



**UNIVERSITY OF TORONTO**



**FACULTY OF SOCIAL WORK**

**CONSTITUTION AND BY-LAWS  
OF  
THE FACULTY COUNCIL**

**CONSTITUTION OF THE FACULTY OF SOCIAL WORK**  
**Revised January 18, 2007**

	<u>Page Number</u>
I. Definitions	3
II Responsibilities of Council	4
III. Responsibilities of the Office of the Dean	5
IV. Membership of Council	5
V. Parliamentary Authority and Procedures	6
VI. Meetings of Council	7

## **Authority to Act**

The Council of the Faculty of Social Work (hereafter referred to as “Council”) is the governing structure that brings together teaching staff, field instructors, students, alumni, social workers, the administration, and the University. The Council exercises its power and duties under the University of Toronto Act, 1971, as amended

### **I. Definitions** – In this constitution and the accompanying by-laws:

“Faculty” refers to the Faculty of Social Work and “Council” means the properly composed Council of the Faculty of Social Work of the University of Toronto.

“Teaching Staff” refers to those who hold an academic appointment of 50% or more.

“Administrative Staff” refers to an appointed staff member of the Faculty of Social Work who holds an appointment of at least 50% in the Faculty and who is not a member of the teaching staff or a student in the Faculty.

“Student” refers to any student registered with the School of Graduate Studies who is enrolled in a program of study leading to a diploma or degree in the Faculty of Social Work and who is not a member of the teaching or administrative staff of the Faculty.

“Alumni” refers to anyone who is a graduate of the Faculty of Social Work who is not registered as a student or a member of the teaching or administrative staff of the Faculty.

“Association of Teaching Centres” refers to representatives from the Association of Teaching Centres (ATC).

“Ontario Association of Social Workers” refers to the representative of the Ontario Association of Social Workers (OASW).

“Cognate Member” refers to a representative of the teaching faculty of a cognate department or division of the University of Toronto.

## II. RESPONSIBILITIES OF COUNCIL

### Powers and Duties of Council

Council has the final authority for the academic policies of the Faculty, subject to the approval of such policies, as required by Governing Council. Council also advises the Dean with regard to policies for the government and management of the Faculty.

The specific powers and duties of the Council are the following:

- a) Council shall determine the content, quality and requirements of the teaching programs and courses of study which lead to degrees, diplomas, certificates and credits over which the Faculty has authority.
- b) Council shall determine the standards of admission of students to the Faculty, subject to the approval of the Governing Council.
- c) Council shall determine the rules and regulations for governing its procedures and the method of appointment or election of its members.
- d) 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 the final authority, regarding recommendations brought forward by such committees, subject to the approval of the Governing Council.
- e) Council shall award scholarships, bursaries, prizes and other awards in the gift of the Faculty and may delegate this responsibility to committees or officers of the Faculty. Council shall receive at its first meeting of the year an annual report summarizing the disbursements of awards, scholarships and bursaries for the previous year;
- f) Council shall consider and report to the Governing Council upon such matters affecting the Faculty as the Faculty sees fit.

### **III RESPONSIBILITIES OF THE OFFICE OF THE DEAN**

Council recognizes that the Dean exercises the power under the authority of the “Policy on Appointments of Academic Administrators” which states that “the Dean of the Faculty is the chief executive officer of the Faculty and reports directly to the Vice-President and Provost.” In this respect, Council recognizes that the Dean has ultimate authority for the allocation and management of the Faculty’s resources. According to the “Policy on Appointments of Academic Administrators”, the Dean shall consult with the members of the Division on matters of policy and practice but is ultimately responsible for all administrative decisions that are within his/her jurisdiction and authority. In general, such matters as program changes should be discussed and approved by Council, while the Dean retains responsibility for the overall direction of the Division and, in particular, for authority over the budget, appointments and promotions. The Dean shall advise Council of the resource implications of proposed academic policy decisions. The Dean shall also advise Council of major management proposals that may have a significant impact on the academic programs of the Faculty.

