

**RSC**  
The Royal Society of Canada  
The Academies of Arts,  
Humanities and Sciences  
of Canada



**SRC**  
La Société royale du Canada  
Les Académies des arts,  
des lettres et des sciences  
du Canada

## **ACADEMY OPERATIONS MANUAL**

### **PURPOSE OF THE OPERATIONS MANUAL**

The Academy Operations Manual describes routine actions required of those holding positions on the Council, Division and Standing Committees of the Academy throughout the year.

### **PREAMBLE**

The Royal Society of Canada (RSC) is a Fellowship of scholars that has the objective of promoting learning and intellectual accomplishments of exceptional quality. The Society recognizes remarkable contributions in the arts, humanities and sciences, as well as in Canadian public life.

To accomplish its objectives, the [By-Laws](#) of the RSC provide for Officers and Governing Bodies. Together, the processes for electing Fellows, Academy Officers and Members of Standing Committees require a significant degree of planning and organization. This Operations Manual is meant to provide Officers of the Academy and its Divisions with a detailed accounting of their roles and responsibilities.

### **ORGANIZATION OF THE RSC**

#### **ORGANIZATION OF THE RSC**

The Fellowship of the Society comprises distinguished persons from all branches of learning. The Fellowship (currently over **2200**) comprises Honorary Fellows, Fellows, Specially Elected Fellows, Foreign Fellows and College members, all of whom are elected by the Fellowship as well as **56** current Institutional Members that are public or private institutions or corporations.

#### **RSC COUNCIL**

The Council of the RSC is the primary policy-making body of the organization.

#### **COMPOSITION OF THE RSC COUNCIL**

The Members of the Council are: Officers of the RSC, Secretaries of the Academies, and of the College, two (2) other Officers of the Academy of Science, the Honorary Editor, the Foreign Secretary, the Expert Panels Secretary, the Chairs of Standing Committees, except for those chaired by the Past President, and three (3) representatives of the Institutional Members chosen by the Executive Committee.

## **ORGANIZATION AND COMPOSITION OF THE ACADEMIES**

The three Academies are comprised of nine Divisions:

Academy of Arts and Humanities:

1. Humanities Division
2. Lettres et sciences humaines Division
3. Arts Division

Academy of Social Sciences:

4. English Division (Social Sciences)
5. French Division (Sciences sociales)

Academy of Sciences:

6. ASE (Applied Sciences and Engineering Division)
7. EOAS (Earth, Ocean and Atmospheric Sciences Division)
8. LS (Life Sciences Division)
9. MPS (Mathematical and Physical Sciences Division)

## **RSC SECRETARIAT**

In order to assist the Academy, the RSC Secretariat provides assistance with a number of tasks, including those detailed below:

- receiving, recording and distributing nomination files
- maintaining lists of ongoing nominations
- compiling and distributing statistical information with regards to nominations
- preparing the ballots for the candidates to Fellowship
- counting ballots to verify election
- ensuring institutions and primary nominators are notified of award recipients and the election of a Fellow and that award recipients and new Fellows receive all necessary information pertinent to their election
- issuing a press release to announce the elections
- database searches to assist with the selection of new committee members based on division, expertise, etc.
- recording and notification of deceased Fellows as well as securing an author to prepare a biographical notice for publication
- booking of meetings and conference calls for RSC business
- maintaining the records of the Academy
- responding to general inquiries and routine requests with Fellows or others seeking information about the Division/Academy

## **ORGANIZATION OF THE ACADEMIES**

### **ACADEMY COUNCIL**

While the primary operations of the Academy are organized at an Academy-wide level, many of the activities and functions of the Academy are carried out at the Divisional level.

The overall direction of each Academy is managed by the Academy Council, its Officers, as assisted by its standing committees.

#### Composition

The Council of each Academy consists of the Academy President, the Academy President Elect or the Past President, the Academy Secretary, the Division Directors, the Division Secretaries and one member at large for each Division.

#### Nomination

The Academy President is elected by the Fellows of the RSC through a ballot process and the other members of the Academy Council are appointed by the Academy Committee for the Nomination of Officers (ACNO).

#### Duration of the Mandate

The President will be on the Academy Council for four years (one year as President-Elect, two years as President and one year as Past President). The other members of the Academy Council will serve for a two-year term, renewable once. The incoming President will assume the new role at the Annual Business Meeting of the Society.

#### Responsibilities of the Academy Council:

- Managing the affairs of the Academy
- Appointing an Academy Editor
- Establishing an Academy Executive Committee (if necessary)

### **ACADEMY ANNUAL BUSINESS MEETING (AABM)**

An AABM shall be held preceding the Annual Business Meeting of the Society and shall be preceded by an ABM of each Division.

