

INSTITUTE OF ISLAND STUDIES PURPOSE AND PROCEDURES

i Name

The Institute of Island Studies (“the Institute”).

ii Description

Purpose

The purpose of the Institute is to improve the quality of life on Prince Edward Island through practical applications of the scholarly field of Island Studies.

Objectives

The specific objectives of the institute are:

- a) To encourage a deep knowledge, understanding and cultural expression of Prince Edward Island;
- b) To serve as a bridge between the University and Island communities;
- c) To contribute to the formulation of progressive public policy in Prince Edward Island;
- d) To undertake comparative studies of Prince Edward Island and other islands.

iii Management

Day to day management of the affairs of the Institute of Island Studies is the responsibility of the Director. The Director shall exercise the powers and discharge the duties of the office honestly, in good faith and in the best interests of the Institute.

The Director of the Institute reports to the Dean of Arts, in whom financial oversight is vested.

The Director of the Institute of Island Studies informs, and receives advice and assistance from, an Advisory Council.

The functions of the Director are as follows:

- 1. To provide collaborative leadership and to develop, administer and coordinate the programs and projects of the Institute.
- 2. To facilitate the activities of the Advisory Council and its committees.
- 3. To direct the preparation of an operational budget for submission to the University and to administer the approved budget and other income and disbursements.
- 4. To work with the Advisory Council to formulate a strategic plan to guide Institute activities.
- 5. To plan, organize and direct the fund-raising activities of the Institute.

6. To negotiate with project sponsors in establishing contractual arrangements for funding Institute activities, in co-operation with the UPEI Vice President for Research and Development.
7. To communicate with representatives of governmental and non-governmental bodies to coordinate research, public education and other activities of the Institute.
8. To coordinate the work of others involved in projects undertaken by the Institute.
9. To direct the preparation and publication of media releases, in conjunction with UPEI Advancement Services.
10. To direct the preparation and publication of research reports and other informational materials developed by the Institute.
11. To assist with the review of scholarly manuscripts for online publication by the Institute.
12. To engage in scholarly research and writing related to the purpose of the Institute.
13. To participate in the Steering Committee for the Master of Arts in Island Studies Programme of UPEI.
14. Submit annual report as required by the UPEI Research Institutes, Centres and Groups Policy.

iv Structure and administrative function

The Institute of Island Studies, established in 1985, is under the Faculty of Arts of the University of Prince Edward Island. Accounting and audit services for Institute project and programme budgets is performed by the Accounting Office of UPEI. The fiscal year of the Institute is the same as that for the University, that is 1 May - 30 April.

The Institute comprises a director and whatever staff funding permits, plus an Advisory Council. There is no formal membership in the Institute, but a list is kept of “Friends of the IIS”, these being persons interested in the work of the Institute who may be invited to participate on Advisory Council committees. The Institute also has attached to it an indefinite number of Research Associates, researchers approved by the Advisory Council, who may come to work at UPEI or pursue studies based at some other institution, and whose work in Island Studies furthers the mandate of the Institute.

The process for hiring a Director for the Institute follows normal UPEI procedures for hiring University administrative personnel. A hiring committee, which includes the chair of the Advisory Council, is struck by the Dean of Arts. The candidate selected by the hiring committee must be approved by the Dean of Arts, the President of UPEI and the Board of Governors.

The Director of the Institute of Island Studies shall hold a PhD (as agreed to by the advisory council in meetings of June & Sept 2004) and shall be an adjunct professor in a suitable faculty, so as to qualify for internal research funding and to be in the position to lead research projects as a Principle Investigator.

With respect to operational matters such as approval of research projects, level of employee

salary and benefits, honoraria and travel policy, the Institute shall follow the policies, procedures and guidelines of the University.

v Membership and Function of the Advisory Council

Membership

Any person is eligible to be a member of the Advisory Council of the Institute of Island Studies provided he/she:

- is not an employee of the Institute
- has, in the opinion of the existing Council, a genuine interest in the objectives of the Institute.

The Advisory Council for the Institute of Island Studies is composed of at least 8 and no more than 12 voting members. No more than half of the members shall be drawn from the university research community. Among the university-based members, the coordinator of the Masters of Arts in Island Studies Programme (who may be represented by the administrative assistant for MAIS) and the Canada Research Chair in Island Studies are permanent appointments to the Council. The Dean of Arts serves as an ex-officio (non-voting) member of the Advisory Council.

At least one half of Advisory Council members shall be drawn from the wider community of Prince Edward Island. To the extent possible, Council members shall be selected from among those whose skills, experience and contacts coincide with the current needs of the Institute as reflected in strategic plans. Efforts shall be made to build a Council that is gender balanced, inclusive of youth and reflective of the geographic, ethnic and cultural diversity of the Island.

Where voting is required, a quorum of the Advisory Council shall be a majority of the current list of voting members of the Advisory Council. Quorum may be met at a face to face meeting or through email consultation.

Members of the Advisory Council receive no remuneration for acting as such. In accordance with UPEI policy, the core budget does not provide any allowance for members' travel expenses within PEI.

Purpose

The purpose of the IIS Advisory Council is to provide general guidance and practical assistance to the Director in fulfilling the mandate of the Institute, to help inform the wider University and Island communities of the mandate and activities of the Institute and to be advocates of the Institute.

