having regard for the maintenance of King's College as a Catholic institution of higher learning; and having regard for the final determinative power of the Board of Directors in non-academic matters:

The King's College Council is the academic policy-making body of the College and shall have power to:

- (a) develop appropriate academic plans, policies and procedures;
- (b) review and approve modifications of academic programs and courses;
- (c) take such action as may be necessary for the maintenance of academic standards;
- (d) develop and implement policies and procedures for admission to the College;
- (e) approve procedures for the selection of new faculty appointments to the College;
- (f) to establish selection committees for administrative officers under the conditions of Annex I and to name the faculty, administration and student members to such committees;
- (g) elect or nominate members to bodies of the College and of the University of Western Ontario in accordance with the practices of such bodies;
- (h) take measures to provide for the evaluation of the teaching performance of faculty from time to time;

- (i) elect members of the faculty to the Board of Directors in accordance with the practices of the Board;
 - (j) recommend to the Board the College's overall operating budget;
 - (k) inquire into and report upon any matter affecting the reputation and effectiveness of the College;
 - (l) make recommendations to the Board on any matter pertaining to the College residences and student life;
 - (m) make recommendations to the Board on policy and priorities in the use of the College's physical space;
 - (n) pass resolutions and make recommendations to the Board with respect to any matter connected with the administration of the College and the promotion of its affairs, but this clause shall not be construed to subtract from the powers and duties of the Board;
 - (o) establish such by-laws and committees as may be necessary for the conduct of business;
 - (p) forward decisions and recommendations concerning the foregoing to the Board and its committees, and/or the relevant bodies of the University of Western Ontario; and
 - (q) delegate, subject to the approval of the Board of Directors, some of its powers to such bodies as Council chooses to establish.
4. College Council shall establish a Faculty Council, and shall delegate to Faculty Council the power to:
- (a) develop appropriate academic plans, policies and procedures;
 - (b) review and approve modifications of academic programmes and courses;
 - (c) take such action as may be necessary for the maintenance of academic standards;
 - (d) approve procedures for the selection of new faculty appointments to the College;
 - (e) take measures to provide for the evaluation of the teaching performance of faculty from time to time;
 - (f) elect members of the faculty to the Board of Directors, in accordance with the practices of the Board;
 - (g) develop proposals for the instructional sections of the College budget;

- (h) make recommendations to the College Council concerning the priorities of the overall budget; and
 - (i) establish such by-laws and committees as may be necessary for the conduct of business.
5. The Chair of the King's College Council shall ex officio be the Principal. The Vice-Chair and the Secretary shall be full-time members of faculty elected by Council.
 6. The Council shall establish an Executive Committee composed of the Principal, who shall chair the committee; the Vice-Principal & Academic Dean; the Vice-Chair of College Council; the Secretary; one elected administrative officer; three elected faculty members; one student member of Council, elected by Council. The Executive Committee shall act as an operations and agenda committee, and shall act for Council on matters of urgency when Council is unable to meet. The Executive Committee shall establish from its own membership a Nominating Subcommittee composed of an elected administrator, three faculty and one student.
 7. The Principal is an ex officio member of all standing committees of King's College Council, and may appoint members of Council to represent him/her. The Vice-Principal & Academic Dean may appoint a faculty member to represent him/her on those committees of which he/she is a member.
 8. Normally Council will forward decisions and recommendations to the Board through the Principal; normally Council will forward academic decisions and recommendations to the University of Western Ontario through the Vice-Principal & Academic Dean. This provision is not to be construed as a limitation of the bodies to act through other designated spokesmen.
 9. The Constitution may be amended by a two-thirds vote of the members present at a duly constituted meeting of College Council, from September to May, provided a notice of motion of at least thirty (30) calendar days is given. Amendments so adopted require ratification by the Board of Directors.

