



GOVERNANCE POLICIES OF THE FEDERATION

Conduct of the Annual General Meeting

1. The agenda of the Annual Meeting of the General Assembly shall include:
 - a) Adoption of the agenda;
 - b) Approval of the minutes of the previous Annual Meeting and of any special meeting of the General Assembly held in the interim;
 - c) Matters arising from the minutes;
 - d) Report of the President of the Federation;
 - e) Receipt and consideration of the financial statements for the fiscal year ended;
 - f) Appointment of auditors;
 - g) Reports from the Directors and Chair of the Awards to Scholarly Publications Program;
 - h) Motions from the Board of Directors for decision by the General Assembly;
 - i) Motions of which notice has been given by members;
 - j) Motions accepted at the adoption of the agenda;
 - k) Announcement of results of election (if balloting took place); and
 - l) Other business.
2. All motions to amend the By-Laws, whether from members or from committees of the Federation, must be submitted in writing to the Executive Director at least 21 days before the next regular meeting of the Board of Directors occurring before the Annual General Meeting. Such motions, if they receive the required majority of the votes cast by the Board of Directors, shall then be circulated for ratification to all members of the Federation at least 21 days before the Annual General Meeting. To be ratified, such motions must be approved by at least two-thirds (2/3) of the representatives present at the Annual General Meeting.
3. Recommendations on matters affecting the financial obligations of members of the Federation may be brought to the General Assembly on motion of the Board of Directors. Motions from members on this subject must be referred to the Board of Directors for preliminary study before being brought to the General Assembly, and should be communicated to the Executive Director at least 21 days before a meeting of the Board of Directors as in the case of amendments to the Bylaws. The proposal shall be presented to the General Assembly with the Board of Directors' recommendation thereon.
4. All other motions by members of the Federation for consideration by the Annual General Meeting shall be submitted in writing to the Executive Director at least 21 days before the announced date of the Annual General Meeting and shall be circulated as part of the agenda of that meeting.
5. In cases of urgency, a motion of which notice has not been given may be brought forward as an amendment to the agenda at the time when the motion for the approval of the agenda is made. A three-quarters (3/4) majority of the votes cast is required to approve any motion to add to the agenda a motion of which notice has not been given. Such motions would then require a three-quarters (3/4) majority to be approved.



6. Any matter of concern to the Federation may be brought up for information or for informal exchange of opinion under Other Business without notice, but no motion concerning such business shall be acceptable except a motion requesting the Board of Directors to consider the matter further at its discretion.
7. At special meetings of the General Assembly, the agenda shall be confined to those matters for the consideration of which the meeting was called, except for matters raised for informal discussion and information.

Membership Criteria

Associations:

1. Any organization may apply for membership in the Federation.
2. To be eligible for membership in the Federation, an association must fulfill the following criteria:
 - a) Support the objectives of the Federation;
 - b) Have a program of activities with substantial humanities and/or social science content relating to the objectives of the Federation;
 - c) Be open to membership of individual humanists and social scientists with no restrictions other than appropriate academic qualifications;
 - d) Have a majority of members engaged in teaching or research;
 - e) Pay membership fees as set by the General Assembly;
 - f) Accept the By-laws of the Federation subject to regular amendment procedures provided; and
 - g) Possess either a constitution duly approved by the membership or a letters patent indicating not-for-profit status.
3. Applications for membership should contain the following information:
 - a) Name of organization;
 - b) Purpose or objectives of the organization;
 - c) Current officers and membership of governing board;
 - d) Copy of the constitution or letters patent;
 - e) Latest membership information broken down by categories of membership;
 - f) Date of establishment of the organization;
 - g) A copy of the program of the last conference or annual meeting of the organization;
 - h) Membership fees; and
 - i) Non-profit status if the organization is registered.
4. Application for admission will be considered by the Board of Directors which will make a recommendation to the General Assembly. Application for membership will be approved by the members of the General Assembly at the annual or special meeting.



Universities or colleges:

1. Eligible institutions shall:
 - a) Have received a Charter or other relevant legal permission by the relevant Canadian governmental authority to provide not-for-profit post secondary education and/or research;
 - b) Support the objectives of the Federation;
 - c) Have a program of activities with substantial humanities and social science content relating to the objectives of the Federation;
 - d) Pay membership fees as set by the General Assembly; and
 - e) Accept the By-laws of the Federation subject to regular amendment procedures provided.
2. Applications for membership should contain the following information:
 - a) Name of institution;
 - b) Objectives or purpose;
 - c) Copy of constitution or charter;
 - d) Current officers and members of governing board;
 - e) Date of establishment;
 - f) Number of students and faculty;
 - g) Copy of the last annual report; and
 - h) Evidence of corporate and non-profit status.
3. Application for admission will be considered by the Board of Directors which will make a recommendation to the General Assembly. Application for membership will be approved by the members of the General Assembly at the annual or special meeting.

Annual membership fees

Associations:

An association's membership fee to the Federation for the Humanities and Social Sciences is based on a per capita levy on all members of the association as approved by members of the General Assembly at the annual or special meeting.

Universities:

The membership fee for universities is based on enrolment figures published by Statistics Canada and is levied on each full-time equivalent student. Annual fees are approved by members of the General Assembly at the annual or special meeting.