### **IV. MEMBERSHIP OF COUNCIL**

The members of Council shall be:

- All teaching staff of the Faculty who hold an academic appointment of 50% or more.
- Two elected students from the Ph.D. Program in the Faculty
- Five elected students from the M.S.W. Program, one of whom must be a member of the graduate student association executive committee. (It is recommended that there be representation from both the Year I and Year II levels of the M.S.W. program.)
- Two members of the administrative staff of the Faculty
- Two members of the Association of Teaching Centres whose names are provided by the Chair of the Association of Teaching Centres.
- Two members of the Alumni Association of the Faculty of Social Work
- One member of the Ontario Association of Social Workers appointed by the President of OASW.

- One member of a cognate faculty appointed by the Dean in consultation with the executive committee.
- The President of the University (*ex officio*)
- The Vice-President and Provost of the University (*ex officio*)
- The Dean of the School of Graduate Studies or designate (*ex officio*), *non-voting*.

## **V. PARLIAMENTARY AUTHORITY AND PROCEDURES**

### **A) OFFICERS OF THE COUNCIL**

#### **Chair of Council**

The Chair of Council shall be elected by and from among the members of Council. The term of office normally shall be for one year from September to August. In the absence of the Chair, the Vice-Chair shall serve.

#### **Vice-Chair of Council**

The Vice-Chair will be appointed by the student members on Council in September, for a period of 12 months. In the event that no student is prepared to assume this position, another member of Council may be appointed by the student members of Council to serve in this role. The Vice-Chair will carry out the responsibilities of the Chair in that person's absence. He or she may also assume this role when the Chair wishes to speak to an issue.

#### **Secretary of Council**

The Dean shall appoint a Secretary of the Council, who shall be a non-voting member of Council. The Secretary shall: give notice of, attend, and keep minutes of all meetings of the Faculty Council; prepare and maintain a record of the current membership with mailing addresses furnished by the members; and use such means as Council deems necessary to record the proceedings of the meetings of the Council.

## **VI. MEETINGS OF COUNCIL**

### **i) Regular meetings and Summer Authority**

Council shall normally meet four times per academic year. During the summer months (i.e., from the last meeting of one academic year to the first meeting of the next academic year), the Executive Committee shall have executive authority to act on behalf of Council and shall report to the Council at the first meeting of the academic year.

### **ii) Special meetings of Faculty Council**

A special meeting of Faculty Council shall be called by the Chair:

- At his/her discretion;
- At the request of the President of the University; or
- At the request of no fewer than seven members of Council.

### **iii) Quorum and Voting Majority**

A quorum of 50% of the total membership of Council, excluding members of teaching faculty on leave, shall be required whenever a vote, resolution or other decision is taken. The Secretary of Council will maintain an attendance list for establishing quorum.

An individual member of Council may represent only one constituency and may have only one vote.

A two-thirds majority of those voting at Council shall be required to approve a motion.

## **B) AMENDMENT OF THE CONSTITUTION**

This constitution may be amended at any regular meeting of the Council by a two-thirds majority of those present and voting, providing that the amendment has been submitted in writing at the previous regular meeting. Notice of the amendment shall constitute a recommendation to the Governing Council, and this constitution shall not be considered amended until approved by the Governing Council.

**First approved June, 1975;**

**amended April 8, 1997, December 5, 2006**

Approved by Academic Board, January 11, 2007;

Confirmed by Executive Committee, January 18, 2007

**BY-LAWS OF THE COUNCIL**  
**Revised – December 5<sup>th</sup> 2006**

**INDEX**

	Page Number
<b>Part 1 – Parliamentary Procedures</b>	9
<b>Part 2 - Rules of Procedure for the Election and Appointment Of Members to Council</b>	10
<b>Part 3 - Rules of Procedure for the Council</b>	11
<b>Part 4 - Elected Standing and Special Committees of Faculty Council</b>	13
• Executive Committee	13
• M.S.W. Studies Committee	14
• Ph.D. Studies Committee	15
• AMNI Committee	16



## **PART 1**

### **PARLIAMENTARY PROCEDURES**

#### **i) Rules of Order**

The chair shall conduct meetings in conformity with Bourinot's Rules of Order, except where the Constitution or By-Laws of the Council specifically state otherwise.

