

**The Rules and Regulations
of the
Royal Architectural Institute of Canada
College of Fellows**

Preamble to the Rules and Regulations

The College of Fellows was established in 1941 by the Royal Architectural Institute of Canada to recognise excellence and act as an advisory body to the Board of Directors. The College of Fellows shall govern itself in accordance with these regulations.

1. Mission

1.1 College of Fellows

1.1.1 The mission of the College of Fellows is to strengthen and reinforce the efforts of the Institute in its continuous endeavour to enhance and develop Excellence in the profession of architecture and to formally recognize members who have made outstanding contributions toward this mission.

2. Objectives

2.1 College of Fellows

2.2.1 To strengthen the profession of architecture by providing opportunities for learning and development of the profession.

2.2.2 To recognise members of the profession who have demonstrated excellence in the profession, by service to the profession or to the advancement of the profession.

2.2.3 To support the Institute in its efforts to promote Excellence in the profession.

2.2.4 To act as an advisory body to the Board of Directors of the Institute, to consider requests by the Board and to offer opinions on matters under discussion by the Institute.

3. Definitions and Roles

3.1 College of Fellows

3.1.1 The College of Fellows of the Royal Architectural Institute of Canada is composed of those Institute members who have been approved by the Board of Directors of the Institute and advanced to Fellowship by the College of Fellows in accordance with these Rules and Regulations. The Fellows and Honorary Fellows shall be known collectively as the College of Fellows.

3.2 Fellow

3.2.1 A Fellow is a Member of the Institute who has achieved professional eminence or has rendered distinctive service to the profession or to the community at large. Nomination and advancement to Fellowship is administered by the College. A Member must have been a member of the Institute for at least 5 years prior to nomination as a Fellow. Fellowship is bestowed for life and is one of the highest honours the Institute can confer upon a Member.

3.3 Honorary Fellows

3.3.1 Members of the Royal Family, persons who hold or have held high office in the Government of Canada and other eminent or distinguished persons, nationally or internationally, who have been approved by the Board shall be eligible to become Honorary Fellows.

3.4 Officers of the College

3.4.1 The Officers of the College shall form the Executive and be responsible for the conduct of the affairs of the College of Fellows.

At least one officer of the College shall be a member of the Board of the RAIC Foundation

3.4.2 The Officers shall report to Fellows at the College's Annual Business Meeting and shall issue a report to the Institute for its annual meeting.

3.4.3 Officers

3.4.3.1 Chancellor

3.4.3.1.1 The Chancellor shall be Elected from a list of nominations by Fellows from the rank of Fellows. Nominations shall be at the invitation by writing from the Chancellor to the members of the College. Each candidate is required to be nominated by five (5) Fellows in good standing (not necessarily from the same region). The candidate is to provide a 200 word statement outlining briefly the candidate's background and vision on meeting the challenge of leading the College. The election shall take place in the last year of the office of the current Chancellor and the result shall be adopted at the AGM of the College in the last year of the office of the Chancellor at that time. The Chancellor elect shall be a member of the Executive of the College. The result of the election will be subject to ratification by the Board. The Chancellor of the College of Fellows is a voting member of the Board of the Institute.

3.4.3.1.2 The Chancellor shall act as presiding officer at the Convocation of Fellows and at the meetings of the Officers of the College of Fellows.

3.4.3.1.3 The Chancellor shall perform all the duties incidental to the office, those required by the Rules and Regulations of the College of Fellows, and those delegated to the office by the Officers of the College of Fellows.

3.4.3.1.4 The Chancellor shall report on a regular basis to all members of the College.

3.4.3.1.5 The Chancellor shall serve a three year term

3.4.3.2 Dean

3.4.3.2.1 There shall also be a Dean of the College appointed in accordance with such procedures, and whose duties are established by the Officers. The Dean shall be Acting Chancellor in the absence of the Chancellor or whenever the Chancellor is unable to act.

3.4.3.2.2 The Dean shall serve a three year term.

3.4.3.3 Registrar

3.4.3.3.1 There shall also be a Registrar of the College appointed in accordance with such procedures, and whose duties are established by the Officers. The Registrar shall record all actions taken at the Convocation of Fellows and meetings of the Officers of the College of Fellows.

3.4.3.3.2 The Registrar shall serve a three year term.

3.5 The College of Fellows' National Committee

3.5.1 The National Committee shall consist of the Chancellor, the Dean, the Registrar, two immediate past presidents of the Institute who have completed their term on the Institute's Board of Directors.—Each of the past-Presidents will serve a two year term.