Electoral procedures

1. Eligibility - Directors

Anyone who is

- a) affiliated with a learned society, association, university or college which is a member of the Federation and
- b) either currently or previously engaged in teaching and/or research in the humanities or social sciences

is eligible for election to the Board of Directors.

Officers of the Federation are most effective at performing their duties when they understand both French and English.

Directors who have completed two consecutive two-year terms, must step off the board for at least one two-year period before being eligible to run again for a position on the Board of Directors.

2. Nominating Committee

The role of the Nominating Committee is to ensure that the proper electoral procedures, as provided for in the By-law and any election rules adopted by the board, are observed. In addition, the Nominating Committee shall endeavour to ensure that nominations to the board reflect the diverse composition (including geography, gender, language, governance and policy experience) of the Federation in all respects.

The composition of the Nominating Committee comprises the Past President as chair, and up to two individuals from each of a) learned societies, and b) universities and colleges. In the event that there is no Past President, the President shall be the chair of the Nominating Committee.

3. Nomination Procedure

- a) No later than two (2) months before the Annual General Meeting, the Returning Officer (who is normally the Executive Director) shall send to each General Assembly representative an invitation to submit nominations for open positions on the Board of Directors. The invitation will be sent either by mail or electronic methods.
- b) At the time of the Returning Officer's invitation to General Assembly representatives to submit nominations for open positions on the Board of Directors, the Returning Officer shall approach each standing Director whose first two-year term is ending to determine if such Director desires to stand for a second two-year term. Such Director has 10 business days to declare, with written consent being sent to the Returning Officer, that she/he agrees to undertake a second two-year term.
- c) Current General Assembly representatives and Directors are the nominators and thus eligible to submit nominations for open positions on the Board of Directors. Interested parties will be provided with contact information for their General Assembly representative upon request to the Federation.
- d) The following information, comprising the Nomination Form, will be sent by the Returning Officer to the General Assembly representatives:
 - specific positions open for nominations;
 - eligibility criteria for those being nominated;



- job descriptions for each open position;
 - the deadline for submission of nominations;
 - instructions on how to submit nominations;
 - Federation contact information in case of queries.
- e) Each nominator may nominate one person, including her/himself, per each open position.
- f) Two nominations for the same nominee constitute a candidacy.
- g) The Nominating Committee may add to the list of nominees. There should be at least two (2) candidates for each office, if possible.
- h) Once all candidates have been identified, the Returning Officer shall request from each candidate: a) a brief biography, b) a short statement indicating why they are interested in the position and c) written consent confirming that the candidate will stand for election to the position for which she/he has been nominated. Upon receipt of these documents, the Returning Officer will add the candidate's name to the election ballot.

3. Acclamation

In the event that there is only one candidate declared for a specific open position, that candidate shall be acclaimed into the position and there shall be no election for that position.

4. Election Procedure

- a) The Returning Officer calls an election for each open position on the Board of Directors.
- b) Current General Assembly representatives and Directors are the voters and thus eligible to vote for candidates running in each open position.
- c) The following information, comprising the Voting Package, will be sent by the Returning Officer to General Assembly representatives:
- a ballot consisting of the name of each candidate with a box opposite each name;
 - a brief biography of each candidate;
 - job descriptions for each open position;
 - the deadline for submission of votes, which shall be no sooner than 10 business days from the sending date of the Voting Package;
 - instructions on how to submit votes: i) in the case of a mailed-in ballot, the Voting Package will contain a ballot envelope as well as a return envelope addressed to the Returning Officer and ii) in the case of an electronic ballot, the Voting Package will contain a login access profile;
 - Federation contact information in case of queries.
- d) Each voter may vote for one person per each open position. If there are open positions for Director – Learned Societies or Director – Institutions, only voters from within learned societies may vote for the Director - Learned Societies and only voters from within colleges and universities may vote for the Director - Institutions.
- e) Immediately after the deadline for receipt of ballots, the Returning Officer, having verified the names of voters against the list of eligible voters, shall:
- in the case of a mailed-in ballot, open all return envelopes and place the unopened ballot envelopes in a special box;
 - in the case of an electronic ballot, open and print each electronic submission.



- f) The Returning Officer, in the presence of the Chair of the Nominating Committee or her/his delegate, opens either the ballot envelopes or accepts the printed electronic votes.
- g) The votes are counted by the Returning Officer.
- h) The Returning Officer subsequently certifies the results to the Chair of the Nominating Committee, who informs the candidates of the election results. A general announcement will follow.
- i) The ballots (and mailing envelopes in the case of a mailed-in ballot) will be securely retained until after the next meeting of the General Assembly representatives, when a motion to destroy the ballots will be considered.

5) Appointments

As per the By-law, up to two (2) of the possible six (6) Board of Directors may be appointed by the board as Directors with policy responsibilities.

The board appoints the Chair, Award to Scholarly Publications Program (ASPP) Academic Council normally from within members of the ASPP Academic Council. If no candidate(s) is found within the ASPP Academic Council, candidates may be sought from the ASPP Publications Committee. The term of the Chair, ASPP Academic Council is, as for other Directors, two years, renewable once.

As per the By-law, the Treasurer may be appointed by the board from amongst those elected or appointed as Directors.

Should a vacancy occur in the offices of the Directors after the mailing of the Nomination Form, the board may appoint a replacement to complete the term of office. Such an appointment, if less than 12 months in duration, does not constitute an elected term of office.