



**faculty  
of  
information studies**

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## **Constitution**

**Approved by FIS Council, November 21, 2006  
Not yet approved by Governing Council**

<b>Reference (Proposed version)</b>	<b>Proposed version November 21, 2006</b>	<b>Current version December 11, 2001</b>	<b>Notes</b>
<b>Article 1</b>	<b>Name</b>		
Art. 1, Sec. 1	The name of this body shall be the Council of the Faculty of Information Studies of the University of Toronto (referred to hereafter as the Council, the Faculty and the University).	<i>Same.</i>	
Art. 1, Sec. 2	In this Constitution and in the accompanying Bylaws:  “Teaching Staff” means one who holds a teaching appointment of 40% or more in the Faculty and who holds the rank of Professor, Associate Professor, Assistant Professor, Senior Lecturer, Lecturer, Senior Tutor, or Tutor;  “Senior Research Associate” means one who holds an appointment of 40% or more in the Faculty with the rank of Senior Research Associate;	<i>Not in current.</i>	New section for definitions that are applicable throughout the proposed Constitution and Bylaws.

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	<p>“Inforum” means <i>The Inforum: The Integrated Library and Information Studies Laboratory</i> of the Faculty;</p> <p>“Professional Librarian” means one who holds a librarian appointment of 40% or more in the Inforum of the Faculty and who holds the rank of Librarian I, II, III, or IV;</p> <p>“Senior Administrative Officer” means one who holds an administrative staff appointment of 40% or more in the Faculty and whose designation as “Senior Administrative Officer” is determined by the Dean in consultation with the Council’s Executive Committee;</p> <p>“Associated Instructor” means one who is a current University employee and who is not a member of the Teaching Staff of the Faculty and who teaches at least one course per year in the degree programs of the Faculty;</p> <p>“Sessional Lecturer” means one who holds the rank of Sessional Lecturer I or II in the Faculty and who teaches at least one course per year in the degree programs of the Faculty;</p> <p>“Administrative Staff” means one who holds an administrative staff appointment of 40% or more in the Faculty and who is not a Senior Administrative Officer;</p> <p>“Student” means one who is registered with the School of Graduate Studies and who is enrolled in a program of study leading to a diploma or degree in</p>		

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	<p>the Faculty;</p> <p>“Alumni/Alumnae” means those who are graduates of any diploma or degree program currently offered or once offered at the Faculty (or predecessor schools) and contemporaneously registered with the School of Graduate Studies, but who are not currently employed in the Faculty, nor registered with the School of Graduate Studies as diploma or degree students in the Faculty.</p> <p>“External Member” means one who is a member of a profession or organization related to the programs of the Faculty and who is not currently employed in the Faculty nor registered with the School of Graduate Studies as a diploma or degree student in the Faculty; and</p> <p>“University Member” means one who is a member of the Graduate Faculty of the University and who is not a member of the Faculty of Information Studies, with an interest in the programs of the Faculty.</p>		
<b>Article 2</b>	<b>Powers and Duties</b>		
Art. 2, Sec. 1	The Council exercises its powers and duties under the authority of the <i>University of Toronto Act 1971</i> of the Province of Ontario, as amended (the Act);	<p>The Council exercises its powers and duties under the authority of:</p> <ol style="list-style-type: none"> <li>1) the <u>University of Toronto Act 1971</u> of the Province of Ontario, as amended (the Act);</li> <li>2) the Governing Council of the University of Toronto (the Governing Council); and</li> <li>3) the Council of the School of Graduate</li> </ol>	Amended, as authority comes from Act.

