

## Operations Manual for the College of New Scholars, Artists and Scientists

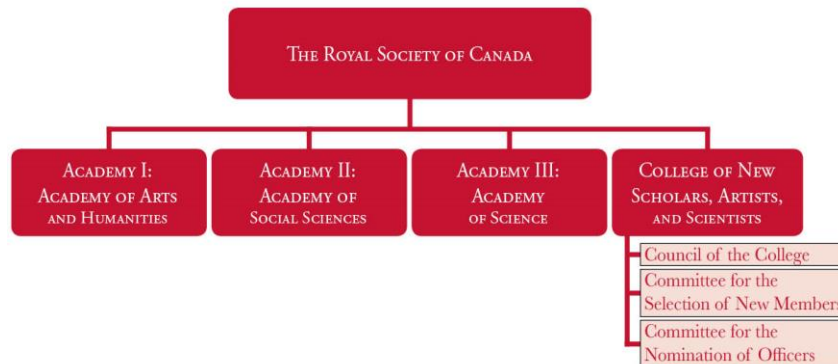
This report has five sections:

1. Relationship Between the College and the RSC
2. Structure and Responsibilities of the College Council and Committees
3. Relationship Between the College and the RSC Council and Committees
4. College Procedures
5. Appendices

### 1. Relationship Between the College and the RSC

The College will comprise a fourth entity (along with the current three Academies) within the RSC. The College will not be divided into academies, and will instead stand as a single bilingual and multidisciplinary body. The College will adhere to the By-Laws of the RSC, which are publicly available online. Where applicable, the College will employ the policies and protocols of the Academies, which can be found in the RSC Governance Manual, also available online.

In the case of a conflict between this document and the by-laws or the governance manual, the resolution will be the responsibility of the Honorary Secretary of the Society.



Members of the College are eligible for nomination and election to the RSC Fellowship at any time. College Members who are successfully elected to Fellowship cease to be Members of the College.

## 2. Structure and Responsibilities of the College Council and Committees

The College Council and Committees will consist of three standing committees: the Council of the College; the College Committee for the Selection of New Members (CCSNM); and the College Committee for the Nomination of Officers (CCNO). The Council of the College may also establish *ad hoc* committees or task forces as necessary to address particular issues. The standing committees will consist of the following positions\*:

<b>Council (5)</b>	<b>CCNO (5)</b>	<b>CCSNM (Year 2) (11)**</b>	<b>CCSNM (Future) (11)**</b>
<b>President</b>	President	<b>Society Past President</b>	<b>College President</b>
President Elect/Past President	<b>Past President</b>	Society Secretary	College Secretary
Secretary	Secretary	Academy I Past President	Academy I Past President
Member-at-Large	Member-at-Large	Academy II Past President	Academy II Past President
Member-at-Large	Member-at-Large	Academy III Past President	Academy III Past President
		Academy I Representative	Academy I Representative
		Academy II Representative	Academy II Representative
		Academy III Representative	Academy III Representative
		College Member	College Member
		College Member	College Member
		College Member	College Member

\* *Committee Chair in **Bold***

\*\* *Additional members may be added to the CCSNM as required based on the number of dossiers received*

### **Council of the College**

Composition: The Council of the College will consist of the three Officers of the College and two members-at-large. The Officers of the College are the President, Past President or President Elect, and the Secretary.

Responsibilities: The Council of the College manages the affairs of the College.

The Council of the College will appoint temporary Officers to suddenly vacant positions, as necessary.

Terms of Service: The President and the Secretary of the College shall serve for two years. The term of the Secretary is renewable once, for a period of up to two years. Additionally, the President serves a one-year term as President Elect and a one-year term as Past President. The year as Past President *may* occur after the seven-year membership term. In this case the candidate's membership in the College is extended by one year. Members-at-Large shall serve a two-year term.

### **College Committee for the Nomination of Officers (CCNO)**

Composition: The College Committee for the Nomination of Officers will consist of the members of the College Council and will be chaired by the Past President of the College.

The Committee will propose candidates for appointment to the College Committee for the Selection of New Members. It is necessary that each year, prior to the Annual General Meeting of the RSC, all committees are at full complement for ratification at the Annual Business Meeting of the College.

Responsibilities: The Committee for the Nomination of Officers will nominate at least two candidates for President. It is the responsibility of the CCNO to ensure balance in terms of language, gender, geography, discipline, and institution for the position of President and roles on other committees. The CCNO, in conjunction with the RSC Secretariat, will supervise the process for the election of the President by an electronic vote of College Members.

Terms of Service: Committee members will serve a two-year term, which may be extended by one year for the purpose of continuity.

### **College Committee for the Selection of New Members (CCSNM)**

Composition: The College Committee for the Selection of New Members consists of eleven people, and may be expanded as necessary based on the number of dossiers received on an *ad hoc* basis.

