



Constitution

Article 1 Name

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).

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;

“Inforum” means *The Inforum: The Integrated Library and Information Studies Laboratory* of the Faculty;

“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;

“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;

“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;

“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;

“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;

“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 the Faculty;

“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 a diploma or degree student in the Faculty.

“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

“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.

Article 2 Powers and Duties

Art. 2, Sec. 1 The Council exercises its powers and duties under the authority of the *University of Toronto Act 1971* of the Province of Ontario, as amended (the Act);

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:

- a) To determine policy regarding the academic affairs of the Faculty;
- 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;
- 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;

- d) To determine the rules and regulations for governing the procedures of Council and the method of appointment or election of Council members;
- 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;
- 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
- 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.

Article 3 Membership

Art. 3, Sec. 1 The membership of Council shall be as follows:

- a) ***Ex-Officio* members with voting privileges**
 - 1. The President of the University;
 - 2. The Vice-President and Provost of the University, or designate;
 - 3. The Chief Librarian of the University, or designate;
 - 4. The Dean of the School of Graduate Studies, or designate; and
 - 5. The Dean of the Faculty.
- b) **Elected and appointed members with voting privileges**
 - 1. All Teaching Staff of the Faculty;
 - 2. All Senior Research Associates of the Faculty;
 - 3. All Professional Librarians of the Faculty;
 - 4. All Senior Administrative Officers of the Faculty;
 - 5. The Director or head of any unit affiliated with the Faculty, as

determined by the Dean in consultation with the Executive Committee;

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;
7. Administrative Staff.
One Administrative Staff person in the Faculty, appointed by the Dean for a two-year term. Renewable once;
8. Students.
 - i) One Student from each degree program of the Faculty, plus one additional Student 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;
 - 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;
9. 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;
10. External Members.
Four External Members, appointed by the Dean in consultation with professions and organizations for a two-year term. Renewable once; and
11. University Member.
One University Member, appointed by the Dean for a two-year term. Renewable once.

c) **Non-voting Members**

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.

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.

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 appropriate constituency.

Article 4 Officers

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.

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.

Art. 4, Sec. 3 In the absence of the Chair any member of the Executive Committee may convene the meeting and a Chair shall be chosen by a majority of the voting members present.

Art. 4, Sec. 4 The Secretary of Council shall be appointed by the Dean as a non-voting member.

Article 5 Terms of Office

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.

Article 6 Meetings

Art. 6, Sec. 1 The Council year shall be from July 1 to June 30.

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, to be held on dates and at times and places to be stated in the notices calling the meetings.

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.

Art. 6, Sec. 4 Thirty-three per cent of the voting members of Council shall constitute a quorum.

Article 7 Bylaws

Art. 7, Sec. 1 The procedures of Council will be set forth in the Bylaws of Council.

Art. 7, Sec. 2 The powers, duties and composition of Standing and Special Committees shall be those set forth in the Bylaws of Council.

Art. 7, Sec. 3 The Bylaws of Council shall be approved by Council.

Article 8 Parliamentary Authority

Art. 8, Sec. 1 The rules contained in the most recent edition of Alice Sturgis, *The Standard Code of Parliamentary Procedure*, 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.

Article 9 Amendment of Constitution

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 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.

First approval, subsequent amendments and approvals:

First approved 1 April, 1972; amended 21 July, 1995, approved by Governing Council 11 April, 1996; amended 19 March, 1999, approved by Governing Council 14 June, 1999; amended 5 October, 2001, approved by Governing Council 11 December, 2001; last amended November 21, 2006, approved by Governing Council...