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		Studies (the SGS Council).	
Art. 2, Sec. 2	Subject to the provisions of the Act, and the approval, as required or as appropriate, of the Governing Council of the University, the Council shall have the following powers and duties:	Subject to the provisions of the Act, and the approval, as required or as appropriate, of the Governing Council and of the SGS Council, the Council shall have the following powers and duties:	Amended to reflect that approval comes, in first instance, from Governing Council.
Art. 2, Sec. 2, a)	To determine policy regarding the academic affairs of the Faculty;	<i>Same.</i>	
Art. 2, Sec. 2, b)	To determine the content and requirements of the programs which lead to degrees, diplomas, certificates, and credits over which the Faculty has authority and to monitor the quality and standards of the programs;	to fix and determine the programs and courses of study in the Faculty;	Amended to include PLC program and monitor quality and standards.
	<i>Not in proposed.</i>	to appoint the examiners for, and conduct the examinations of, the programs and courses of the Faculty, and to determine the results of such examinations; <i>Was Art. 2, Sec. 2, c)</i>	Deleted.
	<i>Not in proposed.</i>	to deal with and to decide upon all applications and memorials by students of the Faculty; <i>Was Art. 2, Sec. 2, d)</i>	Graduate Appeals are always subject to the policies and procedures of the School of Graduate Studies.

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Art. 2, Sec 2, c)	To award, or to delegate to Committee(s) of Council to award, scholarships, bursaries, prizes and other awards over which the Faculty has responsibility;	to award scholarships, bursaries, prizes and other awards in the gift of the Faculty; and <i>Was Art. 2, Sec. 2, e)</i>	Amended to clarify delegation to Committee.
Art. 2, Sec 2, d)	To determine the rules and regulations for governing the procedures of Council and the method of appointment or election of Council members;	to make rules and regulations governing the proceedings of Council and its Committees, under the provisions of the Bylaws appended hereto. <i>Was Art. 2, Sec. 2, f)</i>	Amended: Bylaws and Committee ref. removed.
Art. 2, Sec. 2, e)	To establish, alter, or disband Standing Committees of Council as deemed necessary, and to determine their composition, authority, quorum, and method of appointment of members and chairs;	Other Standing Committees and special committees of Council may be established as required. <i>Was Art. 6, Sec. 3</i>	Added to clarify role of Council vis-à-vis Standing Committees.
Art. 2, Sec. 2, f)	To establish, alter, or disband Special Committees of Council to consider particular issues, as deemed necessary, and to determine their composition, authority, quorum, and method of appointment of members and chairs; and	Other Standing Committees and special committees of Council may be established as required. <i>Was Art. 6, Sec. 4</i>	Amended.
Art. 2, Sec 2, g)	To consider and approve policy matters of units within the Faculty when such matters are not within the purview of Standing or Special Committees.		Added so that academic matters outside of Standing and Special Committees can be considered by Council.

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<b>Article 3</b>	<b>Membership</b>		
Art. 3, Sec. 1	The membership of Council shall be as follows	<i>Same.</i>	
Art. 3, Sec. 1, a)	<b><i>Ex-Officio</i> members with voting privileges</b>	<u>Ex-Officio Members</u>	
Art. 3, Sec. 1, a), 1)	The President of the University;	<i>Same.</i>	
Art. 3, Sec. 1, a), 2)	The Vice-President and Provost of the University, or designate;	<i>Same.</i>	Added as per other UofT Constitutions and Governing Council's Constitution Template.
Art. 3, Sec. 1, a), 3)	The Chief Librarian of the University, or designate;	The Chief Librarian of the University; <i>Was Art. 3, Sec. 1, a), 2)</i>	Amended: Designate added; now 3).
Art. 3, Sec. 1, a), 4)	The Dean of the School of Graduate Studies, or designate; and	The Dean of the School of Graduate Studies (non-voting; Senate Statute 2961); <i>Was Art. 3, Sec. 1, a), 3)</i>	Amended; Designate added as per Constitution Template.
Art. 3, Sec. 1, a), 5)	The Dean of the Faculty;	<i>Same wording.</i> <i>Was Art. 3, Sec. 1, a), 4)</i>	
Art. 3, Sec. 1, b)	<b>Elected and appointed members with voting privileges</b>	<u>Elected and Appointed Members</u>	Underline removed.