PRACTICES OF THE COLLEGE COUNCIL

1. Observer status may be granted on a case by case basis to those whose expertise is relevant to the work of College Council. Requests for observer status should be directed to the Executive Committee, which shall make a recommendation to College Council. A simple majority of members present is required for the granting of observer status.
2. Staff members, Board members and the representative of the Alumni Association are elected or appointed to Council for a three-year term. Student members are elected for a one-year term.
3. All meetings of College Council shall be open to the public, unless it is decided by simple majority to meet in camera.
4. The Council shall meet at least four times per academic year, and at such other times as the chairperson of the Council may prescribe. A minimum of twenty-five members, including at least fifteen faculty, and four students, shall constitute a quorum. From May through August, twenty members, including a minimum of twelve faculty, and a minimum of two students, shall constitute a quorum. A quorum for committees and subcommittees, unless otherwise approved by Council, shall be fifty percent (50%) of the membership.
5. A special meeting of the Council shall be called on the written notice of five (5) of its members, and shall be convened within seven (7) days thereafter, to consider matters set out in the notice of the meeting.
6. The Council may delegate authority to its committees but these shall be responsible to the Council. Unless otherwise approved by Council, subcommittees shall report to committees. All committees will report in writing to Council at least once per year.
7. The standing committees of College Council shall be such committees as the Council may from time to time determine. Unless otherwise indicated in these procedures, standing committees shall elect their own chairs at a meeting called for that purpose by the Principal or his/her designate at his/her discretion. Normally, standing committees are chaired by faculty.

Non-voting members may appoint designates where appropriate.

The standing committees of the College Council are:

A. STRATEGIC ENROLMENT PLANNING COMMITTEE

Membership: Vice-Principal, Enrolment Services & Strategic Partnerships (chair, non-voting); Principal; Vice Principal & Academic Dean; Vice-Principal Finance and Support Services; five faculty representing Economics, Business and Mathematics, Social Sciences, Humanities, Social Work, Departments of Interdisciplinary Studies; Dean of Students; Associate Registrar; President King's University College Student Council or delegate; Finance Analyst (non-voting)

- Duties:
1. To compile and analyze existing and ongoing institutional data and research on enrolment and retention
 2. To create working groups which focus on retention, academic engagement and student success. These working groups may include other members beyond the membership of SEPC.
 3. To make recommendations regarding retention, academic engagement and student success to the appropriate committees.
 4. To develop and make recommendations regarding enrolment and retention to College Council.

B. ADMISSIONS COMMITTEE

Membership: Vice-Principal Enrolment Services & Strategic Partnerships; Principal; Vice-Principal & Vice-Principal & Academic Dean; five faculty representing EBM, SS, HUM, SW, DIPS; Associate Registrar; a faculty representative of St. Peter's Seminary. Non-voting members: one Academic Counsellors; Admissions and Liaison Officers.

- Duties:
1. To develop and recommend admissions policies and practices to the Strategic Enrolment Planning Committee
 2. To determine the admissibility and re-admissibility of applicants

a. ADMISSIONS REAPPEAL SUB COMMITTEE

Membership: One faculty member who served formerly on the Admissions and Enrolment Committee (and an alternate); two current faculty members of the Admissions and Enrolment Committee; the Vice-Principal Enrolment Services & Strategic Partnerships. Non-voting members: Admissions and Liaison Officers.

- Duties:
1. To rule on the admissibility of applicants, who having first appealed to the Admissions and Enrollment Committee, have been denied admission to the College.

C. BUDGET COMMITTEE

Membership: Vice-Principal Finance & Support Services; Principal; Vice-Principal & Academic Dean; the faculty member on the Board's Finance and Investment Committee; three faculty; two student members; one staff member; one Professional Officer.

- Duties:
1. To make recommendations to the College Council on the priorities of the College budget; and
 2. To approve and recommend to Council the College's operating budget.

D. COMPUTER AND INFORMATION TECHNOLOGY COMMITTEE

Membership: Principal; Vice-Principal & Academic Dean; Technical Services Co-ordinator; four faculty; two students; one professional officer. Non-voting members: Vice-Principal Enrolment Services & Strategic Partnerships; Dean of Students; Chief Librarian; Director of Physical Plant.

Duties: To formulate and recommend to College Council plans for the use, improvement and development of the College's computer and information technology services.

E. PHYSICAL PLANT COMMITTEE

Membership: Director of Physical Plant; Principal; three faculty; two student members; one professional officer; one staff member; one representative of the Board. Non-voting members: Vice-Principal & Academic Dean; Vice-Principal Finance & Support Services; Dean of Students.

- Duties:
1. To formulate and recommend to Council plans for the use, improvement and development of the College's physical plant; and
 2. To formulate and recommend to Council recommendations on the policy and priorities in the use of physical space.

