GLOBAL MANAGEMENT STUDIES

DEPARTMENT COUNCIL BYLAWS

Approved by Department/School Council: Dec 12, 2025
Approved by Faculty Council: January 28th, 2026
Approved by Senate: April 7, 2026

1. Preamble

Pursuant to Senate Policy 45: Governance Councils, The Global Management Studies Department Council (hereafter "the Council") shall function according to these bylaws, as approved by TRSM Faculty Council and Senate.

2. Mandate

The Council is responsible for:

2.1. Approving, reporting, or recommending academic matters specific to the Global Management Studies Department, its programs, and curricula.

2.2. Developing, reviewing, and approving policies and procedures exclusive to the Global Management Department, subject to endorsement by the Global Management Department Chair and consultation with the Dean or designate.

2.3. Formulating recommendations on broader academic policies affecting the Global Management Studies Department and submitting these recommendations to Faculty Council, the Dean, or Senate as required.

2.4. Reporting to Faculty Council and/or Senate on informational items specific to the Global Management Studies Department.

3. Membership

3.1. Voting Members:

3.1.1. All full-time tenured, tenure track, and LTF faculty members within the Global Management Studies Department, excluding those in administrative roles above the Chair level.

3.1.2. Students shall be elected annually by and from the undergraduate students in the Global Management Studies program. Normally, there shall be one student representative from each year of study, and one student representing equity and community inclusion perspectives, provided that the total number of student voting members remains no less than one-fourth and no more than one-third of the total number of voting faculty members of the Global Management Studies Department, as specified in the Global Management Studies Department Bylaw. When compliance with this ratio requires a smaller number of student representatives, the Department Council may adjust the composition accordingly, ensuring that representation across years of study and equity perspectives is maintained to the extent possible.

3.2. <u>Non-Voting Members:</u>

3.2.1. Council Recording Secretary, appointed by the Council Chair. (if not a faculty member)

3.2.2. Program Advising and Student Success (PASS) Representative.

3.2.3. Other staff members as determined by the Council.

3.2.4. Contract lecturers as determined by the Council.

4. Chair of Council

4.1. The Chair of Council shall be elected from the tenured full-time faculty membership of the Council for a term of 2 years.

4.2. The Chair may only vote in the event of a tie.

4.3. Optionally, a Vice-Chair may be elected by Council members from the tenured full-time faculty members of Council. The Vice-Chair shall act as Chair in the absence of the Chair or when the Chair is unable to preside due to a conflict of interest.

4.4. The Council Chair is responsible for:

4.4.1. Convening and presiding over Council meetings.

4.4.2. Ensuring agendas and minutes are prepared and distributed.

4.4.3. Reporting Council activities to Faculty Council and the Dean.

5. Meetings

5.1. Council meetings shall be held at least twice per academic year, once in the Fall and once in the Winter semester, with additional meetings as required.

5.2. Meetings may be conducted in person, electronically, or in a hybrid (electronic/in-person) format, as determined by the Council.

5.3. Notice of meetings, including draft agendas and relevant materials, shall be provided at least five business days in advance.

6. Quorum

6.1. Quorum for conducting Council business shall be 50% of voting members, with at least 50% of those present being full-time faculty members. The quorum calculation should be based upon the number of TFA full-time tenured, tenure-track, and LTF TFA faculty members, excluding faculty members on leave unless present at the meeting.

6.2. Faculty members on leave shall not count toward quorum unless they are present at the meeting.

7. Voting

7.1. Decisions shall be made by majority vote (50% plus 1) of members present.

7.2. Votes will be cast and counted according to the meeting format (in-person, electronically, or hybrid) and established voting procedures set by Council.

7.3. An electronic poll may be taken of members in-between scheduled meetings to provide approval or recommendation on specific urgent agenda items. Approved agenda items will be added to the consent agenda of the next regular meeting of Council.

7.4. In the event of a tied vote, the motion shall be considered lost unless the Chair elects to cast a deciding vote.

8. Committees

8.1. Standing Committees and ad hoc committees may be established by the Council as required.

8.2. The Council shall have a Standing Curriculum Committee which recommends new and revised curricula to Council. The Curriculum Committee includes a Chair (elected from the Global Management Studies Department TFA faculty), TFA faculty membership, a recording secretary, and other voting or non-voting representatives prescribed by department policy set by Council. The Curriculum Committee shall prepare and share an annual report with Council by the end of the Winter semester.

8.3. Terms of reference for all committees must include the committee's membership, mandate, chair selection, quorum, reporting structure, and expected duration (for ad hoc committees).

9. Agendas and Minutes

Agendas and approved minutes are public documents accessible to faculty, staff, and students within the Global Management Studies Department.

10. Amendments

10.1. Amendments to these bylaws require a two-thirds majority approval of voting members present at a duly constituted Council meeting.

10.2. Approved amendments must be endorsed by Faculty Council and Senate before becoming effective.