



# Standard Operating Procedures of the RSC Academies

(August 2019)

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## Introduction

In order to establish the foundation for its initiatives, the Royal Society of Canada (RSC) elects RSC Fellows and Members of the RSC College, while also presenting awards that highlight specific exceptional achievements.

The mandate of the RSC, the definition of the different classes of membership, and the admission criteria are outlined in the RSC By-laws. The Council of the RSC is responsible for developing and maintaining procedures leading to the selection of RSC Fellows and the RSC College Members.

The organization of the RSC Academies and the RSC College is guided by By-Law 30.

Working within the framework provided by the RSC By-Laws, this document outlines the standard operating procedures of the RSC Academies; the functions of officials within it; as well as protocols guiding the organization and conduct of meetings and elections.

The RSC is committed to inclusive excellence, and to pro-actively guarding against unconscious bias, whether this bias is based on a school of thought, fundamental versus applied research, certain sub-disciplines, areas of research or approaches (including emerging ones), size or reputation of an institution, age, personal factors, sex or gender of the applicant.

There are four parts to this Manual:

### Roles and Responsibilities

- RSC Academy President
- RSC Academy Secretary
- Division Director
- Division Secretary
- Division Representatives

### Committees

- RSC Academy Council
- Academy Nomination and Selection Committee (ANSC)
- Academy Medal and Awards Committee
- Division Committee for the Selection of New Fellows (DCSNF)

### Meetings of Members of an RSC Academy

### Election of the Academy President

## Part 1: Roles and Responsibilities

This section outlines the role and responsibilities of President, Secretary, Division Director, and Division Representative. Each position description includes length of mandate; overview of responsibilities; and process leading to nomination/election/appointment.

### RSC Academy President

#### Length of Mandate

The President of an RSC Academy will serve four years as follows:

- one year as President Elect
- three years as President

The RSC Academy President must be a member of the RSC in good standing.

The President's mandate begins on the first day that follows the close of the RSC annual Celebration of Excellence and Engagement (COEE).

#### Overview of Responsibilities

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

- is a Vice-President of the RSC
- is a member of the RSC Council
- is Chair of the Academy Council
- is Chair of the Academy Medal and Awards Committee (during the one year as President-elect and past President)
- is responsible for overseeing the process leading to recommendations of new Fellows for the Academy
- is Chair of the Academy Nomination and Selection Committee (Note: the President is also a member of this committee as President-Elect/past President)
- presides at all Business and 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 RSC Fellows of the Academy 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 of the Academy 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, establishing contacts with other learned organizations in Canada and

internationally, and organizing or participating in meetings or activities, research projects, policy and public awareness, in coordination with appropriate committees or organizations of the Academy, the Society or other bodies

- 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 Annual Business Meeting (ABM), and through newsletters and other channels as determined
- oversees the preparation and submission of a budget associated with an initiative suggested by the Academy
- serves on the Sir John William Dawson Medal selection committee
- serves on the RSC Ethics Committee
- interacts with the presidents of the other Academies and of the RSC College to enhance mutually enriching activities

#### Nomination/Election/Appointment

By-law 21 stipulates that an Academy President is to be elected by the Members of the Academy according to procedures developed and approved by the RSC Council.

### RSC Academy Secretary

#### Length of Mandate

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

#### Overview of Responsibilities

##### The Secretary

- is a member of the Council of the Society
- is a member of the Academy Council
- is a member of the Academy Nomination and Selection Committee (ANSC)
- is a member of the Academy Medal and Awards Committee (where applicable)
- is responsible for taking minutes at all meetings of the Academy
- is responsible for forwarding a copy of the Minutes of the Academy Council Meetings, the meetings of the ANSC, as well as other meetings of the Members to the RSC Secretariat
- cooperates as necessary with the Secretary of the Society concerning the Academy
- cooperates with the Secretaries of the other RSC Academies and the Secretary of the RSC College as required to ensure coherence of policies and procedures
- establishes contacts with the Division Directors to ensure that the DCSNF Committees are at full complement in time for the Annual Business Meeting of the Academy in November
- performs such other duties as the Academy Council may decide
- ensures that the regular business of the DCSNF's is ongoing

### Nomination/Election/Appointment

The Secretary is nominated by the Academy Council, upon recommendation from the Academy Nomination and Selection Committee (ANSC).

## Division Director

### Length of Mandate

The term of a Division Director is for two years, renewable once.

### Overview of Responsibilities

The Division Director

- Chairs the Division Committee for the Selection of New Fellows (DCSNF)
- is a member of the Academy Nomination and Selection Committee (ANSC)
- is a member of the Academy Council
- Chairs the Annual Business Meeting of the Division
- is responsible to provide names to the Academy Nomination and Selection Committee for all the vacant positions of the DCSNF Committee
- ensures the Committee has the requisite number of members and is balanced (gender, region, disciplines, ...) prior to the Annual Business Meeting of the Division

### Nomination/Election/Appointment

The Division Director is appointed by the Academy Nomination and Selection Committee upon recommendation made by the DCSNF.

## Division Secretary

### Length of Mandate

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

### Overview of Responsibilities

The Division Secretary

- assists the Division Director upon request
- is a member of the DCSNF and acts as its Secretary
- keeps minutes of the meetings of the DCSNF
- compiles the rankings of each member of the DCSNF
- write the final report of the deliberations of the DCNSF
- is a member of the Academy Council

### Nomination/Election/Appointment

The Secretary of the Division is appointed by the Academy Nomination and Selection Committee upon recommendation made by the Division Chair in consultation with the DCSNF.

