

## **Constitution of Innis College Council**

### I. Derivation of Authority from the U of T Act

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

### II. Definitions

- A. "College" means Innis College;
- B. "Council" means the Innis College Council;
- C. "Principal" means the Principal of Innis College;
- D. "ICSS" means the Innis College Student Society;
- E. "IRC" means the Innis Residence Council;
- F. "Cinema Studies Institute" means the Cinema Studies Institute at Innis College;
- G. "Students" means undergraduate members of the ICSS and graduate students enrolled in the Cinema Studies Institute. "Undergraduate Student" means any student registered in the Faculty of Arts and Science through the College in a program of study leading to a degree, post-secondary diploma, or certificate, who is not registered in the School of Graduate Studies. First entry professional faculty students registered at the University of Toronto and living in the Innis Residence, in addition to non-degree students enrolled in the Faculty of Arts and Science through Innis College, are also considered to be members of the ICSS. "Graduate Student" means any student registered in the School of Graduate Studies through the Cinema Studies Institute.
- H. "Others" means members of the Innis College community who are not students;
- I. "Teaching Staff" means a member of Innis College or the Cinema Studies Institute 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, Assistant Professor (conditional) Senior Lecturer, Lecturer, Senior Tutor, or Tutor;
- J. "Administrative Staff" means an appointed staff member of Innis College and/or the Cinema Studies Institute who is not a member of the teaching staff and who holds an appointment of 25% or more;
- K. "Alumni" means former students who have received a degree, post-secondary diploma, or certificate from the University of Toronto, or who have completed one year of full-time

studies or equivalent while registered at the University of Toronto through Innis College, who are no longer registered as students and who are not members of the teaching or administrative staff of the College;

- L. "Don" means a Don of the Innis College Residence;
- M. "Later Life Learning" means the Later Life Learning Program at Innis College;
- N. "Speakers" means the Speakers of the Innis College Council;
- O. "Secretary" means the Secretary of Council unless specified to mean Secretary of a Board;
- P. "Standing Committee" means a Standing Committee of Council;
- Q. "Executive Committee" means the Executive Committee of Council;
- R. "Special Meeting" means a Special Meeting of Council;

### III. General Powers, Duties, and Responsibilities

- A. Council shall determine its composition, and the number, composition and authority of its committees.
- B. Council and its Standing Committees shall play an advisory role to the College administration and the ICSS.
- C. Council shall regularly review the appropriateness and effectiveness of the College governance structure in serving the Innis community.

### IV. Specific Powers, Duties, and Responsibilities

- A. Council shall determine the rules and regulations for governing its procedures and its decisions shall be made by resolutions passed at its meetings.
- B. 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.
- C. 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.
- D. Council shall preside over the granting of scholarships, bursaries, prizes, and other awards to students of the College by delegating this responsibility to appropriate committees or officers of the College.
- E. Council shall consider the content, quality, and requirements of the academic programs

and courses of study that lead to degrees, diplomas, certificates, and credit 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 Faculty of Arts and Science, the following:

- proposals for new academic programs;
- proposals for major and minor modifications to existing academic programs;
- and proposals for the modification of existing diploma and certificate programs, pursuant to the University's *Policy on Diploma and Certificate Programs*.

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.

- F. Council may be one venue in which consideration and discussion of a review report of an academic program and/or unit may occur, where there is College involvement consistent with the protocol outlined in the *University of Toronto Quality Assurance Process*.

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

- A. Council recognizes that the Principal exercises powers under the authority of the "*Policy on Appointment of Academic Administrators*" which states that "the Principal of the College is the chief executive officer of the College and reports directly to the Dean of Arts and Science," in addition to the Vice President and Provost, who is responsible for the appointment of the Principal.
- B. While the Principal may delegate authority to other 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.
- C. The Principal shall 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.
- D. The Principal shall advise Council of the resource implications of proposed academic policies.
- E. The Principal may consult with Council on administrative proposals that may have a significant impact on the academic programs of the College.

#### VI. Membership

- A. Council shall maintain parity representation between students and others.

B. The voting members of Innis College Council shall consist of:

1. the President of the University of Toronto or a designate;
2. the Principal;
3. the President of ICSS;
4. three other members of the ICSS Executive appointed by and from among the ICSS Executive;
5. the President of IRC;
6. thirteen members elected by and from among the ICSS;
7. one member elected by and from among graduate students enrolled in the Cinema Studies Institute;
8. six members elected by and from among the Teaching Staff;
9. four members elected by and from among the Administrative Staff;
10. six Principal's Appointees who may or may not be members of the University of Toronto community;
11. one member elected by and from among the undergraduate Dons, who is also a member of the ICSS;
12. one member elected by and from among the Alumni;
13. the President of Later Life Learning or a designate;

C. The Vice-President and Provost (or designate) and the Dean of the School of Graduate Studies (or designate) shall be non-voting members of Council. One of them may be designated by the President to vote on behalf of the President.

## VII. Speakers of Council

- A. Two Speakers shall be elected annually by and from among the voting members of Council at its first meeting.
- B. One Speaker shall be a representative of the students, and one Speaker shall be a representative of the others.
- C. The duties of the Speakers of Council shall include but not be restricted to:
  1. presiding (on an alternating basis) over all meetings of Council;

2. calling Special Meetings as requested;
3. calling and presiding (on an alternating basis) over meetings of the Executive Committee.

#### VIII. Secretary of Council

- A. A Secretary shall be elected by Council at its final regular meeting of the academic year.
- B. The Secretary shall be a non-voting *ex officio* member of Council.

#### IX. Meetings of Council

- A. Council shall meet at least four times from September through May.
- B. The term of Council membership shall normally be one year.
- C. Notice of each meeting, including a proposed agenda, shall be given to members at least two weeks in advance of the meeting.
- D. 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 Speaker may cast a deciding vote or redirect the question for further consideration.
- E. Council meetings are normally open to the public, unless otherwise specified.
- F. Special Meetings may be called at the request of one-third of the members of Council, who shall submit a signed request for such a meeting to the Speakers. The Speakers shall call a meeting of Council within five working days of the request. The Executive Committee may also call special meetings of Council.
- G. Quorum for Council meetings shall be six student members and six other members of the Innis College community.
- H. Council meetings shall be governed by the rules contained in the latest revised edition of *Bourinot's Rules of Order* in all cases to which they are applicable and in which they are consistent with the By-Laws of Council.

#### X. Amendment of the Constitution and Bylaws

- A. The Constitution of the Council may only be amended with the approval of the Council and the appropriate body of the Governing Council of the University of Toronto.
- B. Voting shall take place at a regularly constituted meeting to which there has been twenty-eight (28) days' notice of the proposed amendment. 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 the appropriate body of the Governing Council for approval.

- C. During debate on constitutional motions, amendments may be introduced to the form of motions, but amendments relating to the substance of motions shall not be in order. The Speakers of Council shall make a final ruling on the question of whether an amendment to a constitutional motion is an amendment of form or substance.
- D. The By-Laws of the Council may be amended at a regularly constituted meeting to which there has been twenty-eight days' notice of the proposed amendment. An affirmative vote to amend the By-Laws is required by two-thirds of the members of Council present and voting.

**Amended and approved by Innis College Council on 16 April 2009 and 19 April 2010 and approved by the Executive Committee of the Governing Council of the University of Toronto on 14 June 2010.**

**Amended and approved by Innis College Council on 10 April 2012 and approved by the Executive Committee of the Governing Council of the University of Toronto on \_\_\_\_\_**

**Secretary: Roger Riendeau**

**Principal: Janet Paterson**