



University of Toronto TORONTO ONTARIO M5S 1A

TO: Academic Board

SPONSOR: Professor Ian Orchard, Vice-President and Principal, UTM

CONTACT INFO: 905-828-5211, principal@utm.utoronto.ca

DATE: January 8 for January 16, 2003 meeting

AGENDA ITEM: 7

ITEM IDENTIFICATION:

UTM Constitution - Amendments

JURISDICTIONAL INFORMATION:

New or amended divisional constitutions are forwarded by divisional council to the Academic Board for consideration and confirmation by the Executive Committee.

PREVIOUS ACTION TAKEN:

The Constitution was last amended in 1992

HIGHLIGHTS:

The memorandum from Professor Orchard lists the changes proposed. These changes arose from the approval in principle of the *Framework for a New Structure of Academic Administration for the Three Campuses*.

RECOMMENDATION:

It is recommended that the Academic Board approve

The Erindale College Council Constitution (UTM) as amended.

10 December 2002

Ms. Susan Girard,
Secretary, Academic Board,
Office of the Governing Council,
Rm. 106, Simcoe Hall,
27 King's College Circle,
UNIVERSITY OF TORONTO

Dear Susan,

Re: Erindale College Council Constitution

Enclosed please find the Constitutional changes approved by Erindale College Council on 24 October 2002.

A number of minor changes were made including:

- 1) reference to the College as the University of Toronto at Mississauga (UTM);
- 2) reference to the Principal as Vice-President & Principal;
- 3) addition of the University of Toronto's President and Vice-President & Provost as ex officio members of Council;
- 4) reordering of the listing of members.

Two major changes include:

- 1) the removal of approval "by Council of the Faculty of Arts & Science of the University of Toronto" (1a);
- 2) removal of the rules for exceptions to open meetings (7). These rules will now appear in the by-laws.

These changes arise from the recent endorsement of Governing Council for the "Framework for a New Academic Administration for the Three Campuses." I enclose a draft hard copy indicating where changes were made. An electronic version can be found at <http://www.erin.utoronto.ca/council/constitution.pdf>. If more information is required, please let me know.

Sincerely,

Ian Orchard,
Vice-President & Principal

ENCL.
IO/cm

CONSTITUTION

**OF THE
ERINDALE COLLEGE COUNCIL
(University of Toronto at Mississauga)**

1. The Council of Erindale College, ***also known as the University of Toronto at Mississauga (UTM)***, hereafter referred to as "the Council," exercises its powers and duties under the University of Toronto Act, 1971, ***as amended***. These powers and duties shall be to:
 - (a) develop policy regarding the academic affairs of ~~the College~~ ***UTM***, subject to the approval of such policy, where approval is required ~~by Council of the Faculty of Arts and Science of the University of Toronto and~~ by the Governing Council of the University ***of Toronto***;
 - (b) make rules and regulations for governing the proceedings of Council, including the quorum necessary for conducting business;
 - (c) determine the composition and powers of the Council subject to the provisions of the University of Toronto Act, 1971, ***as amended***, and to the approval of Governing Council;
 - (d) determine the numbers, composition and authority of the committees of the Council;
 - (e) award scholarships, bursaries, prizes and other awards in the gift of ~~the College~~ ***UTM***;
 - (f) make recommendations to the ~~Principal~~ ***Vice-President and Principal, UTM, of the College*** on any matters of concern to the College Council;
 - (g) ratify any amendments, changes or deletions to the Constitutions or By-laws of all organizations operating as Erindale College ~~undergraduate~~ ***(UTM)*** student societies, provided that such amendments, changes or deletions are initiated only by these ~~undergraduate~~ student societies, approved by their respective Councils and approved by the Executive Committee of Erindale College Council.
2. Elected and appointed members, with the exception of full-time undergraduate students, shall serve a term of two years, where possible. When necessary, elections to the Council shall be held in March and the results shall be brought to the Council for ratification at its final meeting of the spring term (in March or April). The new Council shall assume office immediately following said meeting.
3. The membership of the Council shall consist of ***the following voting members:***
 - The President, University of Toronto (ex officio)***
 - The Vice-President and Provost, University of Toronto (ex officio)***
 - ~~The ***Principal of the College***~~ ***Vice-President and Principal of UTM***
 - The Vice-Principals of UTM***
 - The Deans of UTM***
 - ~~The ***Deans of the College Divisions***~~
 - The Chief Administrative Officer of UTM***
 - The Registrar of the College UTM***
 - The Librarian of the College UTM***
 - All members of the teaching staff holding their major appointment at the College at UTM***
 - All professional librarians (those who are members of UTFA) at UTM***
 - The heads of the Administrative Departments of UTM***
 - 5 members of the administrative staff elected by and from the administrative staff of the College UTM***

