Toronto Metropolitan University
School of Journalism
School Council

By-laws and procedures

APPROVED
1 FEBRUARY 2007

Note: These bylaws have since been updated (Senate approval not required) to reflect the name change of the institution from Ryerson University to Toronto Metropolitan University, effective April 26, 2022.

1. Authority

The Journalism School Council derives its authority from Policy No. 45 of the Academic Policies and Procedures of Toronto Metropolitan University (Policy 45).

2. Mandate

The Council has the following mandate:

a) To develop, review, recommend and enact School policies, consistent with those of Toronto Metropolitan University and the Faculty of Communication and Design;

b) To foster understanding and co-operation among faculty, staff and students.

3. Membership

Membership shall be confirmed by the Chair each September in a notice to all faculty members, staff, and students, and shall consist of the following members of the School of Journalism:

(a) The Chair of the School;

(b) All full-time faculty members except those on leave;

(c) One representative of part-time and sessional instructors who is under contract to teach in the Fall and Winter semesters;

(d) The maximum number of students allowed under Policy 45. The total number of students shall be no greater than half the number of full-time faculty Council members. Wherever possible, student members will include representatives from each year of the undergraduate and graduate programs;

(e) One member of the administrative staff and one member of the technical staff;

(f) Additional members approved by a majority vote of Council as defined in Article 8 (a).

4. Selection of student, staff and part-time/sessional instructor members

(a) Each September, the Chair will inform the Journalism Course Union (JCU) and the equivalent graduate student organization as to the number of students required for positions on the Council. The JCU will forward to the Chair the names of the elected JCU president and representatives for each year in the undergraduate program. The equivalent graduate student organization will forward to the Chair the names of elected representatives for each year in the graduate program. If additional members are required, they will be chosen by the JCU president from the elected members of the JCU executive.

(b) Staff representatives will be appointed or renewed each September by the Chair.

(c) The representative of part-time and sessional instructors will be chosen each September by means of an election in which all part-time and sessional instructors under contract to teach in the Fall or Winter semesters are entitled to vote.

5. Designation and duties of Chair

(a) The Chair of the School of Journalism, or his or her designate, shall act as Chair of the Council.

(b) The Chair is responsible for scheduling meetings, setting and distributing an agenda, maintaining order and decorum, and forwarding decisions to the Dean, Faculty of Communication and Design, for approval.

6. Obligations of members

(a) Council members are expected to attend all meetings unless they are ill or have a conflicting meeting or class, in which case they shall notify the Chair.

(b) Only those who attend Council meetings are entitled to vote.

7. Quorum

The quorum for meetings shall be 50% of the members.

8. Voting

(a) Each member of the Council may cast one vote. The support of a simple majority (50% plus one) of those casting either a “yes” or a “no” vote is required to carry a motion, except as provided in Article 13 (b).

(b) The Chair shall not vote except to break a tie.

9. Committees

The Council shall establish a curriculum committee as mandated in Section (d) of Policy 45. It may at any time establish other committees to assist in dealing with matters concerning the

operation of the School. Committees shall include faculty and student representatives in the same proportion as they are represented on the Council.

10. Frequency and notice of meetings

(a) The Council shall meet at least once in each Fall and Winter semester.

(b) The Chair, or his or her designate, shall forward to each Council member by e-mail a notice of meeting 14 days in advance of each meeting. An agenda, including all relevant documents, will be forwarded to each Council member by e-mail at least three days in advance of each meeting.

(c) A Council member who wishes to propose an agenda item must submit it by e-mail to the Chair at least seven days in advance of the meeting at which the member wishes it to be considered.

11. Openness

The following members of the School of Journalism may attend Council meetings as observers:

a) faculty members, part-time and sessional instructors;
b) full-time or part-time staff;
c) students enrolled in a full-time Journalism program who are taking a Toronto Metropolitan University course or courses.

Other observers may be admitted by majority vote of the Council as defined in Article 8 (a). If admitted, they may be invited to address the meeting by majority vote as defined in Article 8 (a).

12. Minutes

All proceedings of Council, including attendance, will be recorded and a report distributed to all members no later than 14 days after each meeting. Minutes are public documents and may be viewed on the School premises by any faculty, student or staff member of the School. The Chair will forward a copy of all minutes to the Dean, Faculty of Communication and Design.

13. Amendments to by-laws and procedures

(a) A Council member who wishes to propose an amendment to by-laws or procedures must circulate the proposed wording to all other members at least seven days in advance of the meeting at which the member wishes it considered.

(b) The support of at least two-thirds of members who are present is required to carry a motion for amendment of the by-laws or procedures.