

**COLLEGE OF EMMANUEL AND ST. CHAD**

*114 SEMINARY CRESCENT,  
SASKATOON, SASKATCHEWAN. S7N 0X3  
(306) 975-3753*

***CONSTITUTION OF THE COUNCIL OF  
THE COLLEGE OF EMMANUEL AND ST. CHAD (2006)***

**1. NAME**

1. There shall be a Council of the University of Emmanuel College to be known as the Council of the College of Emmanuel and St. Chad.

**2. MEMBERSHIP**

1. ex-officio
  1. the Principal of the College
  2. the Chancellor of the University of Emmanuel College
  3. the Bursar of the College
  4. the Solicitor of the College
2. elected or appointed
  1. three diocesan bishops in addition to the Chancellor, each to come from a different Canadian province or territory of the ecclesiastical province, selected by the Provincial House of Bishops
  2. one member of the Faculty of the College
  3. one member of the student body elected by the student body (normally the Senior Stick)
  4. six other persons appointed by the Council taking into consideration a balance of laity, clergy, graduates of Emmanuel College, St. Chad's College and/or the College of Emmanuel and St. Chad, representation of dioceses not otherwise already represented under categories 1.2 and 2.1 above, and the skills required for effective oversight of the college's affairs.
  5. Members elected or appointed to represent specific bodies shall be elected or appointed by bodies they represent in accordance with the rules for such election or appointment as those bodies shall determine.
  6. Student members shall serve for one or more calendar years as the student body may determine, but no student shall serve for more than three years.
  7. All other elected or appointed members of the Council shall serve for a term of three calendar years which term may be renewed for a further three years. However, no

elected or appointed member of the Council shall serve for more than two consecutive terms. Such members shall be eligible to serve further terms as herein defined after a period of one calendar year from the end of the second term.

3. Replacement of members

1. If for any reason a member ceases to be a member of Council before the expiry of that member's current term of office a replacement member shall be elected or appointed by the appropriate body to complete the unexpired term. Such election or appointment shall not be a barrier to subsequent election(s) or appointment(s) under the provisions of article 2 b. viii.

**3. MEETINGS**

1. The Council shall meet at least twice in each calendar year, one of these meetings to be immediately prior to Convocation, but additional meetings may be called by the President, the Executive Committee or a quorum of the Council.
2. In the absence of the President the Vice-President shall preside over the meetings of the Council, and if neither the President nor the Vice-President is able to be present the Council shall elect its own Chairman for that meeting only.

**4. QUORUM**

1. A quorum at any meeting of the Council shall be one half of the membership of that body.
2. A quorum of any meeting of any committee of Council shall be one half of the membership of that committee.

**5. DUTIES AND POWERS**

1. The Council shall regulate and manage all the administrative and business affairs of the College, with a particular view to strategic planning, policy and governance, development and advocacy for the College. Specific functions shall include:
  1. appointment of the Principal and approval of the appointments of other professional academic and support staff
  2. appointment of the Bursar and the Solicitor
  3. appointment of the following committees and establishing their responsibilities:
    - Executive Committee
    - Finance Committee
    - Advisory Academic Committee
    - Advisory Development Committee
  4. approval of such regulations as may be necessary for the administration and management of the College, the Council and its Committees.

## **6. PRESIDENT AND VICE-PRESIDENT**

1. The President of the Council shall be elected by the Council from among its membership for a three year term as defined in article 2. b. viii.
2. The Vice-President shall be elected by the Council from among its membership for a three year term as defined in Article 2. b. viii.

## **7. STANDING COMMITTEES**

### **1. Membership**

1. Elected, appointed or co-opted members of standing committees shall serve for a term of three calendar years which term may be renewed for a further three years. However, no elected, appointed or co-opted member of any committee shall serve for more than two consecutive terms. Such members shall be eligible to serve further terms as herein defined after a period of one calendar year from the end of the second term, and subject to the provision of ii. and iii. below.
2. Subject to 1. above, where membership on the Council of the Council is a prerequisite to membership on a committee of the council the term of an elected or appointed member of a committee shall be coterminous with that person's membership on the council.
3. Persons who are re-elected or re-appointed to membership on the Council of the College after a period of at least one calendar year from the end of their term in accordance with article 2. b. viii. shall also be eligible for election or appointment to any of the committees of the council subject to i. and ii. above.
4. Co-opted members of standing committees shall serve for term of three calendar years which term may be renewed for a further three years. No co-opted member shall serve for more than two consecutive terms, but shall be eligible to serve further terms, as herein defined, after a period of one calendar year.
5. If for any reason a member ceases to be a member of any committee before the expiry of that member's current term of office a replacement member shall be elected or appointed by the appropriate body to complete the unexpired term. Such election or appointment shall not be a barrier to subsequent election(s) or appointment(s) under the provisions of i. above.

