

CONSTITUTION OF THE NEW COLLEGE COUNCIL

Approved by the Academic Affairs Committee of the Governing Council
of the University of Toronto

24 February 1977

Business of the Council

1. The Council of New College, hereafter referred to as the Council, exercises its powers and duties under the University of Toronto Act, 1971. These powers and duties shall be to:
 - Attend to such matters as may require its attention by reason of delegation of powers to New College under the University of Toronto Act, 1971, or by decision of the Governing Council of the University;
 - Attend to matters concerning the academic affairs and management of the College on which members of the Council may wish to express opinions or make recommendations for the information and guidance of administrative officers;
 - Make rules and regulations for governing the proceedings of Council, including the quorum necessary for conducting business;
 - Subject to the provisions of the University of Toronto Act, 1971, and to the approval of Governing Council, to determine the composition and powers of the Council;
 - Determine the numbers, composition and authority of the committees of the Council;
 - Award scholarships, bursaries, prizes and other awards in the gift of the College;
 - Make an annual review of the College operating budget and budgets for any College ancillaries excepting such expenditures as relate to the promotion or salary of individual faculty or staff members.
2. As far as possible, routine communications and announcements not requiring action of Council shall be circulated in advance of Council meetings and shall be discussed only in the event of questions from the floor.
3. Matters of Council business will normally be considered in committee before being considered in Council.
4. The Council shall pass by-laws regulating the exercise of its powers and responsibilities and governing the calling and conducting of its meetings, and its decisions shall be made by resolutions passed at its meetings. By-laws and resolutions of the Council shall be published by the Council in such manner as it may consider fit, and they should be open to examination by all members of the College during normal business hours.

5. The Council may appoint such standing and special committees as it may require in the conduct of its business and the fulfillment of its resolutions.

Meetings of Council

1. Council shall meet at least five times during each academic year in open session. A special meeting may be called by the Chair of the Council, the Principal of the College, or upon the written request of eight members of the Council, and shall be convened within fourteen days to consider matters requiring attention. Notice of the date and agenda of meetings shall be given at least seven days prior to a meeting.
2. A quorum for a meeting of Council shall be one-third of the voting members.

Membership of Council

1. The membership of Council shall consist of:
 - ten members of the academic staff of the College elected at large from appointees and cross-appointees to the College, including those who teach “NEW” courses, for two-year terms; five of these shall be elected and begin their terms in odd-numbered years; the other five shall be elected and begin their terms in even-numbered years;
 - one representative of the dons in residence and one representative of the teaching members¹ elected from among their number in September;
 - ten students of the College consisting of:
 - ◆ the President of the New College Student Council;
 - ◆ one member selected by the New College Student Council Education Commission from its members;
 - ◆ the President and one Vice-President of the New College Residence Council;
 - ◆ six additional students of the College, two appointed by the Student Council and four elected at large, following which election the New College Student Council shall appoint or otherwise select students to fill whichever of the four elective positions are vacant;
 - the following officers of the College: the Principal, the Registrar, the Dean of Students, the Director of Business Services, the Senior Development Officer, the Alumni Development Officer, the Director of Business Development and International Programs, the Building Manager, the Librarian, the Director of the New College Writing Centre, one of the Associate Registrars, to be nominated by the Principal;

¹ Teaching member = Graduate Teaching Assistant, Writing Centre Instructor

- academic program representatives: the Vice-Principal; the appointed Director or Acting Director of each academic program sponsored by New College; the Director of the Human Biology Program; the Director of the Women and Gender Studies Institute; one student from one constituted course or student union corresponding to each academic program housed at New College, the manner of selection to be determined by the union in question;
- two alumni of the College to be appointed by the New College Alumni Association at their discretion.
- one representative from the administrative and clerical staff currently represented by USWA Local 1998 selected from among their members in September;
- one representative from the caretaking and service staff currently represented by CUPE Local 3261 selected from among their numbers in September.

Terms of Office

1. Members representing the academic staff shall hold office for two years but may not serve two consecutive terms.
2. All other elected and appointed members shall hold office for a term of one year, and may be re-elected or re-appointed.
3. The term of Council shall be September 1 to August 31.
4. If a member misses two consecutive regular meetings of Council without providing a reason acceptable to the Chair of the Council, the member's seat shall be vacant.
5. Where a seat on the Council becomes vacant, it shall be filled for the balance of the term in a manner decided by the next meeting.

Officers of Council

1. The Chair of the Council shall be elected by and from the Council at the first meeting after September 1 for a term of one year.
2. In the absence of the Chair, the Registrar of the College or his/her designate shall open the meeting and serve as Chair until the Council elects a Chair *pro tem*.
3. 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.

4. The Chair shall be an *ex officio* non-voting member of all standing committees of Council.

Procedures for Amending the Constitution and By-laws

1. Proposals for changes to the Constitution of the New College Council must be duly moved, seconded and supported, in writing, by three members of Council, other than the mover and seconder.
2. Any member of Council may, at a meeting of Council, declare a motion of intent to propose an amendment to the By-laws to be discussed at the next meeting of Council.
3. Such amendments to both the Constitution and By-laws shall require an absolute majority of the entire Council.

Amended: 18 April 1986
28 March 1990
23 September 1997
24 November, 2006
30 January 2009
13 May 2010