

The Constitution of University College

There shall be a formal constitution for the governance of University College, namely the following:

1. The Principal as Chief Executive Officer may elect to delegate authority to other individuals and bodies, though s/he retains responsibility for the overall direction of the College, and in particular for authority over the budget, appointments and promotions. The Principal is ultimately responsible for all administrative decisions within his/her jurisdiction, as set forth in the Policy on Appointment of Academic Administrators - October 15, 1992.
2. The College Council exercises its powers and duties as the governing body of University College under the University of Toronto Acts, 1947 & 1971, as amended, and subject to the authority and policies of the Governing Council of the University of Toronto. Its roles and responsibilities are a) to establish its own rules and procedures, b) to deliberate on and determine matters of policy and substance that directly concern the College, c) to consider and respond to decisions or actions by the central administration or other bodies and officers within the University that clearly affect the status and well-being of the College, and d) to establish such standing committees as may be necessary for full consideration of the business of the College, which includes:
 - introduction and discontinuation of academic programs, and significant changes to existing programs;
 - approval of the terms of new scholarships, bursaries, and all other student awards, and changes in the terms of existing awards;
 - expenditure of funds for scholarships, bursaries, and other awards;
 - policies related to the cross-appointment of faculty and five-year assessments of cross-appointees;
 - policies related to the administration of the College Residences;
 - appointment of a Hearing Officer to decide on complaints under the *Code of Student Conduct*;
 - policies related to the acquisition and preservation of art by the College, and the preservation of archives;
 - policies affecting the Library, Writing Workshop, Computer Lab, and other student services;
 - policies related to public lectures sponsored by University College;
 - the uses of space in and the fabric of the College buildings, including Residences;
 - academic and divisional plans, and major revisions to them;
 - the development plans of the College.
3. The Principal is by statute the Chair of Council, but may choose to designate a Speaker from the College community, excluding the current members of Council.
4. The composition of Council shall be: A. Principal and Vice-Principal; B. other College Officers (Registrar, Chief Administrative Officer, Dean of Students, Director, Alumni & Development); C. Librarian, Director of Writing Workshop, Associate Registrar; D. fifteen teaching staff members, including two Program Directors, appointed or cross-appointed to University College, chosen by election or appointment at the option of the teaching staff; E. President and Vice-President of the UC Literary and Athletic Society, President of the UC Residence Council; F. eight other UC students appointed by the Council of the UC Literary and Athletic Society; G. one Senior Don (who must be a graduate student) elected by all the dons; H. President, Past President OR Vice-President of the UC Alumni Association, Chair of the UC Committee or Chair's delegate.
5. The following shall serve as designated Alternate members of Council: Coordinator of Student Activities, for the Dean of Students; Vice-President of the UC Residence Council, for the President of the UC Residence Council; one Senior Don (also a graduate student), for the Senior Don elected to Council.
6. All the ex officio members shall serve on Council for as long as they hold their positions. The appointed student members and the Senior Don serve for one year, but may be re-appointed or re-elected. Teaching staff serve for two years, their terms staggered in such a way that approximately half of the teaching staff complement carries forward from one year to the next.

7. Fifteen members shall constitute a quorum of Council.
8. Meetings of Council shall be open; but with the agreement of the Executive Committee, the Chair or Speaker may indicate that a meeting or portion of a meeting will be in closed session, providing notice is served with the Agenda of that meeting distributed beforehand. A meeting may move into closed session with the approval of a majority of Council members present. Discussions in closed session are confidential to the members of Council.
9. There shall be four regularly scheduled meetings of Council per year, in October, November, January and March. Special meetings may be called by the Principal, in consultation with the Executive Committee, or by ten members representing more than one constituency (teaching staff, students, senior administrators, alumni).
10. The Chair or Speaker shall conduct meetings of Council using procedures that ensure ample debate, timely decision, and clear resolution of motions and amendments. Rulings of the Chair or Speaker may be challenged on the grounds of erroneous application of these by-laws, such challenge to be sustained by a majority of members present and voting.
11. Members of standing committees who are not members of Council may speak in Council meetings on matters related to their committee. Observers may speak if invited to do so by the Chair or Speaker at the request of a member of Council.
12. Members of Council who are not *ex officio* and who miss two consecutive meetings of Council without providing a reason acceptable to the Chair or Speaker shall be deemed to have resigned from Council. The member's seat will then be filled by a nomination from the sitting members of Council from the relevant constituency (teaching staff, students). Replacements for vacancies occurring for other reasons shall be filled by members of the constituency affected.
13. Motions coming from standing committees require no notice of motion. Motions coming from members of Council require that notice be given at a prior meeting of Council or at least ten days prior to a meeting and circulated with the Agenda of that meeting.
14. Motions to amend the constitution require notice at a prior meeting of Council, and must be passed by a two-thirds majority of members present, those members constituting at least 50% of the total Council membership.
15. There shall be an Executive Committee of Council to deal with all matters of governance and management referred to it by the Principal, or by any member of the Executive Committee with the prior agreement of the Principal, including all business not clearly within the mandate of any standing committee. It shall report regularly to Council for information or for the approval of its decisions. It shall also consider and approve the Agenda of Council, and act as a Striking Committee for the standing committees of Council.
16. The Executive Committee's membership shall be drawn from Council as follows: Principal as Chair; Vice-Principal; other College Officers (Registrar, Chief Administrative Officer, Dean of Students, Director, Alumni & Development); two members of the teaching staff, including at least one committee chair, appointed by the teaching staff representatives on Council; President of the UC Literary & Athletic Society; one other student member of Council appointed by the student members of Council; President of the UC Alumni Association (with the Past President OR Vice-President as designated Alternate).
17. For purposes of this constitution, "teaching staff" means members of the faculty with continuing academic appointments of 50% or more, with the rank of professor, associate professor, assistant professor, senior tutor, tutor, or lecturer, who have appointments at University College or are cross-appointed as regular members of UC.

Proposed Composition

The Committee on Governance recommends a number of changes in the composition of Council, the most significant being in the representation of teaching staff members and the great reduction in overall size. The proposed Council would be made up as follows:

A.	Principal* and Vice-Principal	2
B.	Other College Officers	
	Registrar; Chief Administrative Officer; Director, Alumni & Development; Dean of Students**	4
C.	Librarian, Director of Writing Workshop, Associate Registrar	3
D.	Teaching staff representatives, including two Program Directors, appointed or elected at the option of the teaching staff	15
	Undergraduate student representatives:	11
E.	President, Vice-President of the UC Lit.	
	President of the UC Residence Council**;	
F.	8 other UC students appointed by the Lit. Council	
G.	One Senior Don, who must be a graduate student, elected by Dons of both Residences**	1
H.	President, Past President OR Vice-President of the UC Alumni Association, Chair of the UC Committee OR Chair's delegate	3
	TOTAL	39

* The Principal is by Statute the Chair of Council, but may choose to designate a Speaker from the College community, excluding the current members of Council.

** There shall also be three designated Alternates, as follows: Co-ordinator of Student Activities, for Dean of Students; Vice-President of UC Residence Council, for President of UC Residence Council; another Senior Don, a graduate student, elected by the Dons, for the Senior Don.

This would decrease the teaching staff proportion of the Council from 74% to 38%, increase the student component from 19% to 31%; increase the alumni representation from 2% to 7.5%; and increase the senior administration component from 5% to 23.5%.