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Art. 3, Sec. 1, b), 1)	All Teaching Staff of the Faculty;	All regular members of the Faculty holding the rank of Tutor, Lecturer or above; and <i>Was Art. 3, Sec. 1, a), 5)</i> <i>Not in current version.</i>	Amended for clarity.
Art. 3, Sec. 1, b), 2)	All Senior Research Associates of the Faculty;		
Art. 3, Sec. 1, b), 3)	All Professional Librarians of the Faculty;	All full- and part-time professional librarians holding continuing appointments in the Library of the Faculty. <i>Was Art. 3, Sec. 1, a), 6)</i>	Amended for clarity.
Art. 3, Sec. 1, b), 4)	All Senior Administrative Officers of the Faculty;	<i>Not in current version.</i>	Added to accommodate "Senior".
Art. 3, Sec. 1, b), 5)	The Director or head of any unit affiliated with the Faculty, as determined by the Dean in consultation with the Executive Committee.	<i>Not in current version.</i>	Added to accommodate affiliated constituencies.
Art. 3, Sec. 1, b), 6)	Associated Instructor or Sessional Lecturer member. One Associated Instructor or Sessional Lecturer in the Faculty, appointed by the Dean for a two-year term. Renewable once;	<u>Associated Instructors.</u> One associated instructor in the Faculty to be appointed by the Dean for a one-year term. Renewable twice. <i>Was Art. 3, Sec. 1, b), 1)</i>	Designation, term and renewability revised.
Art. 3, Sec. 1, b), 7)	Administrative Staff. One Administrative Staff person in the Faculty, appointed by the Dean for a two-year term. Renewable once;	<u>Administrative Officers.</u> Two administrative officers of the Faculty. Appointed by the Dean for a one-year term. Renewable. <i>Was Art. 3, Sec. 1, b), 2)</i>	Designation, term and renewability revised.
Art. 3, Sec. 1, b), 8)	Students.  i) One Student member from each degree	<u>Students.</u> Each degree program in the Faculty shall be represented on Council by one student for each thirty-five students (or major fraction thereof) enrolled	Amended for clarity.

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	<p>program of the Faculty, plus one additional Student member for each full group of 35 students beyond the first 18 students enrolled in each degree program, enrollment being determined by the Registrar based on enrollment data on or near September 21, and elected by the students for a one-year term. Renewable once;</p> <p>ii) Student members of Council and of its Committees and sub-committees shall be elected by the students, in ways to be determined by the student constituencies, so as to be representative of areas of study of the Faculty, with appropriate provision for full-time, part-time, and new students;</p>	<p>in each program, as determined by the enrolment at the beginning of the Council year, for a one-year term. The Ph.D. program shall have at least one student member of Council, regardless of numbers of students enrolled. Within the Master's program, each specialization shall have at least one student member of Council, regardless of numbers of students enrolled. Both full- and part-time students shall be included. Student members of Council and of its committees and sub-committees shall be chosen by the students, in ways to be determined by the student constituencies. Renewable once. <i>Was Art. 3, Sec. 1, b), 3)</i></p>	
Art. 3, Sec. 1, b), 9)	<p>Alumni/Alumnae. Two Alumni/Alumnae of the Faculty, appointed by the Dean in consultation with the Faculty's alumni association(s) for a two-year term. Renewable once;</p>	<p><u>Alumni.</u> Two graduates of the Faculty (or its predecessor schools) not employed or enrolled in the Faculty. Appointed by the Dean in consultation with the Faculty's alumni association for a one-year term. Renewable twice. <i>Was Art. 3, Sec. 1, b), 4)</i></p>	Amended: term extended; renewability revised.
Art. 3, Sec. 1, b), 10)	<p>External Members. Four External Members, appointed by the Dean in consultation with professions and organizations for a two-year term. Renewable once; and</p>	<p><u>The Professions at Large.</u> Four members of the information related professions not employed or enrolled in the Faculty, to be drawn from different professional associations in the fields, and from different types of libraries, archives and other information-related organizations. In consultation with the professions and upon nomination by the Executive Committee, appointed by the Dean for a</p>	Amended: representation broadened; term extended; renewability revised. Dean appoints.