#### **ii) Votes of Members**

Each member of Council, excluding the person who is chairing the Council meeting, is entitled to one vote. See "proxies" below.

#### **iii) Call for Second Vote**

Any group of at least seven members of Council can call for a second and final vote of any decision of Council. A call for a second vote should be made in writing to the Executive Committee within 30 days of the initial Council vote. In such an event, the vote will take place at the next meeting of Council.

#### **iv) Proxies**

A member of Council or Council Committee may provide another member with a written proxy to vote on his or her behalf on a specific motion at a given meeting. Each member of Council may hold only one proxy at a time and all proxies shall be registered with the Secretary of Council prior to the start of the meeting. If the motion is amended beyond technical modifications (i.e., if the spirit of the motion is changed), then proxies will not be allowed. Proxy votes are not included in quorum calculations.

#### **v) Public and In Camera Meetings**

Generally, meetings of Council shall be open to the public, including other members of constituencies who are represented on Council. Members of the public may speak to Council with permission of the Presiding Officer. Council shall have the right to hold meetings in camera or move in camera. The conduct of open meetings shall conform to the following conditions:

- a) Meetings of the Council shall be open to the public; but where intimate financial or personal matters of any person may be disclosed at a meeting, the part of the meeting dealing with such matters shall be held in camera unless the person to whom the information relates requests that such part of the meeting be open to the public;
- b) Members of Council committees who are not also members of the Council shall have the right to address the Council on matters within the jurisdiction of the committee of which he or she is a member and to participate in the discussion of such matters. Under no circumstance shall non-members of Council have the right to vote at Council meetings.

**In camera meetings shall be conducted under the following conditions:**

- a) A meeting may be held in camera by a ruling of the Executive Committee prior to the meeting; this ruling shall be communicated in the Notice of Meeting. Once the meeting has begun, Council will vote as to whether to continue the meeting in camera.
- b) The Council may move in camera in the course of a meeting by an affirmative vote by a 2/3 majority of members present and voting.

**PART 2**

**RULES OF PROCEDURE FOR THE ELECTION AND APPOINTMENT OF MEMBERS TO COUNCIL**

**1. Time of Elections and Appointments**

Elections and appointments for all constituencies will be completed and reported to the Secretary of Council by the end of September of each year. Terms on Council begin on October 1<sup>st</sup> and end on September 30<sup>th</sup>.

**2. Length of Term**

The length of term for alumni, administrative staff, ATC members, OASW members, Ph.D. students and cognate members will be two years. The length of term for M.S.W. students will be one year. Elected and appointed members may serve no more than two consecutive terms on Council. Should any member be unable to complete his or her term, the Executive Committee shall declare the

seat vacant and may appoint a temporary representative from that individual's constituency to complete that member's term.

## **PART 3**

### **RULES OF PROCEDURE OF THE COUNCIL OF THE FACULTY OF SOCIAL WORK**

In general, Council and its committees will use Bourinot's Rules of Order to guide its procedures. A procedural handbook, specifying procedures for conducting Council and committee business will be maintained by the Executive Committee.

#### **Agenda Setting and Record Keeping**

In general, the Executive Committee will have the responsibility for monitoring and coordinating agenda matters. The agenda will be distributed to members of Faculty Council ten (10) days in advance of the meeting. The normal pattern for the consideration of an issue will be that the matter will be given detailed consideration by a Standing Committee or a committee established for that purpose. The Committee will subsequently report back to Council through the Executive Committee for comment, advice, and/or approval. Following the meeting of Council, action to be taken on the agenda item will be followed up by the appropriate committee chair or academic administrator, such as the Associate Dean or Dean. A report back to Council regarding the action taken on the item should be made within an appropriate time frame.