In Year 2 these eleven people will be: the Past President of the Society (who shall serve as Chair); the Honorary Secretary of the Society; the Past Presidents of each of the three academies; a representative from each of the three academies (appointed by the respective Past President); as well as three Members of the College chosen from diverse disciplines. The composition of the committee should strive for linguistic, gender and regional balance. Each academy must have a representative from each official language.

In future years it is anticipated that the Past President of the Society and the Honorary Secretary of the Society will be replaced by the President of the College (who shall serve as Chair) and the Secretary of the College.

It is understood that modifications to this structure may be necessary once a better picture of the quantity of the nominations and the scope of the process becomes apparent.

Responsibilities: This Committee will review annually the nominations received for election to the College, in reference to the selection criteria.

The Committee will select a list of candidates whom it confirms to be qualified to be Members of the College and who will be offered election.

Terms of Service: Committees Members shall serve a one-year term, with the possibility of renewal.

### **College Awards Committee**

The College Awards Committee will be convened to adjudicate the three Alice Wilson Awards. The composition of the committee shall be determined at a later date.

### **3. Relationship of the College to the RSC's Council and Committees**

Because of the limited term of membership in the College, Members of the College will not be eligible for the position of RSC President, Vice-President, Secretary, nor Treasurer, nor for appointment as Chair of one of the Society's standing committees. They are eligible for membership on the Society's Council, Executive Committee and Standing Committees.

#### **The Council and Executive Committee of the RSC**

Members of the College on the RSC Council will include the President of the College and the Secretary of the College. The President of the College will also serve as a member of the Executive Committee of RSC Council.

#### **RSC Committees**

The Royal Society of Canada has Standing Committees, composed of a Chair and a representative(s) of each Academy. The mandate of each committee is available online. Where appropriate, the College will have one representative on each Standing Committee. Representatives serve a term of two years, renewable once, based on the needs of the particular committee.

The representation on the Society Committee for the Nomination of Officers is *ex officio* the Past President of the College. (An interim appointment will be required until such time as the College has its first Past-President.)

Nomination of College Members to these Standing Committees is the responsibility of the College Committee for the Nomination of Officers (CCNO).

## **4. College Procedures**

### **Nomination Procedures for the College**

Members of the College, RSC Fellows, Institutional Members will be able to nominate individuals, according to the standard application protocols.

These nominations will be adjudicated by the College Committee for the Selection of New Members.

Nomination dossiers will consist of:

- A cover letter from the nominator/Institution Executive Head
- One letter of reference from a person of authority on the candidate and their field
- A brief biography of the referee
- A 500-word statement from the candidate reflecting on how his/her work would contribute to the College during the seven-year term
- A 1000-word summary of the candidate's record
- A 70-word citation (optional to include translated version)
- CV

Nominations are valid for one year only.

### **Appointment and Election to Officer Positions**

#### **Election of the President**

The College Committee for the Nomination of Officers (CCNO) is mandated to oversee the process leading to the election of the President of the College, including ensuring that at least two suitable candidates are put forward for election.

#### **Nomination of the Secretary**

The Secretary of the College shall be nominated by the President, and ratified by the membership at the Annual Business Meeting of the College. The Secretary is, *conventionally*, of a different disciplinary background than the President.

#### **Nomination of Members-at-Large**

The two Members-at-Large of the College Council will be nominated by members of the College Council and ratified at the Annual Business Meeting of the College.

### **Annual Business Meeting of the College**

The Annual Business Meeting (ABM) of the College will be held immediately preceding the Annual Business Meeting of the Society.

The College ABM will be preceded by meetings of such committees as should report to the ABM if they have not previously approved reports for distribution at the College ABM.

Only Members of the College may vote at the meeting.

The Agenda for the College ABM will be circulated to Members one month prior to the ABM.

A typical agenda for the College ABM of the College is set out in *Appendix II*. The main purposes of the College ABM are:

1. to review the activities of the year, as reported by the College President, and vote on matters arising from committee reports, as necessary;
2. to receive the report of the CCNO;
3. to ratify the nomination of candidates who are proposed by the nominating committee;
4. to nominate and elect candidates for positions normally filled at the ABM;
5. to consider and vote on any changes to the By-Laws or other matters affecting the College; and,
6. to consider other matters brought forth by Members, either on their own initiative or on behalf of others.

Minutes of the College ABM will be kept by the College Secretary (or designate). A copy of the Minutes of the ABM will be forwarded to the RSC Secretariat.

### **Awards**

The adjudication of the three Alice Wilson Awards awarded annually by the RSC will be the responsibility of the College Awards Committee, based on the existing protocols for adjudication of the award. Prizes and awards established by the College must be consistent with its mandate and mission and must be approved by the RSC Council following a report from the Finance Committee.