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		one-year term. Renewable twice. <i>Was Art. 3, Sec. 1, b), 5)</i>	
Art. 3, Sec. 1, b), 11)	University Member. One University Member, appointed by the Dean for a two-year term. Renewable once.	<u>Cognate Member</u> . One member from the Graduate Faculty of the University from a graduate department, centre or institute in the School of Graduate Studies. Appointed by the Dean for a one-year term. Renewable twice. <i>Was Art. 3, Sec. 1, b), 6)</i>	Amended: cognate Faculty specified; term extended; renewability revised
Art. 3, Sec. 1, c)	<b>Non-voting members</b>	<i>Not in current.</i>	New
Art. 3, Sec. 1, c), 1)	Assessors of Council are other Sessional Lecturers of the Faculty; other Associated Instructors of the Faculty; other Administrative Staff of the Faculty; the members of Council Committees who are not members of Council; and other individuals appointed by the Executive Committee. Assessor status is accorded at each meeting of Council. Assessors shall have the right to speak at meetings of Council when recognized by the Chair, and shall not vote.	<u>Assessors</u> are the other associated instructors and the other administrative officers of the Faculty, and the members of Council committees who are not members of Council. Assessors shall have the right to speak at meetings of Council when recognized by the Chair, but shall not vote. <i>Was Art. 3, Sec. 2</i>	Amended: 'officers' replaced with 'staff members';
Art. 3, Sec. 1, c), 2)	Observers are other interested persons who are not members or Assessors of Council. Observers do not have the right to speak at meetings unless invited by the Chair, and shall not vote.	<i>Same wording but was Art. 3, Sec. 3</i>	
Art. 3, Sec. 2	In the case of a vacancy in elected or appointed membership which may occur during the Council year, a new member from the appropriate constituency shall be appointed by the Dean to fill the unexpired term, in consultation with the	In the case of a vacancy in elected or appointed membership which may occur during the Council year, a new member from the appropriate constituency shall be appointed by the Dean to fill the unexpired term.	Amended; consultation with constituencies clarified.

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	appropriate constituency.	<i>Was Art. 3, Sec. 4</i>	
<b>Article 4                                      Officers</b>			
Art. 4, Sec. 1	The Chief Executive Officer of the Faculty is the Dean, who has sole responsibility for the general administration of the Faculty, including policy execution, budget and other financial matters, personnel matters including appointments and promotions, physical resources, and extra-Faculty relationships. In this respect, Council recognizes that the Dean has ultimate authority for the allocation and management of the Faculty's resources. The Dean may delegate responsibility to appropriate administrative officers, according to the policies and practices of the University. The Dean has the responsibility to ensure that all appropriate matters are brought before Council and its Committees. The Dean reports directly to the Vice-President and Provost.	The Chief Executive Officer of the Faculty is the Dean, who has sole responsibility for the general administration of the Faculty, including policy execution, budget and other financial matters, personnel matters including appointments, physical resources, and extra-Faculty relationships. The Dean may delegate responsibility to appropriate administrative officers, according to the policies and practices of the University. The Dean has the responsibility to ensure that all appropriate matters are brought before Council and its Committees.	Amended as per Constitution Template
Art. 4, Sec. 2	At the last regularly scheduled Council meeting every two years, the Chair of Council shall be elected by those members of Council present and voting, for a two-year term. Renewable.	The Chair of the Council shall be the Dean of the Faculty. In the absence of the Dean, if no designate has been named, any member of the Executive Committee may convene the meeting and a Chair shall be chosen by a majority of the voting members present.	Amended. The Chair will be elected by the Council, rather than being the Dean as is in the current Constitution.
Art. 4, Sec. 3	In the absence of the Chair any member of the	<i>Separated out from previous Bylaws, Art. 4,</i>	