##### **i) Agenda Setting**

The agenda for each regular and special meeting of Council shall be prepared by the Executive Committee. A matter which does not appear on the agenda may only be introduced at a meeting of Council or Council Committee if the introduction is agreed to by two-thirds of Council members present and voting. The mover shall briefly indicate reasons why the matter should be introduced. Matters may be introduced for consideration in any of the following ways:

- By personal or written communication to the Chair of Council. The Chair will include the matter on the agenda of the next meeting of the Executive Committee of Council;
- At a meeting of the Council under "New Business". Normally this will be referred to the appropriate committee, the Executive Committee, or the next Council meeting for detailed consideration;

- Matters may also be referred among committees and to the Council, and by the Council to any committee;

## ii) **Record Keeping**

Official minutes of Council and Council Standing Committees will record motions, resolutions, and decisions, the names of movers and seconders, and the outcome of voting. The minutes will also include a brief account of the arguments presented for and against substantive issues and copies of Reports presented to Council. The content of *in camera* meetings of Council or Standing Committees of Council will be recorded separately and kept in a confidential file which will be maintained by the Secretary of Council.

## **Notice of Motion**

A written notice of motion shall be forwarded to the Council Secretary one week before a meeting of the Executive Committee for consideration for inclusion on the agenda of the following Council meeting. The exception to this rule is a notice of motion to amend the Constitution which must be given at a previous meeting of Council.

## **Orientation of New Members**

New members of the Council will be provided with an orientation package which shall include a copy of the Faculty of Social Work Constitution, the most recent annual reports from the Standing Committees of Council, a copy of the Council handbook, and minutes of Council from the previous academic year. The Chair of Faculty Council shall ensure that an orientation session is held prior to the first meeting of Faculty Council, in which members are oriented to the history, purpose, and procedures of Council. When a complete list of the names of all Council members has been compiled, it will be distributed to all Council members.

Members of Standing Committees of Council shall also be given an orientation at their first meeting of the year to review recent history and orient all members to the terms of reference for that committee.

## **PART 4**

### **ELECTED COMMITTEES OF COUNCIL**

There are two types of committees that can be formed by Council:

- **Standing Committees** are ongoing committees of Council;
- **Special Committees** are time-limited committees that are disbanded once their tasks have been accomplished.

All Committees of Council shall have specified membership and terms of reference.

Rules and regulations that guide the Council shall also apply to Council committees. For items not identified in the Faculty of Social Work Constitution, Bourinot's Rules of Order or the Committee handbooks may be consulted.

The following section of the By-Laws outlines Standing Committee membership and terms of reference for the Executive Committee, M.S.W. Studies Committee, Ph.D. Studies Committee and AMNI Advisory committee.

### **Executive Committee**

#### **Membership**

- The Chair of Council
- Three members of the student body (one of whom will be the Vice-Chair of Council), including representation from Years I and II of the M.S.W. program, where possible, and the Ph.D. program
- Two members of the teaching staff
- One member of the administrative staff
- One member of the FSW alumni
- One member of ATC
- Secretary of Council (non-voting)

#### **Terms of Reference**

- a) to set the Faculty Council agenda and to ensure that proper documentation is prepared and disseminated with the agenda;

- b) to review reports to be tabled at Faculty Council and seek any clarifications that are considered useful to facilitate Council's understanding of the reports;
- c) to monitor implementation of Faculty Council policies;
- d) to ensure that all positions on Faculty Council and Council Committees are filled;
- e) to monitor the functioning of Faculty Council and its Committees;
- f) to serve in the capacity of Faculty Council if immediate consultation is required and the full Council cannot be brought together and to act with Faculty Council's authority during its summer recess;
- g) to bring forth recommendations and report its activities to Faculty Council and to provide Council with an annual report;
- h) to establish a review of the Faculty of Social Work Constitution at periodic intervals of not more than 10 years.