### **College Budget**

The Finance Committee of the RSC determines the annual allotment of funds to the College in the same manner as it determines the allotment of funds for the three Academies.

### **RSC Secretariat**

The Secretariat will assist the College in the same way that it supports the Academies.

## **Appendix 1: Description of Roles**

### **President of the College of New Scholars, Artists and Scientists**

Responsibilities: As titular head of the College, the incumbent represents the College within the Society and to the public at large. The President has responsibilities with the College, and *ex officio* as a member of the RSC Executive Committee.

As President of the College, the President:

- presides at all Business and Council meetings of the College and at such other meetings as the College Council may determine;
- represents the College at Society and other public events;
- calls meetings of the Council of the College at predetermined times or as necessary, reviews and reports on the business of the College at Society and College meetings and, at regular intervals, checks that actions are being taken in accordance with routine or specific requirements;
- writes to or otherwise greets new Members and in-coming Officers of the College;
- acknowledges the contributions of retiring Officers and others who have contributed to the work of the College;
- receives, acts on or delegates to other Officers of the College responses to proposals, requests and questions from Members or those outside the Society in matters affecting the College;
- as agreed by the Council of the College, takes initiatives on behalf of the College;
- oversees initiatives include leading or participating in national or regional meetings of the Society or the College, stimulating contacts with other learned organizations in Canada and internationally, and organizing or participating in meetings or activities such as symposia, research projects, policy and public awareness, in coordination with appropriate committees or organizations of the College, Society or other bodies;
- assists the RSC Secretariat in responding to questions or proposals from Members of the College or the general public.

As a member of the Society Executive and Council, the President of the College:

- takes part in all standard activities of those bodies, including the Induction and Awards Ceremony for new Members and other ceremonies of the Society;
- ensures that the regular business of the College within the Society takes place in a timely fashion and that all actions and projects for which the College has prime responsibility are carried out;
- reports on these activities to the membership of the College and the Society by communicating with the College and Society Councils, at the ABM, and through newsletters and other channels as determined;
- prepares records of Council activities for publication in the Proceedings of the Society or as otherwise determined by the Society Council;
- negotiates the College budget and support for the College with the Society Executive;

- supervises, directly or by delegation, the use of funds, staff and resources designated for particular actions or projects for which the College has prime responsibility.

### **President Elect of the College**

The President Elect of the College is a member of the Council of the College. The President Elect serves on other Society or Council Committees as the Society or College Councils may determine. The incumbent may act for the College President when requested or required and lead College projects and initiatives and, when required, assists the RSC Secretariat in responding to questions or proposals from Members or the general public.

### **Past President of the College**

The Past President of the College is a member of the College Council. The Past-President serves as Chair of the College Committee for the Nomination of Officers and participates on other College committees as determined by the College Council.

The Past-President will, when required, assist the RSC Secretariat in responding to questions or proposals from Fellows, Members, or the general public.

### **Secretary of the College**

As an Officer of the College, the Secretary of the College:

- is a member of the College and Society Councils;
- is responsible for taking minutes at the Annual Business Meeting of the College and, as required, at other meetings convened by the College;
- ensures that the list of nominations for new Members is forwarded to the Secretariat;
- is responsible for forwarding a copy of the minutes of meetings to the RSC Secretariat;
- when required, assists the RSC Secretariat in responding to questions or proposals from Members or the general public;
- cooperates as necessary with the Honorary Secretary of the Society in the framing of new By-Laws or other Society business concerning the College;
- reviews and, as necessary, amends the Operating Manual of the College;
- compiles a list of candidates for College positions;
- informs the College Council and all candidates for College positions of the results of elections and appointments, and sends each a copy of the Operating Manual of the College;
- compiles a list of representatives from the College of New Scholars, Artists and Scientists for Society and College positions in time for the respective ABMs;
- performs such other duties as the College Council may decide.

### **Members-at-Large of the College Council**

There are two members-at-large serving on the Council of the College. The members-at-large have the duties of a member of the College Council and such other duties as the College Council may determine.



### **Committee Chair**

- Liaise between RSC Secretariat and committee
- Communicates with committee members
- Submit report from committee to College Council
- Develops strategy and implementation plan for work of the committee
- Schedules meetings as appropriate
- Ensures work is completed on time
- Ensures members submit expenses in a timely fashion

## **Appendix 2: Sample Agenda**

### Annual Business Meeting of the College of New Scholars, Artists and Scientists

1. Introduction [President]
2. Minutes of the last meeting [President]
3. Business arising from the minutes [President]
4. Report of the President
5. Report of the College Secretary
6. Report of the Nominating Committee [Past-President]
7. Report(s) of College Committees and Projects [Committee Chair(s)]
8. Report(s) invited from Society Committees and Projects [Committee Chair(s)]
9. Other business
10. Adjournment