3.5.2 The College of Fellows' National Committee will meet approximately three times during the year, one of which will be at the annual business meeting, and should confer on a regular basis.

3.5.3 The College of Fellows' National Committee shall:-

3.5.3.1 Advise the Institute's Board on matters related to long term Institutional development (i.e. long term objectives and policies)

3.5.3.2 Review all nominations received from the Regional Committees and make recommendations for Fellowship to the RAIC Board of Directors.

3.5.3.3 Deal with the affairs of the College of Fellows including general development, participation of members in the College, nomination of officers, nomination of Honorary Fellows and administrative matters and other matters as deemed appropriate

3.5.3.4 Act as Trustee(s) for the RAIC Foundation overseeing the proper administration of its scholarship funds and directing its private fund-raising initiatives in support of the Institute's program.

3.6 Regional Chair

3.6.1 The Chancellor shall appoint, in consultation with the National Committee, the chair of each regional committee. The Regional Chair will assist the Officers of the College by receiving nominations, by initiating committee work when so requested and by liaison with the Institute's Regional Director and local organisations on matters of mutually beneficial interest.

3.6.2 The duration of the Regional Chair's appointment will be at the pleasure of the Chancellor, with a maximum term of three (3) years.

3.7 Regional Committees

3.7.1 The Regional Committees will be made up of a minimum of six members of the College of Fellows resident in the region. The Committee will represent a cross section of the profession in the region, both in terms of age and type of involvement (e.g. private practice, education, public or corporate sector).

3.7.2 The term of appointment will be for three years with a rotation such that two new members of the Committee are appointed each year.

3.7.3 Regional committees shall:-

3.7.3.1 Serve as standing committees in each region of the country to provide a focus for the region's College activities.

3.7.3.2 Participate as broadly as possible in the affairs of the College including:

3.7.3.2.1 Provide a focus for regional communication and feedback to the National Committee.

3.7.3.2.2 Play a major role in the annual nomination process for new members of the College including;

identifying and facilitating nominations, receiving and review all nominations for Fellowship from the region; and submitting a report on the nomination process to the National Committee identifying all nominations received, those approved, deferred or rejected, indicating further recommendations related to deferrals.

3.7.3.2.3 Organise an annual regional event for local members of the College of Fellows and undertake fund raising activities in support of the Foundation.

3.8 Committees

3.8.1 Committees as may be needed from time to time may be appointed by the Chancellor or the Officers of the College of Fellows.

4. Operations of the College of Fellows

4.1 Election of Officers

4.1.1 The Officers shall be elected at the Annual Business Meeting of the College of Fellows held at the time and place of the RAIC Annual Festival, and shall take office immediately following the Festival. One officer shall be elected each year on a three year rotating basis unless a resolution of the Business Meeting otherwise directs.

4.2 Vacancies in Office

4.2.1 In the event the Dean or Registrar cannot or does not fulfill the duties of the office, the remaining Officers of the College of Fellows shall appoint a Fellow to serve out the original elected officer's term, with full rights and title to the office. In the event of the resignation or death of the Chancellor, the Dean shall succeed to that office until a new Chancellor is elected. All officers shall remain in office until their successors are duly elected and installed.

5. Annual Business Meeting

5.1 The annual business meeting of the College of Fellows shall take place during the Annual Festival of the Institute.

6. Nomination and Advancement to Fellowship

6.1 Fellow

6.1.1 Nomination and advancement of new Fellows shall be in compliance with these Rules and Regulations and the form for Nomination and Advancement of New Fellows.

6.2 Honorary Fellows

6.2.1 Nominations for Honorary Fellow shall be made by the National Committee and shall be submitted to the Board of Directors of the Institute for approval by a minimum of two-thirds of the Directors.

6.2.2 Approved Honorary Fellows will be invited to accept Honorary Fellowship at the next Convocation.

6.2.2 The Honorary Fellowship shall be for life.

6.3 Process of Nomination for Fellowship

6.3.1 Any five members of the Institute, of whom at least one must be a Fellow, may nominate a Member of the Institute for Fellowship. Fellowship will be bestowed in recognition of achievements of excellence in architecture on the basis

of the following criteria: design excellence represented by past awards; outstanding scholarly contribution represented by research, publications, and education; or distinguished service to the profession or the community. No two nominators may be from the same architectural firm or faculty. A Member may only support one nomination in a given year.