## **M.S.W. STUDIES COMMITTEE**

### Membership

- 5 members of full-time teaching staff
- The Registrar of the Faculty
- 5 M.S.W. Students elected by and from among their constituency. At the beginning of each academic year, in order to encourage representation of all students groups within the M.S.W. Program, the Graduate Student Association (GSA) shall invite nominations for ideally four (4) student voting positions, one to be elected from each of Year 1, Year 2, and students with Advanced Standing (full-time) and Advanced Standing (part-time). In addition, one (1) student elected to the GSA Executive Committee shall be appointed by the GSA Executive Committee to serve on the M.S.W. Studies Committee.
  - 1 member representing the Association of Teaching Centers.
  - 1 member representing the FSW Alumni Association.
  - 1 member representing the Ontario Association of Social Workers.

### Terms of Reference

- a) to have overall responsibility for long-range planning and quality assurance of the M.S.W. program;

- b) to review and recommend or approve proposals for MSW courses and programs, subject to the approval of Faculty Council as required and consistent with the policies and procedures of the School of Graduate Studies.
- c) to identify new educational needs for social workers at the M.S.W. level and to make recommendations to more adequately meet these needs;
- d) to review and make recommendations on requests from students and other constituencies related to M.S.W. curricular issues, excluding academic appeals;
- e) to establish an admissions subcommittee to : 1) review and recommend policies with respect to the desired qualifications of all applicants seeking admission to the program leading to the Master of Social Work degree, within the regulations of the School of Graduate Studies and subject to the approval of Governing Council; and, 2) review and recommend strategies for recruitment and orientation for students;
- f) to receive reports on M.S.W. awards and financial assistance within the Faculty;
- g) to bring forth recommendations and report its activities to Faculty Council and the SGS Graduate Educational Council as appropriate and to provide Council with an annual report.

## **Ph.D. Studies Committee**

### **Membership**

- 4 members of full-time teaching staff
- 4 Ph.D. students elected by and from among their constituency
- 2 members of the Alumni Association

### **Terms of Reference**

- a) to have overall responsibility for long range planning and quality assurance of the Ph.D. program;
- b) To review and recommend or approve proposals for Ph.D. courses and programs, subject to the approval of Faculty Council as required and consistent with the policies and procedures of the School of Graduate Studies.

- c) to identify new educational needs for social workers at the Doctoral level and to make recommendations to more adequately meet those needs;
- d) to review and make recommendations to Faculty Council on proposals for new programs of education in social work at the Doctoral level;
- e) to review and make recommendations on petitions from students and other constituencies related to Ph.D. curricular issues, excluding academic appeals;
- f) to develop and make recommendations on policies with respect to the desired qualifications of all applicants seeking admission to the program leading to the Doctor of Philosophy degree, within the regulations of the School of Graduate Studies;
- g) to develop strategies and make recommendations for recruitment and orientation for students;
- h) to bring forward recommendations and report its activities to Faculty Council and to provide Council with an annual report

### **Anti-racism, Multicultural and Native Issues (AMNI) Centre Advisory Committee**

#### **Membership**

Members will be teaching staff, students, alumni, and field instructors of the Faculty of Social Work, and members of community organizations. Membership is for a period of two years, which can be renewed.

#### **Terms of Reference**

- a) to advise the Faculty of Social Work in the development of the AMNI Centre;
- b) to advise and plan, in consultation with the Faculty of Social Work, appropriate activities for the AMNI Centre on an annual basis;
- c) to identify significant issues relating to social work education, research, and practice from the perspective of the community;
- d) to refer relevant issues to the Faculty Council for appropriate action and to provide Council with an annual report.