F. RELIGIOUS LIFE COMMITTEE

Membership: Director, Campus Ministry; Principal; two members of faculty; two students; one member of staff; one Professional Officer; Campus Minister. Non-voting members: Vice-Principal & Academic Dean; Dean of Students.

- Duties:**
1. To develop opportunities to celebrate feast days and to observe the liturgical season in creative ways;
 2. To plan ecumenically-sensitive celebrations of College events;
 3. To plan an enhanced religious component to be included in the orientation program for incoming students, in consultation with the orientation committee;
 4. To advise on the purchase of religious art; and
 5. To organize an annual lecture series in collaboration with the Director, Campus Ministry and in consultation with other members of the College. The series has as its purpose the exploration of the diverse nature of Catholic thought in the context of today.

G. SCHOLARSHIP AND BURSARY COMMITTEE

Membership: Associate Academic Dean; Principal; Dean of Students; four faculty (four elected by College Council); two students elected by College Council.
Non-voting members: Vice-Principal Finance & Support Services; Vice-Principal Enrolment Services & Strategic Partnerships; Director, Campus Ministry or Campus Minister; Executive Director of the King's Foundation.

- Duties:** In the context of the Memorandum of Understanding signed between the Boards of King's University College and the Foundation, the Committee will:
1. Make recommendations concerning scholarship and bursary policy;
 2. Select candidates for bursaries and academic awards in accordance with relevant donor agreement criteria and in consultation with the Executive Director of the King's Foundation, as necessary;
 3. Rule on questions of eligibility for continuing and

entrance scholarships;

4. Advise the Principal on expenditures from bursary-related bequests; and
5. Authorize disbursements from the Scholarship Fund.

H. STUDENT AFFAIRS LEADERSHIP COMMITTEE

Membership: Dean of Students; Principal; four faculty members elected by College Council; KUCSC President; KUCSC Vice-President - Student Affairs; two students appointed by KUCSC; Associate Registrar; Associate Dean of Students; Manager of Student Wellness; one designate of the Students Financial Services Office; Director of Campus Ministry or designate; Manager of King's International; Director of Libraries.

Purpose: The Committee shall provide advice and recommendations to College Council on issues impacting the student experience. The Committee shall also consider any other matter, related to student affairs, delegated to the Committee by College Council.

- Duties:**
1. To make recommendations to enhance collaboration between Student Affairs (former Dean of Students) and the Academic Deans Office, associated Academic and Non-Academic units at King's
 2. To make recommendations on matters related to accessibility, personal counselling and student development (Careers/Learning Skills)
 3. To report annually on student orientation and first-year experience to College Council.
 4. To report and recommend to College Council on the effectiveness of the King's College Student Code of Conduct and its rules, procedures and practices

(a) Discipline Appeal Subcommittee

Membership: One non-student member of College Council (Chair). Two representatives from Residence Council (who are to be elected from and by Residence Council and who may not be members of the residence staff), two representatives from Students' Council (who are to be elected from and by Students' Council and who may not be members of the King's College event staff, the Events Commissioner, the

Vice-President - Student Issues or Members of the residence staff).

- Duties: 1. To serve as an appeal board for student appeals pertaining to the King's College Student Code of Conduct.

I. INTERNATIONALIZATION COMMITTEE

Membership: Vice-Principal Enrolment Services & Strategic Partnerships (chair); Vice-Principal & Academic Dean; Dean of Students; Manager, International Student Services and Exchange Programs; Director, International Program Development; three members of faculty representing Arts, Social Sciences and Social Work and three student representatives (the international student representative from KUCSC, an international student and a Canadian student with international study experience).

- Duties:
1. To formulate and recommend policy concerning internationalization to Council and/or its committees.
 2. To research, and report best practices in internationalization to Council and/or its committees and to facilitate the implementation of such practices.
 3. To act as a forum for discussion and investigation of issues and initiatives related to internationalization.
 4. To identify areas of concern and set up working groups composed of committee members and other interested and expert persons to recommend practices and policies to the committee.
 5. To share information and experience regarding international initiatives including exchanges and programs. New agreements which may have either academic or institutional resource implications will be referred to Faculty and/or College Council or its committees.
 6. To provide direction for the College website and communications concerning internationalization.