Council members are not official representatives of constituencies. However, each brings to the Council the perspectives of their various communities (e.g. historical, cultural & environmental groups, resource industries, businesses, local governments etc.) as well as their personal skills and contacts.

Powers of Council members

The Council is advisory, not a governing body and so does not prescribe the activities of the Director of the Institute of Island Studies, hire staff or manage programs. The Council does not have decision-making authority with respect to the finances of the Institute, nor does it bear any financial liability for the Institute.

No individual Council member shall have any authority to act on behalf of the Institute except as provided by resolution of the Council at the request of the Director.

Committees of the Advisory Council

Ad hoc committees to deal with particular events or issues may be struck by the Advisory Council as it deems fit. In each circumstance the Council shall give clear direction as to committee membership, purpose, duration, budget and other relevant matters.

Chairpersons of ad hoc committees shall be responsible for calling meetings of the committees. They shall also see that accurate minutes are kept and a copy forwarded to the Director.

Evaluation of the Director's performance

Performance evaluation of the Director is the responsibility of the Dean of Arts, UPEI. Any evaluation committee will seek input from the Advisory Council.

Evaluation of the Institute and Advisory Council

The Council shall evaluate its own performance and that of the Institute on a regular basis (every two years). The Institute's activities shall be assessed for relevance to the Institute's mandate and objectives, with the understanding that a particular aspect of the mandate may be a focal area for activities in any given year. Council activities will be reviewed to determine the degree to which members' talents have been successfully tapped to advance the Institute's work.

Conflict of Interest

Where a Council member or the Director has any pecuniary or personal interest in any matter, or otherwise has a conflict of interest, he/she:

- shall disclose his/her interest prior to any consideration of the matter in the Council meeting,
- shall not take part in the discussion of, or vote on, any question in respect to the matter

- and
- shall not in any way before, during or after the meeting, seek to influence the voting on any such question.

Terms of service

With the exception of the permanent and ex-officio members noted above, Council members shall serve a term of three years, which may be renewed once. After two terms, Council members must stand down for at least one year before re-joining the Council. Terms shall be staggered so that approximately one third of Council Members are renewed or replaced in any one year. Appointments of new Council Members may be made at any time to fill an unscheduled vacancy.

The current list of Advisory Council members is appended.

Appointment and orientation of new council members

Nominees are suggested to the Advisory Council by the Chair, who may be assisted in recruiting members by the Director and/or a Council committee struck for that purpose. The Advisory Council considers the suitability of nominees in light of their skills and experience, the Institute's current area of focus and other factors such as the gender balance and diversity of the existing membership. Once a nominee is accepted, the Advisory Council seeks formal approval of the candidate from the Dean of Arts.

New Council members shall be provided with a copy of the IIS Purpose and Procedures, the current workplan and other resources deemed useful for orientation to the work of the Council and the Institute.

Termination of membership

Advisory Council members may withdraw from the Council at any time.

A Council member shall automatically cease to hold office if:

- he/she ceases to conform to the criteria of eligibility or
- a resolution to that effect is passed by two-thirds of the voting members, during a scheduled Council meeting, based on reasonable grounds.

Reasonable grounds for voting a member off the Advisory Council include:

- persistent non-attendance at meetings (3 or more consecutive meetings) with no explanation provided
- non-adherence to conflict of interest policy
- working against the interests of the Institute.

Advisory Council Meetings

The Advisory Council shall meet five times per year, including an annual general meeting. Between full Council meetings the Director shall report to and seek advice from the Executive Committee and assist with projects taken on by active ad hoc committees.

Notice for any meeting shall be given at least 2 weeks in advance of the date of the meeting and shall include the date, time, place and general nature of topics to be discussed.

Friends of the Institute are welcome to attend any meeting of the Advisory Council or to participate in committee work, but they may not participate in voting.

Advisory Council Executive

The Executive Committee of the Advisory Council is made up of the chair, vice-chair and secretary. These positions are elected by the Council Members during the Annual General Meeting, to serve one year terms.

The Chair of the Council or, in his/her absence, the Vice Chair, shall preside over meetings of the Council. The Secretary shall review Council meeting minutes drafted by the Administrative Assistant to the Director, and submit Council news briefs to the UPEI Arts Faculty newsletter. In the absence of an administrative assistant, the secretary shall also take the minutes.

Annual General Meeting

The Annual General Meeting of the IIS shall normally take place in June, at which time

- the Council shall consider and approve the minutes of the last AGM.
- the Chairperson and the Director shall report on the work of the Council and of the Director, respectively.
- the Director shall table, for the information of the Council, the financial statement of the past year as well as the budget for the new fiscal year.
- nominations shall be accepted for positions on the executive committee and
- An executive committee for the following year shall be elected by secret ballot or, in the absence of competition for any position, by acclamation.

Amending the IIS Purpose & Procedures

Notice of motion to amend the IIS Purpose and Procedures must be sent to all members of the Advisory Council at least two weeks in advance of a Council meeting. On receipt of recommendations for amendment from a properly constituted meeting of the Advisory Council, the UPEI Vice President, Research and Development shall forward the request to the Research Advisory Committee (RAC), which will send its recommendation to the Senate and to the Council of Governors of UPEI for approval.