



## WOODSWORTH COLLEGE

UNIVERSITY OF TORONTO

### CONSTITUTION OF THE WOODSWORTH COLLEGE COUNCIL

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

- I. The Council of Woodsworth College, hereafter referred to as the "Council", exercises its powers and duties under the provisions of the *University of Toronto Act, 1971*, as amended.<sup>1</sup>

#### 2. Definitions

In this Constitution and the accompanying By-Laws:

- I. "Teaching Staff" means any employee of Woodsworth College who holds an academic appointment of 40% or more and who hold the rank of Professor, Associate Professor, Assistant Professor, Assistant Professor (conditional), Senior Lecturer, Lecturer, Senior Tutor, or Tutor.
- II. "Administrative Staff" means an appointed staff member of Woodsworth College who is not a member of the teaching staff and who holds an appointment of 50% or more.
- III. "Student" means any student registered in a program of study leading to a degree, post-secondary diploma, or certificate at Woodsworth College who is not registered in the School of Graduate Studies.
- IV. "Alumni" means anyone who has received a degree, post-secondary diploma, or certificate from the Faculty of Arts and Science through registration with Woodsworth College or who has completed one year of full-time studies while registered in the Faculty of Arts and Science through Woodsworth College, who is no longer registered as a student and who is not a member of the teaching or administrative staff of the College.
- V. "Other Academic Appointee" means a current University employee who is not a member of the Teaching Staff.
- VI. "College" means Woodsworth College.
- VII. "Council" means the Council of the College.
- VIII. "University" means the University of Toronto.

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<sup>1</sup> The Governing Council has the power to "establish, change and terminate academic and administrative units within the University and determine the powers and duties of any such units" (*University of Toronto Act, 1971*, Section 2 (14) (f)), to establish, change and terminate councils within the University, and to determine the composition, powers and duties of any such council (Section 2 (14) (i)).

### **3. Council's General Powers and Duties**

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.

- I. Council shall determine its composition, and the number, composition and authority of its committees.
- II. Council plays an advisory role, tendering advice to the College administration.

### **4. Council's Specific Powers and Duties**

The specific powers and duties of Council are the following:

- I. Council shall determine the rules and regulations for governing its procedures and its decisions shall be made by resolutions passed at its meetings.
- II. 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.
- III. 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. Council business will normally be considered by committees before being decided by the Council, and may be referred to standing or special Committees at the discretion of the Council.
- IV. 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 to the Faculty of Arts and Science or appropriate governing body:

- a. proposals for new academic programs;
  - b. proposals for major and minor modifications to existing academic programs<sup>2</sup>; and
  - c. proposals for the modification of existing diploma and certificate programs, pursuant to the University's Policy on Diploma and Certificate Programs.
- V. Council may be one venue in which consideration and discussion of a review report of an academic program and/or unit shall occur, consistent with the protocol outlined in the University of Toronto Quality Assurance Process

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<sup>2</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.

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

- I. 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 or his/her designate.”
- II. 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
- III. 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.
- IV. The Principal shall advise Council of the resource implications of proposed academic policies.
- V. The Principal may consult with Council on administrative proposals that may have a significant impact on the academic programs of the College

## 6. Membership

The Council shall consist of:

- I. Ex-Officio members (Voting):
  - The President of the University, or designate
  - The Vice-President and Provost, or designate
  - The Principal of the College
  - The Vice-Principal of the College
  - The Registrar of the College
  - The Dean of Students of the College
  - The Director of the Centre of Criminology and Socio-Legal Studies or designate
  - The Director of the Centre for Industrial Relations and Human Resources or designate
  - The Immediate Past Principal of the College
  - The President of the Association of Part-Time University Students (APUS), or designate
  - The President of the Woodsworth College Students’ Association, or designate
  - The President of the Alumni Association of Woodsworth College, or designate
  - The President of the College Residence Council or designate
  - A representative of the Dean, Faculty of Arts and Science
  - A representative of the Dean, Rotman School of Management
  - A designate of the Vice-Provost, Students

- II. Other Voting Members (appointed or elected):
  - a. Eight Members of the Teaching Staff
  - b. Five Other Academic Appointees
  - c. Six Administrative Staff
  - d. Twenty Students (to include at least one representative from the students' residence)
  - e. Four Alumni
  - f. One Don of the Woodsworth College Residence
  - g. Three Appointees of the Principal of the College

## **7. Term and Quorum of Council**

- I. Members elected or appointed to serve will hold office for a term of two years, and there is no limit on the number of terms of a member. Student members will hold office for a term of one year unless otherwise specified by the Board of Directors of the Woodsworth College Students' Association.
- II. If a member misses two consecutive regular meetings of the Council without providing a reason acceptable to the Executive Committee of the Council, the Executive shall declare the member's seat vacant.
- III. All members, excluding student representatives, shall be elected or appointed biennially not later than March 31 (or where the Council orders the holding of a new election pursuant to the Election By-Laws, as soon as possible after March 31), to take office on July 1 of the same year. Student members shall be selected annually in a manner to be determined by the Board of Directors of the Woodsworth College Students' Association and vacancies shall be filled on or before September 30.
- IV. Elections shall be conducted according to the Election By-Laws.
- V. The Council may establish and dissolve any standing or special committees.
- VI. Quorum is 20 voting members of Council.

## **8. Officers**

- I. The Chair and Vice-Chair of the Council shall be elected by and from among its members for a period of two years at the first meeting of Council in the Fall term
- II. The Chair and Vice Chair of Council normally will have a maximum of two consecutive two-year terms.
- III. 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 Executive Committee may convene the meeting and a Chair shall be chosen by a majority of the voting members present for the meeting.
- IV. The Secretary of Council shall be appointed by the Principal in consultation with the Chair. The Secretary shall be a non-voting *ex officio* member of Council.

## **9. Meetings**

- I. Regular meetings shall be held at least four times per year, twice in the fall term and twice in the spring term. A special meeting may be called by the Chair of the Council, at the request of the Principal, at the request of the Executive Committee or upon the written request of ten members of Council.
- II. The Secretary of the Council shall prepare and publish the agenda and shall maintain and publish the records of meetings of the Council and its Standing Committees (except

as indicated otherwise in the By-Laws), and shall make all other arrangements required to facilitate the meetings of the Council and its Standing Committees (except as indicated otherwise in the By-Laws).

- III. Notice of each meeting, including a proposed agenda, shall be given to members at least 10 days in advance of the meeting.
- IV. Except for proposals to amend the Constitution of Council, to suspend these Rules of Order, or to move in camera, 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.
- V. Except for meetings of the committee of the whole, meetings of the Council shall be open to the public. By a two-third majority vote, the Council may determine that meetings or parts of meetings shall be held in camera, and where matters affecting any individual may be disclosed, the meeting shall be held in camera unless the individual requests that such part of the meeting shall be open.

#### **10. By-Laws**

- I. The procedures of Council will be set forth in the By-Laws of Council.
- II. The composition, powers, duties, and procedures of Standing and Special Committees shall be set forth in the By-Laws of Council.
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#### **11. Parliamentary Authority**

- I. The rules contained in the most recent edition of *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.

#### **12. Amendments of the Constitution and By-Laws**

- I. 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. Voting shall take place at a regularly constituted meeting to which there has been 10 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.
- II. The By-Laws of the Council may be amended with the approval of a two-thirds majority of Council members present and voting. Voting shall take place at a regularly constituted meeting to which there has been 10 days' notice of the proposed amendment.