Only Fellows of the Academy or Division may vote at the meetings.

The Agenda for the Academy and Division ABMs shall be circulated to relevant Fellows one week prior to the AABM. A typical agenda for the Academy ABM can be found in **Appendix I**.

The main purposes of the AABM's are:

- to review the activities of the year, as reported by the Academy President and the Division Directors and vote on matters arising from these reports, as necessary;
- to ratify the nomination of candidates who are proposed by the Academy Committee for the Nomination of Officers (ACNO) by acclamation;
- to consider and vote on matters affecting the Society as a whole, the Academy or the Division, as the case may be; and

- to consider other matters brought forth by Fellows or Divisions, either on their own initiative or on behalf of others.

Minutes of the Academy AABM shall be kept by the Academy Secretary (or designate) and a copy of the minutes shall be forwarded to the RSC Secretariat.

### **ACADEMY AND DIVISION BUDGETS**

The Honorary Treasurer and other members of the RSC Council of the RSC, including the President of the Academy, decide the annual allotment of funds to the Academy. The President and Executive of the Academy will prepare an Academy budget which, to the extent possible, will allocate funds for travel and expenses associated with meetings of the Academy Executive and Council, meetings of Academy and Division committees, regional meetings of the Academy and specific activities and projects of the Academy, as approved by the Academy Council. The Academy budget must be submitted to the RSC Secretariat in February to be included in the overall budget presented to the Finance Committee for the initial review. Once the Finance Committee has reviewed the budget it will be submitted to the RSC Council for approval. The RSC Fiscal year is from July 1 to June 30.

### **ACADEMY OFFICERS & OTHER POSITIONS**

#### **ACADEMY PRESIDENT**

##### Duration of the mandate

The President will serve for four years as follows: one year as president-Elect, two years as President and one year as Past-President.

##### Responsibilities

As titular head of the Academy, the incumbent represents the Academy within the Society and to the public at large. The President has responsibilities with the Academy, and ex officio as an Officer of the RSC.

As President of an Academy, the President:

- Is a member of the RSC Council
- Is Chair of the Academy Council
- is Chair of the Academy Committee for the Selection of New Fellows
- is Chair of the Academy Committee for the Nomination of Officers (ACNO) (during past President term)
- is Chair of Medal and Awards Committee of the Academy (during past President term)
- is a member of the RSC awards and Recognition Committee (during Present and Past President term)
- is a member of the Academy Council (during full mandate: President Elect, President and Past President terms)
- Presides at all Business and Academy Council meetings of the Academy and at such other meetings as the Academy Council may determine
- calls meetings of the Academy Council at predetermined times or as necessary, reviews and reports on the business of the Academy at Society and Academy meetings and regularly checks that actions are being taken in accord with routine or specific requirements

- greets new Fellows and in-coming Officers of the Academy; acknowledges the contributions of retiring Officers and others who have contributed to the work of the Academy
- receives, acts on or delegates to other Officers of the Academy responses to proposals, requests and questions from Fellows or those outside the Society in matters affecting the Academy
- as agreed by the Academy Council, takes initiatives on behalf of the Academy. Academy initiatives include leading or participating in national or regional meetings of the Society or the Academy, 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 Academy, Society or other bodies
- assists the RSC Secretariat in responding to questions or proposals from Fellows or the general public
- takes part in all standard activities and ceremonies of the Society
- ensures that the regular business of the Academy within the Society takes place in a timely fashion and that all actions and projects for which the Academy has prime responsibility are carried out
- reports on these activities to the membership of the Academy and the Society by communications to the Academy and Society Councils, at the ABM, and through newsletters and other channels as determined
- ensures that the obituaries of deceased Fellows of the Academy are prepared;
- prepares records of Academy activities and obituaries for publication in the Proceedings of the Society or as otherwise determined by the Society Council
- supervises, directly or by delegation, the use of funds, staff and resources designated for particular actions or projects for which the Academy has prime responsibility

#### Election of the President

The procedure for nominating and electing the Academy President is under the supervision of the Academy Committee for the Nomination of Officers (ACNO).

## **ACADEMY SECRETARY**

### Responsibilities

The Secretary has responsibilities with the Academy, and ex officio as an Officer of the RSC.