J. ENVIRONMENT AND SUSTAINABILITY COMMITTEE

Membership: Director of Physical Plant; three members of faculty; two members of Staff; two members of PAOA; two student representatives; one representative from the Green Team.

- Duties: 1. Implement the Environment and Sustainability policy

2. Oversee the development and creation of environment and sustainability initiatives.
3. Provide advice and feedback to the College Council, Board of Directors and Principal on relevant matters pertaining to environment and sustainability

K. EMPLOYMENT EQUITY COMMITTEE

Membership: One member (and alternate) of full-time faculty; one member (and alternate) of part-time faculty; one professional officer (and alternate); one non-academic staff member (and alternate); one senior administrative officer (and alternate); one student (and alternate); the Principal or designate; Director of Human Resources (ex-officio, non-voting); Vice-Principal, Support Services & Finance or designate (ex-officio, non-voting).

Purpose: The Committee shall monitor, evaluate, advise and make recommendations to College Council with respect to all employment equity policies of the University. The Committee shall also consider any other matter, related to employment equity, delegated to the Committee by College Council.

- Duties:
1. To regularly examine the College's employment policies and practices in light of provincial and federal legislation, the College's governing documents, and applicable best practices;
 2. To recommend policies to ensure that equal employment opportunities are provided in hiring, promotion, remuneration, training and working conditions;
 3. To recommend measures to improve the working climate for members of the College and to remove any obstacles that are in place that prevent equity-seeking groups from advancing at the College;
 4. To submit an annual report of employment equity practices at the College;
 5. The collection and analysis of statistical information concerning employment equity standards at the College;
 6. To review the representation of all members of the College in governance bodies of the College.

The following committees are joint committees of College Council and the Board of Directors:

A. AD HOC CAMPUS DEVELOPMENT COMMITTEE

Membership: The Committee shall consist of all members of the Property Committee of the Board and all members of the Physical Plant Committee of College Council.

Duties: The Committee's areas of concern are:

1. the development of concepts, designs and plans for projects involving new construction or major renovations;
2. such other tasks relating to campus development as are assigned to the Committee by the Board.

B. PLANNING COMMITTEE

Membership: Five members of faculty one of whom will be elected Chair; Principal; Vice-Principal & Academic Dean; Vice-Principal Enrolment Services & Strategic Partnerships; Vice-Principal Finance & Support Services; three students; one staff; one professional officer, three members of the Board of Directors. Non-voting members: Chief Librarian; Dean of Students; Campus Minister; Director of Physical Plant; Director of Alumni Affairs and Director, Human Resources.

- Duties:
1. To propose to College Council and the Board strategic and long-term plans for the College.
 2. To undertake an annual review of the College's strategic plan and report its findings and recommendations to College Council and the Board in September of each year.
 3. To make recommendations concerning the College's philosophy and its effective realization.

9. The Chair shall rule on points of order during meetings, guided by *Bourinot's Rules of Order*, as well as special procedures agreed to by Council. The Chair's decision may be overruled by a seconded motion supported by a majority of those present.
10. Agendas must be circulated at least three (3) business days prior to a meeting of Council. Items may be added to the agenda by leave of the majority of Council.
11. All reports to Council which contain specific references to a recommended course of action shall be distributed in writing with the agenda. When the report is received, it will be

understood that the recommendations of the report are motions (already moved and seconded) put to Council for approval.

12. On all matters except elections, voting shall be by show of hands, unless Council adopts a motion to vote by secret or mail ballot.

All elections shall be conducted by secret ballot.

Proxy voting is excluded.

13. The normal term of office of elected members of Council committees and subcommittees, unless otherwise specified, shall be three years. The inability of a faculty member to serve for three years shall not preclude nomination for or election to a committee or subcommittee. Terms of office shall be staggered to create a turnover of approximately half the faculty members each year.
14. The term of office of chairs of committees or subcommittees shall be two years.
15. The Vice-Principal & Academic Dean and Director, Campus Ministry shall receive agendas and the minutes of all meetings of the standing committees and subcommittees of the College Council.
16. Substantive consideration of items reported to College Council by Faculty Council for information only may take place only after a motion to reconsider is adopted by the majority.
17. These practices may be amended by a seconded motion approved by a majority vote of the members present after a notice of motion circulated seven (7) days prior.

Approved by College Council: November 2007

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