

**CONSTITUTION
SPROTT SCHOOL OF BUSINESS
FACULTY BOARD**

1 Definitions

The terms below are understood as follows:

1.1 Faculty Member: employees of the University holding the academic rank of professor, associate professor, assistant professor, instructor, or lecturer;

1.2 Faculty Board Executive (Board Executive): subcommittee constituted by the Sprott Faculty Board primarily tasked with planning for Faculty Board meetings;

1.3 Curriculum Review Committees: subcommittees of Faculty Board, at the graduate or undergraduate levels, tasked with initiating and responding to curricular matters affecting the Sprott School of Business degree programs.

2 Responsibilities

Unless otherwise determined by Senate, the Sprott Faculty Board (the Board) shall have the following responsibilities:

2.1 Senate Mandated Responsibilities

- a) Consider and make recommendations to Senate all undergraduate curricula administered by the Sprott School of Business (the School), as presented to the Board through the relevant Undergraduate Curriculum Review Committee (UCRC)
- b) Consider and make recommendations to Senate all graduate curricula administered by the School, as presented to the Board through the relevant Graduate Curriculum Review Committee (GCRC);
- c) Recommend to Senate the establishment, deletion or administrative reorganization of academic units as defined by Senate within the School;
- d) Consider and make recommendations to Senate concerning general or faculty regulations in the Calendar, specifically those governing admission, registration, examinations, academic standing, continuation, probation and graduation as they affect the undergraduate and graduate programs administered by the School, as presented to the Board through the relevant Curriculum Review Committee;
- e) Recommend to the Senate the granting of degrees and diplomas that fall within its purview;
- f) Vote for Faculty representatives on Senate;

2.2 Other Responsibilities

- a) Present and/or recommend to the Dean of the Faculty as the Board may deem appropriate on issues related to the goals and objectives of the School and/or the University;
- b) Present to Senate and/or the President as the Board may deem appropriate on issues related to the goals and objectives of the School and/or the University;
- c) Other business deemed relevant by the Board Executive.

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3 Composition

The voting membership of the Board shall be:

- a) The Dean of the Faculty, *ex officio*;
- b) All faculty members, *ex officio*, holding an appointment of 50% or greater in the School;
- c) Manager of Operations, Office of the Dean, or equivalent;
- d) Sprott student representative elected to Carleton Academic Student Government (CASG);
- e) Sprott Student Senator;
- f) SBSS Student Representative;
- g) Sprott Professional Graduate Programs Student Representative;
- h) Sprott Research Programs Student Representative.

Non-voting resources may be invited to attend as required.

4 Secretary of Faculty Board

The Secretary of the Board serves as the Chair. Members of the Board, as defined above, will elect one of its faculty members to be Secretary for a period of 3 years. The Secretary is deemed to have been elected to serve on Senate as Secretary of the Board. The responsibilities of the Secretary, with appropriate administrative support, shall include:

- Chairing meetings of the Board;
- Acting as electoral officer for the Board:
 - In the situation where the election is for the Secretary of the Board and the current Secretary is a candidate for said position, another faculty board member will act as electoral officer;
- Preparing the draft Board meeting agenda for review by the Board Executive and circulating the reviewed agenda, minutes, notices of motion, and any other relevant material to members of the Board
- Ensuring Faculty Board has access to updates on relevant matters addressed at Senate.

In the event that the Secretary cannot Chair a meeting, a non-Management member of the Board Executive who is designated as alternate will preside.

4.1 Assistance to Secretary of Faculty Board

The Manager of Operations, or their delegate, will support the Secretary of the Board in preparing and circulating the documentation required for draft agenda and minutes for the Board meetings and ensuring support for the Chair during the meetings.

5 Meetings of Faculty Board

Meetings may be held in person, virtually, in hybrid format, or by any means that allow members to communicate adequately with each other and with the Chair.

Other members of the University community may be invited by the Secretary to attend Board meetings provided they do not participate in deliberations or votes of the Board.

The Board Executive may, on 48 hours' notice, close a meeting to include only Board Members. In addition, student members of the Board shall not have access to: closed meetings; closed parts of meetings; or circulated information in which individual students' cases are presented.

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5.1 Agenda

The Secretary will distribute agendas, proposed motions and supporting documentation to members of Board a minimum of seven calendar days before a scheduled meeting.

5.2 Regular Meeting Schedule

Faculty Board will meet a minimum of three times in the academic year. Normally, Board meetings are scheduled monthly throughout the academic year.

5.3 Calling a Special Meeting

A special meeting can be called with seven calendar days' notice by:

- The Dean;
- The Board Executive;
- A written request (to the Board Secretary) of 25% of all voting members who are not on academic or personal leave.

5.4 Quorum

A quorum at all meetings of the Board shall consist of 40% of all voting members who are not on academic or personal leave. Board members are considered to be present whether attending in person or virtually.

5.5 Rules of Order

Robert's Rules of Order (RONR) will govern meeting procedures. Revisions of RONR will apply the coming year. Meetings may be recorded for the sole purpose of accurate minute-taking. Once minutes are approved at a subsequent meeting, transcriptions/recordings will be deleted.

5.6 Motions

All proposed motions and associated documentation must be submitted to the Secretary. Proposed motions and documentation must be submitted ten calendar days before a scheduled meeting.

5.6.1 Waiver of Notice of Motion

A motion may be introduced without proper notice only if all of the following conditions are met:

- a) The motion and supporting documentation must be submitted before the start of the meeting;
- b) The motion responds to urgent circumstances;
- c) The motion addresses an issue of importance to the School;
- d) A 3/4 majority of those present at the Board meeting agrees to waive the requirement for notice after hearing the motion read.

5.7 Voting

Votes during Board meetings shall be by those present, through show of hands and/or virtual votes.

Urgent matters that are minor or non-contentious may be voted on between Board meetings through e-voting.

Lists of graduands are voted on through e-voting.

6 Constitutional Amendments

This Constitution may be adopted or amended by a vote of 2/3 of all voting members who are not on academic or personal leave.

Notice of proposed motions regarding constitutional amendments must be given in writing at least 14 calendar days prior to the Board meeting in which the amendment is voted on.