- is a member of the Council of the Society
- is a member of the Society Awards Committee
- in the absence of the President, is a member of the Executive Committee of the Society
- is a member of the Academy Council
- is responsible for taking minutes at meetings of the Academy
- 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 Fellows or the general public
- cooperates as necessary with the Honorary Secretary of the Society concerning the Academy
- reviewing and, as necessary, amending the Operating Manual of the Academy, annually or as required
- establishing contacts with the Division Nominating Committees to ensure that all committees are at full complement
- informing the Academy Council and all candidates for Academy or Division positions of the results of elections and appointments, and sending each a copy of the Operating Manual of the Academy
- ensuring that all positions requiring representatives within the Academy are filled in time for the respective AABMs
- performing such other duties as the Academy Council may decide
- ensuring that the regular business of the Divisions is ongoing. (For example, an annual call to Division Nominating Committee chairs to “prompt” them to undertake their work for the year ahead)

### Nomination

The Secretary is nominated by the Academy Committee for the Nomination of Officers.

### Duration of Mandate

The secretary term is for two years, renewable once.

## **ACADEMY EDITOR**

### Responsibilities

- provide content for the Academy bulletin (typically published in April, August and December)

### Nomination

The Academy Editor is appointed by the Academy Council.

### Duration of Mandate

The term is for two years, renewable once.

## **ACADEMY COMMITTEES**

### **Academy Committee for the Nomination of Officers (ACNO)**

#### Composition

The Academy Committee for the Nomination of Officers is composed of two representatives from each Division of the Academy plus the Past-President of the Academy as Chair. It is preferable to have committee members with some experience on Academy or Society Committees.

#### Responsibilities

- nominate candidates for vacant positions in the Academy
- appoints members for the Division Nominating Committees (DNC)

#### Duration of Mandate

The term of the members of the ACNO is for two years, renewable once.

#### Procedures

The Academy Committee for the Nomination of Officers, in conjunction with the RSC Secretariat, shall supervise the process for the election of the President-Elect by Academy Fellows. They shall nominate persons for the position of Academy Secretary.

### **Academy Committee for the Selection of New Fellows (ACSNF)**

#### Composition

The Academy Committee for the Selection of New Fellows consists of the Officers of the Academy and an official from each Division. This official will be either the Director or the Secretary of the Division.

#### Responsibilities

- review annually the recommendations of the Division Committees for the Selection of New Fellows and all nominations of candidates for Foreign Fellow of the Academy.
- recommends to the RSC Council candidates for the number of positions allotted to the Academy for New Fellows and Foreign Fellows.

#### Procedures

The RSC Secretariat will provide committee members with the required documents being put forth by each Division Committee for the Selection of New Fellows (usually in March of each year). The Secretariat will also provide any information committee members will need with regards to the procedures to be followed. Committee members will meet by teleconference (late March or early April) to discuss the nominations and determine which will be recommended for inclusion on the ballot for election.

## Academy Awards Committee

The RSC awards several medals, some annually and some bi-annually. They are distributed as follows:

### Academy of the Arts and Humanities:

- Pierre Chauveau Medal (bi-annual)
- Lorne Pierce Medal (bi-annual)
- J.B. Tyrell Historical Medal (bi-annual)

### Academy of Social Sciences

- Ursula M. Franklin Award (Award in Gender Studies) (annual)
- Innis-Gérin Medal (bi-annual)

### Academy of Science

- Bancroft Award (bi-annual)
- Flavelle Medal (bi-annual)
- Henry Marshall Tory Medal (bi-annual)
- John L. Synge Award (bi-annual)
- McLaughlin Medal (annual)
- Mirosław Romanowski Medal (annual)
- Willet G. Miller Medal (bi-annual)

### Composition of the Academy Awards Committees

The Academy Award Committees are chaired by either the Academy Past-President or the Academy President-Elect and include the Academy Secretary and the Division Directors, or their designates.

## **ORGANIZATION OF THE DIVISIONS**

### **DIVISION DIRECTORS**

#### Responsibilities

As titular head of the Division and a member of the Academy Executive, the Director represents the Division within the Academy and the Society, and to the public at large. The Division Director has responsibilities with the Division, and ex officio as a member of the Executive Committee of the Academy.

As Director, the Division Director has the following responsibilities to the Division:

- to be Chair of the Division Committee for the Selection of New Fellows
- to be Chair of the Annual Business Meeting of the Division (held at the Annual Business Meeting of the Academy)
- to ensure prior to the AGM that all committees of the division have the requisite number of members
- to ensure that committees rotate in such a manner so as to ensure continuity and institutional memory that all positions for which the Division is responsible are filled
- to issue prior to the AGM an annual report of the Division to the President of the Academy

- to ensure that the DCSNF Committee list is ratified at the Annual Business meeting
- to ensure that the Member-at-large position from the Division to sit on the Academy Council is ratified

As an ex officio member of the Academy Council, the Division Director has the following responsibilities:

- is a member of certain Awards Committees related to the Academy;
- when required, assists the RSC Secretariat in responding to questions or proposals from Fellows or the general public

#### Nomination and Appointment

The Director of the Division shall be proposed for appointment by the Division Nominating Committee. The appointment of the Director shall be ratified by the Fellows of the Division at the Annual Business Meeting of the Division.