In the undergraduate student ~~allocation~~ category, 75 Council seats are to be made available, and filled by the following criteria:

- (a) 14 are to be elected from ~~the Division of Part-time Students, all of whom must be~~ part-time undergraduate students;
- (b) 15 are to be elected from ~~the Division of~~ Humanities, all of whom must be full-time students;
- (c) 15 are to be elected from ~~the Division of~~ Social Sciences, all of whom must be full-time students;
- (d) 15 are to be elected from ~~the Division of~~ Sciences, all of whom are to be full-time students;
- (e) 14 are to be appointed by the Erindale College Student Union (***ECSU***), all of whom must be full-time students or ECSU Directors;
- (f) ***The President of the Erindale Part-time Undergraduate Students (EPUS) or his/her designate;***

(g) **The President of ~~the Erindale College Student Union~~ ECSU.**

~~The heads of the Administrative Departments of UTM~~

~~5 members of the administrative staff elected by and from the administrative staff of the College UTM~~

The President of the Association of Graduate Students and Assistants at Erindale (AGSAE)

~~4 graduate student members appointed by the Association of Graduate Students and Assistants at Erindale~~ **AGSAE**

2 post-doctoral fellows or ~~full-time~~ research associates to be elected by the post-doctoral fellows **and full-time** research associates

2 members of the Alumni of Erindale College **appointed by the Alumni Association of Erindale College**

2 members of the Associates of Erindale College **appointed by the Associates of Erindale College**

4. The Council shall meet at least three times per term in each of the fall and spring terms. A special meeting may be called by the Chair of the Council, or **the Vice-President and Principal, UTM, of the College** or upon the written request of 25 members of the Council, and shall be convened within 14 days to consider matters requiring attention. Notice of the date and agenda of such meetings shall be given at least seven days prior to a meeting.
5. A member of Council, elected by the Council, shall preside as Chair. The tenure of office of Chair shall be two years, subject to re-election. A Vice-Chair shall also be elected by Council. The Chair and Vice-Chair of Council ~~normally~~ will have a maximum of two consecutive two-year terms.
6. The ~~Secretariat~~ **Secretary** of the Council shall **be appointed by the Vice-President and Principal, UTM**, to act as the Secretary of all Council and Standing Committee meetings.
7. ~~Except for meetings of the committee of the whole, meetings of the Council shall be open to all members and alumni of the College. By a two third majority vote of the voting members present at any meeting, the Council may determine that meetings or parts of meetings shall be held in camera, and, where matters affecting any individual may be disclosed, the meeting shall be held in camera unless the individual requests that such part of the meeting shall be open.~~
Meetings of the Council and the Committees of Council shall be open, except as otherwise provided in the By-laws approved by the Council.
8. At least seven days' prior notice of the dates and agenda of the Council meetings shall be given to all members of the Council and to the ~~College UTM~~ community. ~~and~~ Decisions of the Council shall be ~~notified~~ published in such manner as the Council, by By-law, shall determine.
9. The Council shall pass By-laws regulating the exercise of its powers and responsibilities and governing the calling and conduct of its meetings. By-laws and resolutions of the Council shall be published by the Council in such a manner as it may consider fit. ~~They and they should~~ shall be open to examination by all members of ~~the College UTM~~ during normal business hours.
10. The Council may appoint such standing and special committees as it may require in the conduct of its business and the fulfilment of its resolutions.
11. On ~~the recommendation of~~ **approval by** two-thirds of the voting members present at any meeting, the Council may ~~propose-recommend~~ an amendment to its Constitution to the Governing Council of the University of Toronto. Fourteen days' notice of any proposed amendment shall be given to the College Council.

OCTOBER 10, 2002.