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	Executive Committee may convene the meeting and a Chair shall be chosen by a majority of the voting members present	<i>Sec. 2</i>	
Art. 4, Sec. 4	The Secretary of Council shall be appointed by the Dean as a non-voting member.	A Recorder appointed by the Chair shall take the minutes of each meeting. The Recorder need not be a member of Council, but shall vote only if so entitled as a member.	Amended.
<b>Article 5</b>	<b>Terms of Office</b>		
Art. 5, Sec. 1	Terms of office of members of Council and its Committees shall correspond to the Council year, with some Student members beginning in the September Session.	Terms of office of members of Council and its Committees shall correspond to the Council year	
<b>Article 6</b>	<b>Meetings</b>		
Art. 6, Sec. 1	The Council year shall be from July 1 to June 30.	The Council year shall be from October 1 to September 30. . <i>Was Art. 5, Sec. 1</i>	Amended; Council year changes so that Committees can function sooner rather than late in September Session.
Art. 6, Sec. 2	There shall normally be four regular meetings of Council in each academic year, two in the September Session and two in the January Session,	There shall be no fewer than four regular meetings of Council in each academic year, two in the First Term and two in the Second Term, to be held on dates and	

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	to be held on dates and at times and places to be stated in the notices calling the meetings.	at times and places to be stated in the notices calling the meetings <i>Was Art. 5, Sec. 2.</i>	
Art. 6, Sec. 3	Special meetings may be called by the Chair, the Dean, or by request of ten members of Council, with at least seven days' notice. Meetings must be convened within 30 days to consider the matter(s) requiring the meeting. The purpose of such meetings shall be stated in the notice.	Special meetings may be called by the Chair or on the request of five members of Council, on not less than forty-eight hours' notice. The purpose of such meetings shall be stated in the notice. <i>Was Art. 5, Sec. 3.</i>	Amended: More specific as to timing of meetings.
Art. 6, Sec. 4	Thirty-three per cent of the voting members of Council shall constitute a quorum.	Forty per cent of the voting members of Council shall constitute a quorum. <i>Was Art. 5, Sec. 4.</i>	Amended. Because of larger Council, quorum was reduced and in keeping with other UofT Constitutions.
<b>Article 7</b>	<b>Bylaws</b>		
Art. 7, Sec. 1	The procedures of Council will be set forth in the Bylaws of Council.	<i>Not in current.</i>	Added.
Art. 7, Sec. 2	The powers, duties and composition of Standing and Special Committees shall be those set forth in the Bylaws of Council.	The powers, duties and composition of Standing Committees shall be those set forth in the Bylaws. <i>Was Art. 6, Sec. 2.</i>	Amended.
Art. 7, Sec. 3	The Bylaws of Council shall be approved by Council.  <i>Not in proposed.</i>	<i>Not in current.</i>  Art. 6, Sec. 1 The Council shall have the following Standing Committees: Art. 6, Sec. 1, a) Executive	Added.  Deleted: Committees moved from

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		Art. 6, Sec. 1, b) Academic Appeals Art. 6, Sec. 1, c) Awards Art. 6, Sec. 1, d) Degree Art. 6, Sec. 1, e) Doctoral Studies Art. 6, Sec. 1, f) Inforum and Information Technology Art. 6, Sec. 1, g) Master's Studies	Constitution to Bylaws so they can be established or reformulated without requiring revisions to the Constitution. See Bylaws for specifics.
		Standing and special committees may establish sub-committees as required.	Moved to Bylaws, Art. 3, Sec. 2.
<b>Article 8</b>	<b>Parliamentary Authority</b>		
Art. 8, Sec. 1	The rules contained in the most recent edition of Alice Sturgis, <i>The Standard Code of Parliamentary Procedure</i> , shall govern the Council in all cases to which they are applicable and in which they are not inconsistent with the Bylaws and any special rules of order the Council may adopt.	The rules contained in the current edition of Alice Sturgis, <i>The Standard Code of Parliamentary Procedure</i> , shall govern the Council in all cases to which they are applicable and in which they are not inconsistent with the Bylaws and any special rules of order the Council may adopt. <i>Was Art. 7, Sec. 1.</i>	Amended.
<b>Article 9</b>	<b>Amendment of Constitution</b>		
Art. 9, Sec. 1	This Constitution may be amended at any regular meeting of the Council by a two-thirds majority of those present and voting, provided that the amendment has been submitted in writing at the	<i>Same wording.</i> <i>Was Art. 8, Sec. 1.</i>	

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previous regular meeting. Such amendment shall constitute a recommendation to the Governing Council, and this Constitution shall not be considered amended until approved by the Governing Council.