6.3.2 One of the nominators shall be designated as the primary nominator and prepare the curriculum vitae and citation for the nominee. The primary nominator shall be responsible to ensure all the documentation is submitted correctly as prescribed elsewhere and shall act as the liaison between the review process and the nominators. The Regional Chair will contact the primary nominator regarding the progress of the nomination.

6.3.3 A nomination that includes a nominator that is part of the Regional Committee shall be considered by the other members of the committee only, the nominator having declared a conflict and withdrawn from the committee for that year. Members of the National Committee and members of the Board of Directors of the Institute shall not nominate candidates for Fellowship.

6.3.4 Nomination should be on the prescribed forms and shall be accompanied by a letter from each of the five Members nominating the candidate. Each letter is to support the nomination as well as attest to the candidate's qualifications for this honour. All nomination documents shall be submitted by the required date in each year to the Regional Chair for the region in which the nominee normally resides.

6.3.5. The Regional Chair shall choose a Committee of six to receive and/or initiate nominations for Fellowship. Each committee shall hold its first meeting by the required date. Each Regional Committee shall be empowered to recommend, or comment on, any nominations which they receive, and may recommend to the National Committee deferment to the next year of any candidates considered, giving reasons. The Chancellor will provide guidance to the Regional Chair regarding the current percentage of Fellows and the number of Fellowships appropriate in a given year.

6.3.6. Each Regional Chair, on behalf of the committee shall submit a report enclosing the nominations it puts forward to the National Committee and this report shall include an endorsement of these nominations and shall list the candidates in order of priority. The report shall identify all nominations received, those approved, deferred or rejected, indicating further recommendations related to deferrals and the report shall indicate the number of meetings held by the committee and shall be signed by all members of the committee.

6.3.7 Any nomination that is deferred or rejected by the regional committee can be appealed by the primary nominator. The regional chair shall inform the primary nominator, and if requested in writing by the nominator, arrange a suitable meeting with the committee to hear objections. The committee will be empowered to change or amend its recommendation prior to submission to the National Committee. If the appeal is denied, the primary nominator is entitled to submit in writing the objections to the regional committee's decision, which will be attached to the report to the National Committee.

6.3.8 The College of Fellows' National Committee shall schedule its nomination process to suit the Institute. The report of the National Committee to the Board must be supported by at least 2/3 of the Committee.

6.3.9 The role of the National Committee will be to review the reports and nominations of the Regional Committee and shall reject a nominee for Fellowship for only the most serious reason. The National Committee has the power to accept a nomination for fellowship that was denied by a Regional Committee. It is also the responsibility of the National Committee to bring forward recommendations for the bestowal of Honorary Fellowships.

6.3.10 The report of the National Committee shall be submitted to the Board for approval and by the required date, a list of all proposed nominees shall be sent to all Fellows with a notice that if any Fellow objects to any name they must write a confidential letter stating reasons for objections to the National Committee before the said date. The National Committee shall act on any such letter or letters entirely at its discretion and issue a written reply to the objector. The decision of the National Committee is final.

6.3.11 The Chancellor shall present the nominations at the following meeting of the Board. The Board shall consider the nominations and shall approve the advancement of new Fellows, on the basis of the National Committee's recommendations, but with no power to add new names or to replace rejected nominees.

6.3.12 The Registrar shall send a Consent to Advancement to Fellowship, to each nominee approved by the Board, for execution. Upon receipt by the Registrar of the Consent and the appropriate entrance dues, the nominated Fellow shall be deemed to be a Fellow of the Royal Architectural Institute of Canada.

6.3.13 The Chancellor shall set the requirements with respect to time in these procedures.

7. Resignation of a Fellow

7.1 A Fellow may resign from Fellowship at any time. If a Fellow's Membership in the Institute is cancelled for cause, then Fellowship shall be deemed to be cancelled. Any Fellow who has resigned Fellowship, or whose membership has been cancelled, shall not thereafter affix "F.R.A.I.C." to their name. The certificate of Fellowship and medal shall be returned to the Institute.

7.2 Any Fellow who has resigned from Fellowship may apply for reinstatement and the Officers may in their absolute discretion reinstate them, provided however that anyone whose Fellowship is cancelled because membership in the Institute is cancelled for cause may not be reinstated unless or until membership in the Institute has been restored.