

Proposed Revisions

## University of Toronto

### New College Constitution

**I.** The Council of New College exercises its powers and duties under the provisions of the *University of Toronto Act, 1971*, as amended.

#### **II. Definitions**

In this Constitution and the accompanying By-laws:

II.1 “College” means New College and “Council” means the properly composed Council of New College of the University of Toronto.

II.2 “Teaching Staff” means a member of New College who holds an academic appointment of 50% or more at the University of Toronto and who holds the rank of Professor, Associate Professor, Assistant Professor (conditional), Senior Lecturer, Lecturer, Senior Tutor, or Tutor.

II.3 “Other Academic Appointees” means a member of New College who holds the position of Sessional Lecturer I, II or III.

II.4 “Administrative Staff” means an appointed staff member of New College who is not a member of the teaching staff.

II.5 “Student” means any student registered in a program of study leading to a degree, post-secondary diploma, or certificate at the University of Toronto, who is a member of New College.

II.6 “Alumni” means anyone who was a member of New College and who has received a degree, post-secondary diploma, or certificate from the University of Toronto, or who has completed one year of full-time studies while registered at the University of Toronto, who is no longer registered as a student and who is not a member of the teaching or administrative staff of the University.

II.7 “Member” means any teaching staff, teaching assistants, Writing Centre instructors, sessional lecturers, residence dons, administrative staff, and currently registered students who are affiliated with New College.

II.8 “Honorary Member” means past Principals and anyone else so named by the Members Committee.

**Comment [A1]:** The previous version did not include a definitions section.

### III. Council's General Powers, Duties and Responsibilities

Subject to the provisions of the *University of Toronto Act, 1971*, and the approval, as required or as appropriate, of the Governing Council of the University, Council shall have the following powers and duties.

III.1 Council shall determine its composition and the number, composition and authority of its committees.

III.2 Council recommends for approval to the appropriate body of Governing Council amendments to College academic policies. Academic policy sets out the principles for, the general directions of, and/or priorities for the teaching and research activities of the College.

III.3 Council plays an advisory role, tendering advice to the College administration.

### IV. Council's Specific Powers and Duties

The specific powers and duties of Council are the following:

IV.1 Council shall determine the rules and regulations for governing its procedures and its decisions shall be made by resolutions passed at its meetings.

IV.2 Council shall pass by-laws regulating the exercise of its powers, the calling and conduct of its meetings, and the method of appointment or election of its members.

IV.3 Council shall have the power to establish, alter, or disband its committees as deemed necessary and to determine their composition, authority, quorum, and method of appointment of their members and chairs. Council has authority over recommendations brought forward by such committees, be that in its decision-making capacity or in its advisory role.

IV.4 Council shall award scholarships, bursaries, prizes and other awards in the gift of the College and may delegate this responsibility to committees or officers of the College.

IV.5 Council shall establish policies and procedures with respect to appeals by students in connection with the application of the New College Residence Rules and Regulations.

IV.6 Council shall consider the content, quality, and requirements of the academic programs and courses of study that lead to degrees, diplomas, certificates, credits, and non-credit courses which the College sponsors. Council shall consider proposals for the closure of any such programs or courses of study, and it shall monitor the quality and standards of the programs and courses of study.

Council shall recommend for approval by the Council of the Faculty of Arts and Science, the following:

- proposals for new academic programs; and

**Comment [A2]:** Added to conform to the New College Residence Rules and Regulations, which state:

Appeals against a decision made by the Director of Residence and Student Life, or a designate acting under the Director's authority, must be made in writing within ten (10) calendar days' notice of a sanction, in consultation with the Chair of the New College Council, who will initiate an appeal process as outlined in the New College Council Constitution.

**Comment [A3]:** This section and the following are new (to conform to the UTQAP) but they preserve the spirit of their equivalent in the previous version

- proposals for major and minor modifications to existing academic programs.<sup>1</sup>

IV.7 Council may be one venue in which consideration and discussion of a review report of an academic program and/or unit may occur, consistent with the protocol outlined in the *University of Toronto Quality Assurance Process*.

## V. Powers, Duties and Responsibilities of the Principal

Comment [A4]: This is a new section

V.1 Council recognizes that the Principal exercises powers under the authority of the “*Policy on Appointment of Academic Administrators*” which states that “the Principal of a College is the chief executive officer of the College and reports directly to the Vice-President and Provost.”

V.2 While the Principal may delegate authority to other academic administrators in the College, the Principal retains responsibility for the overall direction of the College and, in particular, for authority over the budget and other financial matters, personnel matters, including appointments and promotions, and extra-College relationships. In this respect, Council recognizes that the Principal has ultimate authority for the allocation and management of the College’s resources.

V.3 The Principal may consult with members of the College on matters of policy and practice but is ultimately responsible for all administrative decisions that are within his/her jurisdiction and authority.

V.4 The Principal shall advise Council of the resource implications of proposed academic policy decisions.

V.5 The Principal shall consult with Council on administrative proposals that may have a significant impact on the College.

