



# WOODSWORTH COLLEGE COUNCIL CONSTITUTION

UNIVERSITY OF TORONTO Approved by Governing Council on April 16, 2001

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

The Council of Woodsworth College, hereafter referred to as the "Council" exercises its powers and duties under the University of Toronto Act, 1971, as amended.

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.

Council shall be governed by the rules contained in the latest revised edition of *Robert's Rules of Order* in all cases to which they are applicable and in which they are consistent with the By-Laws of Council.

### The Council shall deal with:

- a) such matters as require its attention by reason of delegation of powers to the College by the Governing Council of the University;
- b) such matters as require its attention by reason of representations from other colleges or divisions of the University;
- c) such other academic matters as may be brought before it by any of its members, but the Council and its committees shall not deal with hiring, promotion or salaries of teaching staff or administrative staff, research by teaching staff, admission decisions, or marks and grades of individual students;
- d) matters concerning the activities and management of the College on which members of the Council wish to express opinions or make recommendations for the information and guidance of administrative officers;

## II. Definitions

In this Constitution and the accompanying By-Laws:

- a) "Teaching Staff" means employees 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.
- b) "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 25%\* 50% or more.
- c) "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
- d) "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.
- e) "Other Academic Appointee" means a current University employee
- f) "College" means Woodsworth College
- g) "Council" means the Council of the College.

Comment [s1]: As per constitution template

Comment [s2]: Moved to Section 4d

Comment [s3]: Moved to section XI Parliamentary authority

Comment [s4]: changed as per MYT email Jan.15

Comment [s5]: changed as per MYT email Jan.15

Comment [s6]: Moved from By-laws. I am using the language from our by-laws plus what was supplied in the constitution template as the template language did not seem to pertain to a college as we are not a faculty.

Comment [s7]: As per MYT

Comment [s8]: Changed as per MYT

e/h) "University" means the University of Toronto.

### III. 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.

- a) Council shall determine its composition, and the number, composition and authority of its committees.
- ~~b) Council recommends for approval to the appropriate body of Governing Council amendments to divisional academic policies. Academic policy sets out the principles for, the general directions of, and/or priorities for the teaching and research activities of the Faculty.~~
- ~~c) Council plays an advisory role, tendering advice to the divisional administration.~~
- b) 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.
- c) Council plays an advisory role, tendering advice to the College administration.

Comment [s9]: As per MYT

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

The specific powers and duties of Council are the following:

- 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. 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.

Comment [s10]: Moved from section I.

~~d) 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~~

e/d) **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.**

Comment [s11]: This section is the key part of the new requirement to be added to college constitutions

**Council shall approve, subject to approval by the Council of the Faculty of Arts and Science, the following:**

**Council shall recommend for approval to the Faculty of Arts and Science or appropriate governing body:**

Comment [s12]: As per MYT: On the advice of the Provost's Advisory Group, we are now suggesting that Colleges use the phrase "recommend for approval to the Faculty of Arts and Science" rather than "approve, subject to approval by Arts and Science..."

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

<sup>1</sup> Definitions of major modifications of existing programs, minor modifications, and new academic programs

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

~~De) Council shall review and approve, subject to approval by the Council of the Faculty of Arts and Science, proposals concerning Extra-Departmental Units in the Faculty, pursuant to the Policy on Interdisciplinary Education and Research Planning~~

Comment [s13]: We do not need this according to MYT

~~and 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~~

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

- 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."
- 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
- 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.
- The Principal shall advise Council of the resource implications of proposed academic policies.
- The Principal may consult with Council on administrative proposals that may have a significant impact on the academic programs of the College

Comment [s14]: I am exchanging the word "Dean" with "Principal" in this section

Comment [s15]: As per MYT-exchanged Faculty with College

#### VI. Membership

The Council shall consist of:

- ~~A Chair of the Council, elected by the Council from its membership at the first meeting in the Fall for a term of two years.~~
- ~~A Vice Chair of the Council, elected by the Council from its membership at the first meeting in the Fall for a term of two years.~~
- ~~Thirteen members of the teaching staff chosen by the Principal of the College~~
- ~~Up to 20 students of the College (to include at least one representative from the students' residence) selected in a manner to be determined by the Board of Directors of the Woodsworth College Students' Association.~~
- ~~Four alumni selected in a manner to be determined by the Alumni Association of Woodsworth College~~
- ~~Six members of the administrative staff of the College elected by the administrative staff~~
- ~~A Don of the Woodsworth College Residence elected by the Dons of the Woodsworth College Residence~~

Comment [s16]: Moved to constitution section VIII

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.