### **2. Executive Committee**

1. The Executive shall consist of the Chancellor of the University of Emmanuel College, the President of the Council, the Vice-President of the Council, the Principal of the College, the Bursar and the Solicitor, and one other member of the Council elected by Council, to be elected for a three year term as defined in article 7. a. i.
2. The Committee shall determine its own frequency of meeting and shall be empowered and required to carry on the business of the Council between meetings of the Council, to deal with all matters submitted to it by the Council, to advise and support the Principal, and to report to each meeting of the Council.

3. Finance Committee

1. The Finance Committee shall consist of the Principal, and the Bursar, both of whom shall be members ex-officio, one member elected from Council for a three year term, and two other persons of known competence in the financial field elected by the Council, one to be elected each year for a two year term as defined in article 7. a. i.
2. The Committee shall have power to co-opt other members, including staff of the college responsible for financial and development matters, defined in article 7. a. i.
3. The Committee shall be responsible for planning, administration and control of the financial affairs of the College and shall report to each meeting of the Council.

4. Advisory Academic Committee

1. The Academic Committee shall consist of the Principal, who shall be the Chairman, the members of the Faculty and two other members of other faculties of the University of Saskatchewan, elected by the Council.
2. The Committee shall concern itself with all academic affairs of the College and the students, and with relations between the College and the University of Saskatchewan. This responsibility will entail the drafting of such regulations and standards as may be deemed necessary for the proper ordering of the terms of appointment, including tenure, of academic appointments.

5. Advisory Development Committee

1. The Development Committee shall consist of the Principal, the Director of Development who shall be Chairperson, and at least three other individuals appointed by the Council on the basis of skill and expertise, and drawn widely from the Ecclesiastical Province.
2. The Committee shall advise the Principal and Director of Development, and Council, on all affairs of the College relating to strategies, plans, and programs for the development of the College's financial resources, and relations with alumni and supporters of the college.

6. Membership and Nominating Committee

1. The Council may appoint a Membership and Nominating Committee from time to time as is necessary or desirable.
2. The Membership and Nominating Committee shall consist of three members of the Council elected by the Council one member to be elected each year for a three year term as defined in article 7. a. i.
3. The Committee shall submit to the Council, from time to time, names of persons to be nominated to fill impending vacancies in the membership of Council or any of its Committees.

4. The Committee shall also notify appointing sources of the terms of office of any of their representatives which are coming to an end, and shall request those bodies to name successors to those representatives.
5. The Committee shall maintain liaison with the Secretary of the Council concerning current memberships of the Council and of its Committees.

7. Constitution Committee

1. The Council may appoint a Constitution Committee from time to time as deemed necessary or desirable.
2. The Constitution Committee shall consist of the Solicitor and three other members of the Council, one member to be elected each year for a three year term as defined in article 7. a. i.
3. The Committee shall advise Council on constitutional matters and shall consider recommendations from Council regarding changes to the constitution. All regulations proposed under the Constitution shall first come to the Committee for consideration prior to consideration by Council.
4. The Committee shall report to the Council at each meeting of the Council.

**8. AMENDMENTS TO THE CONSTITUTION**

1. The Council has the authority and power to change, alter and amend the constitution, but no such change, alteration or amendment shall be considered without the review of a Constitution Committee duly appointed pursuant to article 7.6, and its report to the Council.
2. All impending changes, alterations or amendments shall be conveyed in writing to the members of the Council at least one month before the meeting of the Council at which they are to be considered.
3. All changes, alterations and amendments shall require a two thirds majority vote at two successive meetings of Council before they become effective, such meetings to be no less than four months apart.
4. Changes in the regulations shall become effective if approved by a simple majority of members of the Council at its meeting.