## VI. Membership of the Council

VI.1 Ex-officio members (voting)

The President of the University, or designate

The Vice-President and Provost, or designate

The Principal

The Vice-Principal

The Registrar

The Director of Residence and Student Life

The Director of Business Services

The Senior Development Officer

The Alumni Development Officer

The Director of Summer and International Programs

The Librarian

Comment [A5]: This has been added

Comment [A6]: Previous title: Dean of Students

Comment [A7]: Previous title: Director of Business Development and International Programs

<sup>1</sup> Definitions of major modifications of existing programs, minor modifications, and new academic programs are provided in the *University of Toronto Quality Assurance Process* and are subject to change. Guidance from the Office of the Vice-Provost, Academic Programs, should be sought prior to the development of any such proposal.

The Director of the New College Writing Centre  
One Associate Registrar  
The Director of each academic program sponsored by the College  
The Director of the Women and Gender Studies Institute  
The Director of the Human Biology Program  
The President of the New College Student Council  
One Vice-President of the New College Student Council  
Two (2) Presidents of the New College Residence Council

VI.2 Other voting members elected or appointed:

Six (6) elected members of the Teaching Staff;

Comment [A8]: Decreased from 10 to 6

One (1) representative of the dons in residence;

One (1) representative of the teaching assistants, Writing Centre instructors, and Other Academic Appointees;

Six (6) student representatives;

One (1) course or student union representative corresponding to each academic program housed at the College;

Two (2) Alumni of the College;

One (1) representative from the Administrative Staff currently represented by USWA Local 1998;

One (1) representative from the caretaking and service staff currently represented by CUPE Local 3261.

## VII. Terms and Quorum of Council

VII.1 Terms of office of members of Council and its Committees shall be from July 1 to June 30, with some Student members beginning in the September session.

VII.2 Members representing the teaching staff shall hold office for two years and may be re-elected or re-appointed.

VII.3 All other elected and appointed members shall hold office for a term of one year, and may be re-elected or re-appointed.

VII.4 The quorum for a meeting of Council shall be one-third of the voting members. This number will be determined each year.

## **VIII. Officers**

VIII.1 The Council normally shall elect a Chair (non-voting) at its first meeting of the year, by and from among its members for that year who will be continuing members.

VIII.2 The Chair shall convene meetings of Council, and be responsible for maintaining the orderly conduct of the business of Council and shall receive suggestions from members of the Council for items to be put on the agenda, prepare and circulate the agenda and notices of meetings as well as all other documents to be considered by Council, and make other arrangements required to facilitate the business of the Council and its committees.

VIII.3 The Vice-Chair shall be the Registrar.

VIII.4 The Chair shall preside at all meetings of Council. In the absence of the Chair, the Vice-Chair shall preside. In the absence of both the Chair and the Vice-Chair, any member of the Council may convene the meeting and a Chair shall be chosen by a majority of the voting members present for the meeting.

VIII.5 The Chair will serve a one-year term.

## **IX. Meetings**

IX.1 There shall normally be five (5) regular meetings of Council in each academic year. Notice of each meeting, including a proposed agenda, shall be given to members at least seven (7) days in advance of the meeting.

IX.2 A special meeting may be called by the Chair of the Council, the Principal, or upon the written request of eight (8) members of the Council, and shall be convened within fourteen (14) days to consider the matter(s) requiring the meeting. Notice of such a meeting shall be given at least seven (7) days prior to the meeting.

IX.3 Each voting member of Council has one vote on any question. Motions pass with a simple majority unless otherwise stated in the rules of procedure of the Council. In the case of a tie vote, the Chair may cast a deciding vote or redirect the question for further consideration.

IX.4 Meetings of Council shall be open to the public except when matters of a confidential nature may be discussed. Council will then move *in camera*.

## **X. By-Laws**

X.1 The procedures of Council will be set forth in the By-Laws of Council.

X.2 The composition, powers, duties, and procedures of Standing and Special Committees shall be set forth in the By-Laws of Council.

X.3 The By-Laws of Council shall be approved by Council.

## XI. Parliamentary Authority

The rules contained in the most recent edition of the *Robert's Rules of Order* shall govern the Council in all cases to which they are applicable and in which they are not inconsistent with the By-Laws and any special rules of order the Council may adopt.

## XII. Amendment of the Constitution and By-Laws

XII.1 The Constitution of the Council may only be amended with the approval of the Council and the Governing Council of the University of Toronto. Voting shall take place at a regularly constituted meeting provided that notice of the proposed amendment has been submitted at the previous regular meeting, and provided that the proposed amendment has been submitted in writing with seven (7) days notice. An affirmative vote to amend the Constitution is required by two-thirds of the members of Council present and voting. Following approval of the recommended amendment by Council, the amendment is forwarded to Governing Council for approval.

XII.2 The By-Laws of the Council may be amended at any regularly constituted meeting of the Council provided that notice of the proposed amendment has been submitted at the previous regular meeting, and provided that the proposed amendment has been submitted in writing with seven (7) days notice. An affirmative vote to amend the By-Laws is required by two-thirds of the members of Council present and voting.

*First approved 24 February 1977.*

*Amended and approved by College Council on 23 January 2012 and approved by the Executive Committee of the Governing Council on [date].*

**Comment [A9]:** This section has been modified so that the procedures for amendments to the Constitution and to the By-Laws are essentially the same, namely notice that an amendment will be discussed at a regular meeting of Council must be given at the previous meeting and the amendment itself must be submitted in writing with the agenda 7 days prior to the meeting at which the vote will take place.