## Division Representative

### Length of Mandate

The term of a Division Representative is for two years, renewable once.

### Overview of Responsibilities

A Division Representative

- is a member of the DCSNF, and as such reviews and ranks candidate files (typically between January and the end of February)
- ranks the candidates according to a process confirmed by the Division Director
- participates in a teleconference to discuss the rankings and establish a list of recommended candidates

### Nomination/Election/Appointment

Division Representatives are appointed by the Academy Nomination and Selection Committee upon recommendation of the Division Director in consultation with the DCSNF.

## Part 2: Committees

Academy Committees are constituted as bodies for focused study and consideration of a particular aspect of the life of the Academy.

All committees make recommendations to the Academy Council.

Normally no Member of the Academy may remain as a Member of a committee for more than four consecutive years. The term of service shall normally begin on the first day that follows the formation of that committee.

All Members of the Academy are eligible to serve on all standing and special committees of the Academy.

### RSC Academy Council

#### Composition

The Council of the Academy is the principal body through which the Academy carries out its work.

Members of the Academy Council must be members of the RSC in good standing.

The Academy Council consists of The President of the Academy, the Secretary, the President-Elect or the past President of the Academy, and the Division Directors and Secretaries.

Non-voting members may be appointed by the Council upon recommendation by the President. The term of service for each of the members of Council begins on the first day that follows the close of the COEE (Celebration of Excellence & Engagement).

#### Responsibilities

The RSC Academy Council:

- manages the allocation of new member slots within the Academy.
- recommends to the RSC Council issues/matters put forward by Fellows of the Academy
- addresses concerns raised by the various Selection Committees of the Academy
- creates or disbands Standing Committees, Ad Hoc Committees, or other similar bodies;
- approves the annual budget submission;
- develops and maintains procedures for the election of Academy Officers and other positions for approval by the members of the Academy Council;
- develops and maintains procedures for the nomination of candidates for Membership in the Academy;
- develops and maintains procedures for the election of Members of the Academy for approval by the RSC Council;
- prepares a written annual report of activities for presentation to the Academy at its annual meeting(s);
- promotes the development of regional and local activities;
- recommends the slate of new Members from the Academy to be put forward

## Academy Nomination and Selection Committee (ANSC)

### Composition

The ANSC consists of the Academy President, the Academy Past President/President Elect, the Academy Secretary and the Division Directors.

### Responsibilities

- reviews the composition of each DCSNF of the Academy to ensure gender, language, discipline and region balanced committees.
- appoints new Division Representatives upon recommendations from the Division Director and Division Secretary.
- appoints new Division Chairs and Division Secretaries upon recommendations from the DCSNF's.
- reviews annually the recommendations of candidates provided by the DCSNF's.
- recommends to the RSC Council candidates for the number of positions allotted to the Academy for New Fellows and International Fellows.

## Academy Medal and Awards Committee

The RSC awards several medals, some annually and some biennially. The RSC Website lists the awards and the respective adjudication committees.

### Composition of the Academy Medal and Awards Committee

This committee is chaired by either the past President of the Academy or the Academy President-Elect (rotation) and includes the Academy Secretary and the Division Directors.

## Division Committee for the Selection of New Fellows (DCSNF)

### Composition

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

### Appointment

The Academy Nomination and Selection Committee (ANSC) appoints the members of the DCSNF upon recommendations submitted by the Division Director and Division Secretary.

### Responsibilities

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

### Length 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

- each member reviews and ranks nomination dossiers submitted to the Committee
- each member submits their rankings to the Secretary
- the Secretary of the Committee compiles the results
- the results are sent to the committee members prior to the teleconference
- a zoom/teleconference is held to discuss the rankings and establish a short list
- the short list is put forth to the Academy Nomination and Selection Committee (ANSC) as the most suitable candidates for election
- the Secretary of the Committee writes a report that will be submitted to the ANSC and the RSC Secretariat (names of the suggested candidates and comments/suggestions to the ANSC)

The Committee will bear in mind the guidance it receives from the Academy Council with particular respect to the distribution in the Fellowship to ensure balance in terms of gender, language, geography, disciplines, institution size, and generational affiliation and such other criteria as the Council may determine.

## Part 3: Meetings of Members of the RSC Academy

RSC Academies hold no fewer than one annual business meeting, in November during the « Celebration of Excellence and Engagement » COEE.

### Objectives

- to review the activities of the year, as reported by the Academy President and Division Directors;
- to vote on matters arising from the reports, as necessary;
- to discuss and comment the nomination of candidates who are proposed for the different committees of the Academy;
- to consider and vote on matters affecting the Society as a whole or the Academies;
- to consider other matters brought forth by Fellows, either on their own initiative or on behalf of others.

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

## Part 4: Election of the Academy President

### Nominations

Any RSC Member in good standing may nominate as many candidates as the Member wishes.

Members shall make nominations in writing to the President or to the appropriate contact point at the Secretariat of the RSC.

Members may nominate themselves.

Nominations shall normally be received by August 15.

### Voting in Elections

Voting shall be by electronic ballot.

Elections should normally be held in September.