~~i) Three appointees of the Principal of the College~~

Comment [s17]: These definitions moved to by-laws section 1 b)

a) 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 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
- The Dean of ~~the College Residence (or equivalent) or designate~~ [Students of the College](#)
- 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
- 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

b) Other Voting Members (appointed or elected):

- 1) ~~4-8~~ [5](#) Members of the Teaching Staff
- ~~2) 5~~ [5](#) Academic Appointees
- ~~3) 6~~ Administrative Staff
- ~~4) 20~~ students (to include at least one representative from the students' residence)
- ~~5) 4~~ Alumni
- ~~6) 1~~ Don of the Woodsworth College Residence
- ~~7) 3~~ appointees of the Principal of the College

Comment [s18]: Moved from by-laws section 1. e)

**VII. Term and Quorum of Council**

Comment [s19]: Changed as per constitution template

- a) 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.
- b) 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.
- b)
- c) 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.
- d) Elections shall be conducted according to the Election By-Laws.
- e) The Council may establish and dissolve any standing or special committees.
- f) [Quorum is 20 voting members of Council](#)

Comment [s20]: Moved from by-laws

## VIII. Officers

- a) 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.
- b) The Chair and Vice Chair of Council normally will have a maximum of two consecutive two-year terms. ~~The Chair shall be a non-voting member of Council.~~
- c) 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.

- d) 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.

**Comment [s21]:** This section was moved from the by-laws and the c and d were added from the constitution template

## IX. Conduct at Meetings

- a) 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.
- b) 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).
- c) Notice of each meeting, including a proposed agenda, shall be given to members at least 10 days in advance of the meeting.
- d) 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.

**Comment [s22]:** Moved from by-laws

**Comment [s23]:** Moved from By-laws, as per constitution template provided

**Comment [s24]:** This section uses wording from constitution template and wording from by-laws, appendix 2, section 5 as per suggestion from MYT

~~A member of Council, elected by the Council, shall preside as Chair. The tenure of office of Chair shall be two years, renewal subject to re-election by the Council. A Vice Chair shall also be elected by Council. The Chair and Vice Chair of Council normally will have a maximum of two consecutive two-year terms.~~

- ~~e) The Secretary of the Council shall act as the Secretary to the Council and Standing Committee meetings except as indicated otherwise.~~
- c) Except for meetings of the committee of the whole, meetings of the Council shall be open to the public all members and alumni of the College. By a two-third majority vote, the Council may determine that meetings or parts of meetings shall be held in camera, and where matters

**Comment [s25]:** This section was moved to above: "Officers"

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.

## X. **By-Laws**

- a) The procedures of Council will be set forth in the By-Laws of Council.
- b) The composition, powers, duties, and procedures of Standing and Special Committees shall be set forth in the By-Laws of Council.

Comment [s26]: From constitution template

- a) ~~By laws and resolutions of the Council shall be published by the Council in such a manner as it may consider fit, and they should be open to examination by all members of the College during normal business hours.~~
- b) ~~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.~~
- c) ~~On the recommendation of two thirds of the members of Council present and voting when at least one half of the Council members are present at any meeting, the Council may approve an amendment to its Constitution to the Governing Council of the University of Toronto. Fourteen days' notice of any proposed amendment shall be given to the College Council.~~

Comment [s27]: Replaced with above

## XI. **Parliamentary Authority**

- a) Council shall be governed by the rules contained in the latest revised edition of *Robert's Rules of Order* in all cases to which they are applicable and in which they are consistent with the By-Laws of Council

Comment [s28]: Moved from section I (terms of reference)

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

- 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. Voting shall take place at a regularly constituted meeting to which there has been ~~14~~ 10 days' notice of the proposed amendment. An affirmative vote to amend the Constitution is required by ~~one half~~ 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.
- b) 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 ~~14~~ 10 days' notice of the proposed amendment

Comment [s29]: Added in from constitution template

Constitution amended and approved by College Council on February 13, 2001 and approved by the Executive Committee of the Governing Council on April 16, 2001

Constitution amended and approved by College Council on March 27, 2012 and approved by the Executive Committee of the Governing Council on xxxx, 2012