#### Duration of Mandate

The term of the Division Director role is for two years renewable once.

### **DIVISION SECRETARY**

#### Responsibilities

- to act as the Assistant Director of the Division if requested by the Director
- to keep the minutes of the Division Committee for the Selection of New Fellows
- to serve as a member of the Division Committee for the Selection of New Fellows
- to compile the rankings of each member of the DCSNF Committee and submits them to the members prior to the teleconference
- to keep a record of the meetings of the DCSNF Committee (date of the teleconference, list of participants, number of dossiers reviewed by the committee, number of files to be accepted by the Academy, alphabetical listing of the received nominations, and comments/suggestions on the overall selection process)
- to serve as a member of the Executive Committee of the Academy
- to attend meetings in replacement of the Director of the Division
- to liaise as necessary with the Academy Secretary

#### Nomination and Appointment

The Secretary of the Division shall be proposed for appointment by the Division Nominating Committee. The appointment of the Secretary shall be ratified by the Fellows of the Division at the Annual Business Meeting of the Division.

#### Duration of Mandate

The term of the Division Secretary is for two years, renewable once

## **DIVISION MEMBER-AT-LARGE**

### Responsibilities

- is a member of the Academy Council and shall perform such other tasks as are assigned by the Academy Council

### Nomination and Appointment

The Division Member-At-Large shall be appointed by the Division Nominating Committee.

### Duration of Mandate

The term of the Division Member-At-Large is for two years, renewable once

## **DIVISION COMMITTEES**

There are two Standing Committees for each Division:

- Division Nominating Committee (DNC)
- Division Committee for the Selection of New Fellows (DCSNF)

## **Division Nominating Committee (DNC)**

### Composition

The Division Nominating Committee is composed of five members of the Division. The members of the Committee choose their Chair.

### Appointment

The ACNO of each Academy appoints the members of this committee.

### Duration of Mandate

The terms are for a two years period renewable once.

### Responsibilities

- is responsible for ensuring that the committees remain at full compliment
- proposes candidates for Division Director
- proposes candidates for Division Secretary
- appoints candidates for vacant positions in the Divisional Committee for the Selection of New Fellows
- appoints the Member-at-Large of the Division

### Procedures

It is the responsibility of the Division Director and the Chair of the Divisional Nominating Committee to ensure balance in terms of gender, language, geography, discipline, institution, and generational affiliation. The Division Director and the Chair of the Divisional Nominating Committee will also supervise the rotation of committee members such that, exceptionally, a committee member is offered three years instead of two.

## **Division Committees for the Selection of New Fellows (DCSNF)**

### Composition

The DCSNF is composed of the Division Director as Chair, the Division Secretary and five to seven Fellows chosen to be broadly representative of the Division disciplines, as well as ensuring balance in terms of gender, language, geography, discipline, institution, and generational affiliation

### Appointment

The Division Nominating Committee appoints the members for this committee.

### Responsibilities

The DCSNF annually reviews the nominations of new Fellows to its Division and recommends to the Academy Committee for the Selection of New Fellows candidates for election to the Society according to the number of positions available for each Division.

### Duration of Mandate

The term is of two years, renewable once. Exceptions can be made to ensure that not all terms expire at the same time.

### Procedures

- review and rank the nomination dossiers submitted to the Division
- rankings are submitted to the Chair of the Committee
- the Chair of the Committee with the help of the Division Secretary compiles the results
- the results are sent to the committee members prior to the teleconference
- the RSC Secretariat organizes the teleconference
- the members agree to a list of candidates that will be put forth to the Academy Committee for the Selection of New Fellows (ACSNF) as the most suitable for election
- the Secretary of the Committee writes a report that will be submitted to the Secretariat (names of the suggested candidates and comments/suggestions to the ACSNF on nominations for Foreign Fellowship)

The Committee will bear in mind the guidance it receives from the Academy Council with particular respect to desired changes in the number of Fellows from specified fields of expertise and the distribution in the Fellowship to ensure balance in terms of gender, language, geography, discipline, institution, and generational affiliation location and such other criteria as the Council may determine.

## APPENDIX I

### APPENDIX I: SAMPLE AGENDA

#### ANNUAL BUSINESS MEETING OF THE ACADEMY OF SCIENCE

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 Academy Secretary
6. Reports of the Division Directors
8. Academy initiatives
  - a. Bulletin
  - b. Expert panels
  - c. Medals and Awards
  - d. Regional events
9. Other business
10. Adjournment